



# Butler County Educational Service Center

## Local Professional Development Committee

### Manual



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## BCESC Local Professional Development Committee

### PHILOSOPHY AND PURPOSE

**PHILOSOPHY:** *Ohio's vision for transforming professional development is driven by one core belief: Teacher quality is central to Ohio's mission to ensure all students reach high levels of academic achievement. To this end, the Butler County Educational Service Center Local Professional Development Committee will*

- Promote alignment of professional growth with district continuous improvement plans
- Emphasize increased student learning and achievement as a professional development priority
- Guide the development of Individual Professional Development Plans
- Support the inquiry into and study of teaching and learning
- Encourage application of learning gained through professional development rather than merely attendance, time spent, and completion of required work.

**PURPOSE:** The purpose of the Butler County Educational Service Center Local Professional Development Committee is to oversee, review and assess coursework and other professional development activities for

- Licensure renewal
- Individual Professional Development Plans



## HISTORY

In 1996, the Ohio General Assembly passed Senate Bill 230, requiring every Ohio school district to establish a Local Professional Development Committee (LPDC), and have that committee in place by September 1, 1998. The information contained in this document will help guide you through the steps and procedures for changing from certification to licensure, writing and maintaining your Individual Professional Development Plan (IPDP), and renewing your subsequent license(s) as established by the BCESC Local Professional Developmental Committee (LPDC).

This program has been designed to allow individuals greater flexibility in selecting the type of professional development activities that are meaningful to them. Where the old system recognized only formal course work or workshops by Continuing Education Units (CEUs), the new structure will allow a range of professional development activities, many of which more closely relate to the daily work and professional needs or goals of the educator.

Through this Licensure process each educator will develop an Individual Professional Development Plan (IPDP). A time-line has been established for an educator to complete his/her IPDP and receive LPDC approval for Licensure. Each professional development plan is characterized by its individual relevance, authenticity, and potential to enhance professional growth and effectiveness. IPDPs must be approved in advance by the LPDC and must relate to Butler County Educational Service Center or associated agency/district goals, and the professional growth of the individual.

In summary, the LPDC will provide an opportunity for increased flexibility, more meaningful professional development, and local decision-making. Through the LPDC, professional development can become a strategic and powerful tool for continuous improvement.



## BOARD RESOLUTION February 16, 2002

WHEREAS, Ohio Revised Code 3319.22 mandates that each board of education shall establish a local professional development committee; and

WHEREAS, each local professional development committee will determine whether course work that a district teacher proposes to complete meets the educator license standards promulgated by the State Board of Education; and

WHEREAS, the Educational Service Center and the Butler County Board of Mental Retardation & Developmental Disabilities have engaged in a collaborative local professional development committee previously; and

WHEREAS, the Governing Board of the Educational Service Center has a new bargaining unit representing the Head Start staff, including certified teachers; and

WHEREAS, the Educational Service Center employ certificated personnel unique in nature to the employees of the Board of MR/DD; and

WHEREAS, the ESC staff will benefit professionally by having an LPDC exclusive of partner agencies;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Butler County Educational Service Center that the local professional development committee shall be reorganized and established pursuant to O.R.C. 3319.22.



## BUTLER COUNTY EDUCATIONAL SERVICE CENTER LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE BY-LAWS

### Section I

The LPDC shall have an agency level scope.

### Section II

The LPDC shall consist of five (5) members with two (2) administrative employees designated by the Superintendent; and three (3) teacher employees, selected by a majority vote of Bachelor Degree certified teachers, (if less than two teachers agree to run for this committee no vote will be needed) or in accordance with any relevant collective bargaining agreement provisions.

### Section III

LPDC members will serve for a two-year term provided the member remains employed by the Governing Board. Initial membership will be staggered with one (1) teacher member and one (1) administrative member serving a one (1) year term.

### Section IV

The Superintendent shall appoint replacements to fill any vacancies that occur in the LPDC, except in the case of a vacancy among the teaching members, which shall be filled by a vote of remaining members of the LPDC.

### Section V

Any member appointed to fill a vacancy occurring prior to the expiration date *of the predecessor's term shall hold office on the LPDC for the remainder of that term.*



## Section VI

The initial meeting of the LPDC, upon election and appointment of all committee members, shall be called by the Superintendent. At this initial meeting, the committee shall select a chairperson and such other officers that the committee deems necessary, and shall adopt rules for the conduct of its meetings. Thereafter, the committee shall meet at the call of the chairperson or upon the filing of a petition with the Superintendent, signed by the majority of the committee members calling for the committee to meet. All meetings shall take place at the convenience of committee members and release time may be granted.

