

Lutheran Schools of Ohio

Local Professional Development Committee

Mission Statement

In support of the mission and ministry of the Lutheran schools and teachers in Ohio, the Local Professional Development Committee will foster and encourage effective professional staff development and ensure a fair and equitable processing of licensure.

Definition

The Local Professional Development Committee defines professional development as any course, activity, inservice, or experience that enhances the educational expertise of staff members to positively impact students. It should empower educators to connect theory, practice, and student outcomes.

Organization and Structure

- 1) The Lutheran Schools of Ohio Local Professional Development Committee (LPDC) shall be the official licensing agency for renewals of licenses and certificates for the member Lutheran Elementary Schools of Ohio.
- 2) An annual membership fee will be charged on a per teacher basis for the Lutheran schools of Ohio which the LPDC serves. The amount of this fee will be established by February for the following school year. A summary of the previous fiscal year will be presented at the Principal's meeting in August.
- 3) Preschools on roster with the Ohio District of the Lutheran Church may use the services of the LPDC for those teachers with 4 year degrees who wish to maintain their license with the state. The fee would include only those teachers to whom the licensure procedure would apply.
- 4) The LPDC shall consist of the Superintendent of Schools for the Lutheran Schools of Ohio, the LPDC administrator, and four regional, geographical committees consisting of representatives of each school. At least one of these representatives is to be a principal. The regions are Cleveland – W, Cleveland – E, Ohio NW, and Ohio S.
- 5) In order to qualify for serving as members of the LPDC, the following guidelines are to be followed as closely as possible. Teachers: a minimum of three full years of teaching experience; principals: three full years of administrative experience. Principals and teachers must hold valid licenses.
- 6) The chairperson of each region will have the next years committee membership in place before June 1st each year.
- 7) Each school is to appoint a representative to serve on the regional LPDC following the guidelines presented in (4 & 5) above.
- 8) The term of office for each member of the LPDC will be three years. Terms shall begin on September 1 in each triennium effective the year 2000. Each member shall be limited to two consecutive full terms. Following two consecutive terms, three full years must elapse before one can be appointed to the LPDC.

- 9) Superintendent will appoint a person as an administrator to the LPDC. This person would not have a vote. The Administrator shall:
 - i) be a liason with the licensure department of the Ohio department of Education.
 - ii) Maintain a uniformity of the application of LPDC guidelines.
 - iii) Coordinate LPDC work with the Superintendent of the Lutheran Schools of Ohio.
 - iv) Keep forms current.
 - v) Maintain communication with those workers eligible in the preschools.
- 10) Vacancies shall be filled by appointment of the LPDC administrator.
- 11) Each regional committee shall determine its officers, which shall be: a chairperson, secretary, and recorder.
- 12) The date, time, and location of each regional committee will be determined by the respective regional committee. Each regional committee shall meet at least four times per calendar year, with an interval of not more than four months between meetings.
- 13) Meetings of the District LPDC may be called by the chairpersons of at least three regional committees acting collectively, the LPDC administrator, or by the Superintendent. The purpose of such meetings may be as follows:
 - i) Disseminate information regarding requirements for licensure,
 - ii) Review or revise these guidelines and procedures,
 - iii) Review standards for IPDP or course completion
 - iv) Set budget and fees for the following year, or
 - v) Other business common to the regional committees.
- 14) The chairpersons of the four regional committees shall meet at least once per year prior to the beginning of each school term, to ensure that these policies are applied equally in the four regions.
- 15) This document may be revised by majority vote of the LPDC in meeting or via telephone or mail poll.

Roles and Responsibilities

1. The regional committees of the LPDC shall implement license renewal procedures.
 - a. Review Individual Professional Development Plans (IPDP); determine value of activities and corresponding Continuing Education Units (CEUs) and Professional Development Units (PDUs)
 - b. Meet and vote on plans, evaluate effectiveness of activities
 - c. Send appropriate approval/disapproval notices
 - d. Maintain files and records in an equitable manner
 - e. Send recommendations to the Ohio Department of Education (ODE)
 - f. Monitor progress on IPDPs by teachers
 - g. Engage in appeals process
 - h. Promote positive professional relations and cooperation among LPDC members
 - i. Use discretion in discussion of all LPDC matters
2. The regional committees of the LPDC shall promote professional development activities.
 - a. Promote professional development opportunities
 - b. Provide relevant information about current trends, practices, and research in professional development
 - c. Monitor trends in the field; be consistent with recommended practices
 - d. Communicate the licensure process to teachers
 - e. Serve as advocate for professional development
 - f. Access LPDC funding
 - g. Communicate information to teachers on changes in policies and procedures
 - h. Encourage goals that support those goals set up by the individual schools