## Section VII

The committee will promulgate bylaws, procedures and policies to be recommended for adoption by the Governing Board.

## Section VIII

Minutes shall be kept of all verifications and IPDP approvals.



## **BUTLER COUNTY EDUCATIONAL SERVICE CENTER**

**We provide programs and services that promote achievement and improve the quality of life for families and children**

### **Vision**

We are progressive, visionary, premier, inclusive organization that supports world-class learning through leadership and collaboration.

### **Mission**

Provide exemplary services to improve learning so that children can lead successful lives.

### **What we do**

Butler County Educational Service Center serves as the central educational and service resource for schools, government agencies, families, children and the community.

### **Who we are**

Established in 1914, the Butler County Educational Service Center has a long history of serving the schools and residents in Butler County Ohio. We provide educational programs and staffing services, professional development and multi-faceted family services from prenatal through high school.

### **Our services include**

- Educational programs and services, professional development and multi-faceted family services for children ages prenatal through high school.
- Leadership and support in the areas of administration in the form of management and consultation to school districts.
- Staffing service of specially trained professionals and technology support for school district.



## LPDC COMMITTEE RESPONSIBILITIES

The LPDC shall consist of individuals performing in the following roles and corresponding duties. Officers shall be elected by a majority vote or by voluntary consent (if less than two members wish said duty) of each school year.

### Chairperson Responsibilities:

- Preside over all LPDC committee proceedings.
- Schedule all committee meetings, regular and/or emergency, and set all agendas in collaboration with the membership.
- Communicate information to the members of the LPDC.
- Represent the LPDC at meetings (e.g., staff meetings, board meetings, etc.)
- Ensure committee adherence to the Individual Professional Development Plan (IPDP) review processes and procedures.
- Sign all renewal applications.

### Recorder Responsibilities:

Maintain minutes and records of actions taken and provide copies of the same to the Superintendents, LPDC members, and other employees upon request.

- • Notify applicants of approval, resubmission, or denial status of IPDPs.
- • Be responsible for all necessary correspondence.
- • Keep committee membership records up-to-date.
- • Maintain a current email address of all committee members
- • Maintain an easily accessible electronic record of all committee activities.

### Committee Members Responsibilities:

- Serve as a staff information resource and facilitator of professional development.
- Serve as an evaluator of IPDPs.
- Attend to all LPDC correspondence.
- Serve as a reviewer of professional development activities for renewal applications.



## LPDC COMMITTEE PROCEDURES

1. The LPDC will review IPDP/verifications electronically when submitted by the educator.
2. A quorum, necessary to conduct LPDC business, shall be three (3) out of five (5) LPDC members. A quorum, three (3) out of five (5) LPDC members, is necessary for all IPDP/Verification decisions. At least three (3) of the LPDC members must agree upon any IPDP/Verification matter for the decision to be made. Of the three, at least (2) members must be teacher representatives.
3. When the LPDC considers licensure requests from administrators, the administrator may request, that the committee membership be modified to reflect an administrator majority rather than a teacher majority. This will be accomplished by excusing two teacher members from the committee when this particular application is under consideration. The voting teacher representative will be determined by a majority of the teacher members of the LPDC.
4. Any submitted proposal deemed unreadable by the LPDC will be returned to the educator submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration.
5. While all discussions and materials associated with the LPDC process are a matter of public record, it is the intent of the LPDC to act in a professional and confidential manner when working through this process. Public access laws will be honored, but LPDC members will not share or discuss information regarding individual applications outside their official role as LPDC members.

No documents submitted for consideration to the LPDC shall be used as examples without written permission of the party/parties involved.
6. Minutes and records of actions taken shall be maintained by the LPDC recorder. Copies of these minutes and records shall be provided to the Superintendent and LPDC members, and other employees upon request.



7. *Staff members will be notified in writing of the committee's action within three (3) weeks of the review. If the IPDP is not approved, the applicant will be given a written summary of the reasons for the LPDC decision. IPDPs denied by the LPDC may be resubmitted with modifications, or they may be appealed using the appeal procedure outlined in this document.*

9. While the individual educator is responsible for maintaining the original signed IPDP, the committee will keep a record of all actions taken regarding the approval of IPDPs, amendments to the IPDP and verification of records for license renewal.