Operating Procedures

- 1) Each regional committee shall, in the first meeting following September 1 and not later than October 15, elect a chairperson, a secretary, and a recorder. A 3-member Appeals Sub-Committee may also be elected. The term of office for each shall be one year, concluding upon the election of a successor.
 - a) The chairperson:
 - i) Shall preside at meetings of the regional committee.
 - ii) Shall sign appropriate documents attesting to actions of the regional committee.
 - iii) Shall see that procedures of the LPDC and state are followed.
 - iv) May call an emergency meeting of the regional committee with the concurrence of a majority of the members of the regional committee.
 - v) Shall attend meetings of the Regional Chairpersons.
 - b) The secretary:
 - i) Shall keep an accurate record of the deliberations and decisions of the regional committee.
 - ii) Shall provide minutes of each meeting of the regional committee to the members of the regional committee, the chairpersons of the other regional committees, and the Superintendent.
 - iii) Shall sign appropriate documents attesting to actions of the regional committee in the absence of the chairperson.
 - iv) Shall annually provide to the individual the original Professional Development Log attesting to CEUs earned for the current Licensure period.
 - v) Shall provide a copy of the “log” to the recorder for inclusion in the individual’s professional development file.
 - c) The recorder:
 - i) Shall complete IPDP review forms based on discussions of the committee members.
 - ii) Shall forward to the individual the original of the review form.
 - iii) Shall provide for the maintenance of a professional development file for each teacher in the region with an IPDP.
 - iv) Shall maintain a sequential log of CEUs earned by each individual. (Form 11)
 - v) Shall provide to the school and Superintendent a copy of the individual’s log.
- 2) A quorum shall be present to conduct regional committee business. A quorum is defined as a majority of members of the regional committee, with the presence of at least one principal member being required. In the event that a principal member is unable to attend a particular meeting, that principal may be represented by another principal of the region who meets the qualifications for principals and who has the concurrence of the Superintendent.
- 3) Each teacher or principal who holds Ohio provisional/professional certificate(s)/license(s) must have an approved IPDP on file with the regional committee. This plan will serve as a guideline for the individual’s professional development during the next renewal cycle.
- 4) Individuals are responsible for maintaining Professional Development records and completing necessary paperwork for license renewal through the regional committee.
- 5) All necessary forms/communications to be submitted to the regional committee shall be submitted to the person designated by the regional committee at least thirty (30) days prior to a scheduled regional committee meeting. Exceptions may be granted by the regional committee on an individual basis upon receipt of written request for exception with explanation.

- 6) The regional committee will maintain the official file of professional development records for each teacher who has completed an IPDP. In order to provide access to records, the following procedures will be used:
 - a) A copy of the professional development record will be maintained in the teacher's school. The principal will assume responsibility for appropriate confidentiality.
 - b) A log of courses and CEUs earned by the teacher will be maintained by the recorder in the official professional development file.
 - c) A copy of the log will be issued to the teacher and school the end of each school year, and as requested by the teacher.
 - d) Inactive logs until the expiration date of the Form 1 IPDP or no more than 5 years.

- 7) Items listed as part of an individual's evaluation for needed improvements may or may not be approved for PDUs by the regional committee.

- 8) IPDPs will be evaluated by the regional committee on the basis of the following:
 - a) Relation to area of license and current or planned service
 - b) Needs of the educator, the students, and the school
 - c) Address how the selected professional activities enhance self, classroom, and school

- 9) Proposals for **independent study** are to be submitted to the chairperson of the regional committee. Proposals will be evaluated for appropriateness of activity and support for the individual's IPDP by the chairpersons of the four regional committees, acting collectively to set the standards. The chairperson of the applicant's regional committee will give to the applicant written notification of the decision within 14 calendar days of the decision.

- 10) The four chairpersons of the regional committees may, acting collectively, develop a list of acceptable activities which will in most cases meet the requirements for CEUs.

- 11) Each regional chairperson will approve proposals for activities on this list from applicants within his/her region.
 - a) Credit for college or university course work is that given by an ODE approved institution on a transcript in semester or quarter hours. (Form 5)
 - b) CEU credit is given for workshops, seminars, and inservice activities with a qualified presenter(s) and a set agenda. (Forms 6)
 - c) CEU credit is given for LPDC approved individual or group independent work/study not included in "a" or "b" above. (Form 7)

- 12) If the proposal is not approved by the chairpersons of the regional committees, the individual may submit a written appeal to the secretary of the individual's regional committee. The regional committee will review the proposal at its next meeting. The secretary will give written notice of the regional committee's decision within 14 calendar days of the decision. The decision of the regional committee may be appealed to the Appeal Committee, using the procedures provided in Operating Procedures #14.