10. The approval of an IPDP can be withdrawn if that approval was based on misleading, incorrect, or falsified information. If the committee has reason to believe that an approved IPDP has such information, the committee shall notify the employee. The employee shall have forty-five (45) days to respond in writing to the committee and provide documentation to support their approved IPDP. The final determining decision shall be made by the LPDC committee. If documentation does not satisfy the concerns of accuracy, a new IPDP must be approved.

## **IPDP APPEAL PROCESS**

The appeal of a decision made by the LPDC shall be a two-step procedure. The first step shall be to appeal to the LPDC. If denied, the second step shall be to appeal to a three-member panel whose decision is binding. Time-lines outlined below shall be applied in all cases unless extended by mutual consent of all parties.

If an individual wants to appeal the LPDC's first decision, he/she should submit a written appeal to the LPDC chair. This appeal must be submitted to the LPDC chairperson within ten (10) working days after the denial of the original proposal. This appeal will then be reviewed at the next regularly scheduled LPDC meeting; the appellant may present her/his rationale at the meeting. The chair shall provide written notification to the appellant of the *committee's decision on the appeal* within five (5) working days after the committee renders its decision.



## OHIO STANDARDS FOR PROFESSIONAL DEVELOPMENT

1. High quality professional development (HQPD) is a purposeful, structured and continuous process that occurs over time.
2. High quality professional development (HQPD) is informed by multiple sources of data.
3. High quality professional development (HQPD) is collaborative.
4. High quality professional development (HQPD) includes varied learning experiences that accommodate *individual educators' knowledge and skills*.
5. High quality professional development (HQPD) is evaluated by its short- and long-term impact on professional practice and achievement of all students.
6. High quality professional development (HQPD) results in the acquisition, enhancement of refinement of skills and knowledge.

\*Complete document for Ohio Standards for Professional Development located on the LPDC webpage.



## THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

The creation of the Individual Professional Development Plan (IPDP) is a process designed to cause individuals to think reflectively about professional goals and how those goals relate to the professional development opportunities available to them.

It allows individuals to plan and prepare for the licensure process by having them set goals, identify objectives, predict outcomes analyze educational strategies, and evaluate current practices. The LPDC encourages individuals to explore a variety of professional staff development opportunities.

It is recommended that the IPDP be submitted to the LPDC within six months of the last certification renewal or licensure renewal.

Professional development activities will only be recognized after submission and approval of the Individual Professional Development Plan. These activities are listed in the [BCEU Options Charts](#).

Along with increased flexibility in the types of professional development activities that are accepted, there is also an increased emphasis on the relevance of professional development activities.

Each professional development activity that is completed must be clearly related to the area of licensure and/or professional responsibility.

\*See IPDP form on LPDC webpage

### When To Write an IPDP

- a. Immediately after receiving your first license
- b. Immediately after your last license renewal

If you have questions please email one of the LPDC committee members. Email links are found on the LPDC webpage.

### Forms you will need

IPDP form

BCEU Educational Units Option Chart

Copy of the Educator/Principal/Superintendents Standards



## IPDP Directions

1. Complete Personal and Licensure information at the top of the Individual Professional Development Plan Form.
2. Column 1: Select the Educator Goal(s) number from the *Ohio's Standards* for Teachers, Principals, or Superintendents
3. Column 2: Your Professional Goals should:
  - have a personal focus, reflecting new learning for you or increased personal responsibility, such as improved practice, increased knowledge, improved skill-base, etc.
  - relate to the licensure area(s) to be renewed reflect current definitions of high quality professional development
4. Column 3: How to Acquire
  - Use the Butler County Educational Unit Options Chart to select appropriate opportunities/programs/activities to meet your professional goals.
  - You will need 18 BCEUs to renew your certificate/license. Be sure you have afforded yourself ample options. Just because you have listed an option, does not mean you must utilize it or utilize it to its maximum.
  - If you later wish to use an Option on Butler County Educational Unit Options Chart that is NOT on your approved IPDP, you must amend your IPDP (See [How Do I Amend My IPDP](#))
  - If you wish to utilize an opportunity/program/activity NOT on the Butler County Educational Unit Options Chart, you must have approval of the LPDC PRIOR to engaging in that activity.
  - The Butler County Educational Unit Options Chart also tells you how you will Meet criteria for each activity. You will need this when it is time to verify your BCEUs for renewal.
5. Submit/scan your original signed, and dated IPDP to [Cheryl Scrivner](#).
6. The LPDC meets virtually for the majority of meetings. You will hear from human resources within three weeks of the submission whether the LPDC committee has approved or denied your IPDP or outlined modifications for your IPDP.



## HOW TO AMEND AN IPDP

When should I amend my IPDP?

Any certified/licensed person hired by the BCEESC who changes job functions, shall review the present IPDP to verify continued appropriateness. If the new job function varies from the previous one, a new IPDP must be completed and approved by the LPDC to reflect the new job duties. All materials should be submitted to the LPDC within ninety (90) calendar days of the job change.

Any added licensure area should be reflected in the IPDP. All materials should be submitted to the LPDC within ninety (90) calendar days of the addition of the new licensure area.

If you wish to exercise a Butler County Educational Unit Option (i.e. mentoring) not on your original IPDP.

1. Complete Personal and Licensure information at the top of the [Individual Professional Development Plan Form](#). Check Amended IPDP in the upper right hand corner.
2. Column 1: *Select the Educator Goal(s) number from the Ohio's Standards for Teachers, Principals, or Superintendents.*
3. Column 2: Add a Professional Goals to reflect new learning or increased personal responsibility, such as improved practice, increased knowledge, improved skill-base, etc. in your new licensure/job area and reflect current definitions of high quality professional development.
4. Column 3: How to Acquire  
Use the [Butler County Educational Unit Options Chart](#) to select appropriate activities to meet your professional goals.
5. Submit your original signed, and dated amended IPDP to human resources.
6. The LPDC meets virtually for the majority of meetings. You will hear within three weeks of the submission whether the LPDC committee has approved or denied your IPDP or outlined modifications for your IPDP.



## HOW TO VERIFY WORK ON MY IPDP AND RENEW MY LICENSE

Once a 5-year license has been issued, the educator will formally develop an IPDP. The educator has five years to earn the eighteen (18) BCEUs required for the renewal of that license. BCEUs earned must be consistent with the IPDP (Individualized Professional Development Plan) written by the individual. *The LPDC verifies the information, which becomes part of the individual's renewal application.* The Human Resource Department and LPDC committee assist employees in the renewal process.

**2014 every educator will have either a permanent certificate or a license**

When should I verify work on my IPDP to renew my license?

- You may submit your renewal to the LPDC any time from January 1<sup>st</sup> to September 1<sup>st</sup> of the year your license/certificate expires
- Organize your documentation and keep with your IPDP as soon as your IPDP is approved.
- All work and documentation must be submitted to the LPDC no later than September 1<sup>st</sup> following the expiration of your license/certificate.

Forms you will need:

- Your signed and approved Individual Professional Development Plan. Be sure to include signature page.
- Documentation to show professional development activities completed according to your IPDP. See [Butler County Educational Unit Options Chart](#) for acceptable verification documents (column 4).
- [Summary of Licensure Renewal Activities Form](#)
- [LPDC Verification Form for Renewal of Five-Year License](#)
- Present these forms with all documentation to the human resource office.



□ Human resources will send verification for approval notices to

the LPDC committee. Verification must be approved before a license is approved.

All licensure applications are done online through the *ODE's website*.

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License>

□ Once a license is approved it is the responsibility of the employee to provide human resources with a copy of the license.

- *Copies of the employee's license can be printed from the ODE's website.*

## NEWLY HIRED

Individuals coming from an agency that did not have an LPDC must begin the IPDP process early. Previous college credit hours can only be approved for the period of time from the issuance of the certificate to the hire date. After the hire date, a member must have an approved IPDP in place. See [How Do I Write an IPDP](#)

## RECIPROCITY

Licensed individuals hired by the BCEŠC from another school district or agency should [submit a new IPDP](#) and all materials previously approved by the outside district or agency to the Butler County LPDC. FORM: [Verification When Leaving an LPDC](#).

All materials should be submitted within ninety (90) calendar days of the start of employment. Activities previously approved and completed, or in process, prior to employment at the BCEŠC shall be accepted. No new additional professional development credits can be earned until the new IPDP has been approved by the LPDC.



## JOB CHANGES WITHIN THE SAME ORGANIZATION

Any licensed person hired by the BCESC who changes job functions, shall review the present IPDP to verify continued appropriateness. If the new job function varies from the previous one, a new IPDP must be completed and approved by the LPDC to reflect the new job duties. All materials should be submitted to the LPDC within ninety (90) calendar days of the job change.

FORM: [How Do I Amend My Individual Professional Development Plan?](#)



## EDUCATOR RESPONSIBILITIES

The employee will be responsible for maintaining the original signed IPDP and all other materials that comprise their IPDP Portfolio. The employee may request that the Human Resource Secretary place a copy in their personnel file. Minutes of LPDC meetings will reflect names and approval actions.