- 13) Licenses renewed under the 1998 standards require a minimum of 6 semester hours or 18 continuing education units (CEUs) or 180 contact hours of approved professional development units of approved equivalent activities, or any combination of credits, CEUs, and contact hours. Any combination must total the equivalent of 18 CEUs. The equivalences are:
 - a) 1 contact hour = 0.1 CEU
 - b) 3 CEU's = 1 semester hour
 - c) 1 semester hour = 1.5 quarter hours
 - d) 6 semester hours = 18 CEUs = 180 contact hours = 9 quarter hours

- 14) Possible professional development activities include:
- a) Graduate course work
 - b) Seminars offering CEU credit
 - c) Professional activities that exceed the job description of the educator. Potential activities include the following:
 - i) Externships
 - ii) Educational travel
 - iii) Action research
 - iv) Pursuit of National Board for Professional Teaching Standards (NBPTS) certification
 - v) Innovative unit development/program development
 - vi) Workshops and conferences
 - vii) Grant writing
 - viii) Mentoring/peer tutoring
 - ix) Service to professional organizations
 - x) Presentations at conferences/in-service training
 - xi) Publishing articles/books/monographs
 - xii) Observation/assessment programs (e.g. Pathwise)
 - xiii) Community/business educational improvement activities
 - xiv) Establishing networks (e.g. internet news group)
 - xv) Case studies and analysis
 - xvi) Self-study and reflections
 - xvii) Educational research projects
 - xviii) Professional study groups
- 15) In reviewing an educator's IPDP, the regional committee will approve the IPDP or complete the IPDP Review Form (Form 12), which will provide notification to the educator as to necessary revisions. If the IPDP is not approved, the educator has the option of revising the IPDP as suggested by the regional committee or appealing the disapproval.
- a) Rejection of an IPDP may be for one of the following reasons:
 - i) Incomplete plan
 - ii) Plan lacks relevance to current assignment
 - iii) Goals are not clearly stated.
 - iv) Goals are unrelated to the individual, assignment, and school
 - b) If the educator revises the IPDP, the revision is submitted to the recorder of the regional committee. Clarification and minor revisions, if acceptable to the recorder and the regional committee chairperson, may be approved by these two persons acting collectively, with ratification at the next regular meeting of the regional committee. Major revisions will receive consideration at the next meeting of the regional committee.
 - c) If an IPDP is rejected, the applicant may appeal the decision. In such case, the following steps shall be followed:
 - i) The applicant shall submit a written appeal form (Form 10) to the chairperson of the regional committee within 30 calendar days of denial. All appeals will be reviewed at the next regularly scheduled meeting of the regional committee.
 - ii) The applicant may attend the next regularly scheduled meeting of the regional committee to explain the written appeal. In such case the applicant will submit a written request for inclusion on the agenda to the chairperson of the regional committee no later than four business days before the scheduled meeting of the regional committee.
 - iii) Written notification of the appeal decision shall be provided the applicant within thirty (30) calendar days of the decision.
 - iv) If the appeal is denied, the applicant may submit a written statement of appeal to the School Committee of the Ohio District, which serves as the Appeal Committee. The decision of the School Committee (Appeal Committee) is final.

16) Forms used will be the following:

Form #	Title	Purpose
1	Individual Professional Development Plan	Provides identification of individual to the LPDC *see below
2	Yearly Professional Growth Plan	Used by individual for outlining annual professional development goals *see below
3	Sample Professional Goals	Used by the teacher in selecting appropriate professional goals for inclusion in IPDP
4	School Inservice Proposal Form	Used by a school for applying for approval for inservice activities.
5	Verification of University/College Course	Used by individual to receive credit for a college/university course.
6	Approval of Workshop/Conference	Used by individual to receive credit for a workshop or conference.
7	Preapproval: Independent Study Proposal Form (See Appendix 4 for helps)	Used by individual to submit a proposal for a professional growth activity not included in forms 5,6, or 8
8	Credit for Service to the Ohio District, NLSA, and other Professional Organizations.	Submitted by individual to receive credit for service in a formal capacity to a professional educational organization.
9	District/School Group Credit Form	Used by principals to submit attendees at district or school workshops or inservice activities
10	Appeal Form	Used by individual to appeal a decision made by a regional committee of the LPDC
11	Professional Development Log	Used by individuals and the regional committees to keep track of an individual's professional development activities
12	IPDP Review Form	Used to inform individuals of changes necessary to have IPDP approved.
13	Early Childhood Workshop Form	Used for LPDC credit or Department of Human Services.
14	Verification Form	Used by teachers transferring to a different district, LPDC, or out of state.

* Forms 1 and 2 together form the individual's IPDP for submission to the regional committee for a teacher entering service in one of the Lutheran Schools of Ohio or upon renewal of the certificate/license under which the individual is teaching. Form 2 is submitted annually.