No credit for professional development will be recognized until the IPDP is submitted and approved. It is recommended that this plan be submitted within six months from the issue date of the last certificate/license issuance.

Each time the license is renewed, the educator will need a new IPDP to guide professional development toward the next renewal.

Individuals shall understand and take responsibility for fulfilling the licensure requirements as set forth by the ODE. It is the responsibility, as a licensed employee, to monitor the expiration date(s) of your license(s). Failure to monitor and comply with these guidelines may prevent you from attaining needed renewals and/or continued employment.

Individuals shall familiarize themselves with good, appropriate professional development practice and apply this knowledge in the development of their IPDPs. Individuals wishing to amend their IPDP goals and/or activities should submit a request for amendment to the LPDC as soon as possible. The committee will then consider approval of the amendment request. Amendments must be completed at a minimum of one year prior to the license renewal.

Activities related to the revised IPDP will not be recognized unless occurring after the approval date. Exceptions may be made on an individual basis if highly unusual circumstances apply.

Individuals shall meet all timelines as established by the LPDC for submission of IPDP proposals, materials, documents, etc.

Individuals shall respond to requests by the LPDC, for information, clarifications, and/or other activities related to their IPDPs.

Individuals shall provide the human resource office with a copy of their IPDP. The human resource office will, in turn, send the IPDP electronically to the LPDC committee.



## AMENDING LPDC GUIDELINES

Any licensed employee represented by the LPDC may suggest amendments to LPDC guidelines and procedures by submitting the proposed change in writing to the LPDC chair.

1. Submit the proposed change in writing to the LPDC chair.
2. The LPDC chair will present the proposed changes to the elected committee within 1 week of receiving notice.
3. The elected committee will discuss the proposed changes and within 30 days advertise the proposed change to full membership through hard copy and/or web email.
4. Full membership shall have forty-five (45) days to respond either in writing or in person a scheduled LPDC meeting.
5. The elected committee must vote on the proposed change within ninety (90) days of submission.
6. Approval of a proposed change requires four (4) votes of approval.
7. Voting results will be made known to the full membership.
8. Any licensed employee represented by the LPDC may suggest amendments to LPDC guidelines and procedures by submitting the proposed change in writing to the LPDC chair.
9. Amendments altering the requirements for approved IPDPs shall not negatively impact any individual who has already begun the process.



## GLOSSARY OF TERMS

**Approved College or University:** A college or university which has been approved for the preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education.

**Approved Program:** A college or university preparation program that the State Board of Education has determined complies with Licensure rules and which leads to licensure necessary as a teacher, administrator, or school employee in pupil personnel services.

**Butler County Continuing Education Units:** BCEUs are awarded to individuals for professional development activities used to renew an existing license. BCEUs are awarded for licensing credit based upon the standards and guidelines outlined in this document. In order to qualify for credit, an activity must be directly relevant to an approved IPDP.

**Continuing Education Units (CEU):** The CEU applies only to the renewal of a certificate and does not apply to the Licensure process. A CEU is equal to ten contact hours in a professional development program approved by the State of Ohio or by the local professional development committee.

**Endorsement:** Endorsement of a license is the addition of a teaching area to the license after completion of an approved program of preparation.

**Individual Professional Development Plan (IPDP):** The Individual Professional Development Plan (IPDP) is a plan designed to help individuals think reflectively about professional goals and how those goals relate to the professional development opportunities available to them. It allows individuals to plan and prepare for the licensure process by having them set goals, identify objectives, predict outcomes, analyze educational strategies, and evaluate current practices.

**License:** *The "license" will replace the "certificate" as the formal credential authorizing individuals to teach in Ohio schools. Effective July 1, 2002, only new licenses will be issued by the State. Ultimately, all teaching certificates (except for permanent certificates) will be converted to licenses. The new*



*“Teacher Education and Licensure Standards” which authorize the Licensure process were approved by the General Assembly in November 1996 and became effective on January 1, 1998.*

**Local Professional Development Committee (LPDC):** Senate Bill 230 requires school districts and chartered nonpublic schools to establish Local Professional Development Committees. The committees will determine whether course work and professional development activities completed by individuals meet the requirements for renewal of certificates and licenses. (The standards adopted pursuant to these rules specify that the committee shall also review other continuing education activities in addition to course work.)

**Renewal:** Renewal applies to licenses and refers to the process of renewing a license at its present level.

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