

**WICKLIFFE CITY SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

**PURPOSE**

The purpose of the Wickliffe Local Professional Development Committee is to administrate and review renewal of certificates and licenses in order to meet the requirement set down by ORC 3301-24-08.

**MISSION**

The mission of the district level committee will be to set policy and review individual professional development goals for certification and license renewal for Wickliffe City School District educators.

Professional Development shall focus on those experiences which expand and enrich the environment of the classroom, building and district. These experiences shall be directly related to student and teacher development as well as professional and district goals. These experiences will incorporate the Standards for Ohio Educators (October 2005).

Further detailing of LPDC policies and procedures can be found within the current negotiated contract.

**WICKLIFFE CITY SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

**ROLES AND RESPONSIBILITIES**

**I. Local Professional Development Committee (LPDC):**

As indicated in statute and in Standards, Local Professional Development Committees are responsible for reviewing and approving course work and other professional development activities that educators propose to complete for the purpose of license renewal. To carry out this responsibility, LPDC members can expect to serve in several roles and carry out a variety of responsibilities as follows:

- A. Determine basic policies and protocols
  1. Establish guidelines for professional development units (PDUs)
  2. Design necessary forms
  3. Set up appeals process
  4. Establish specific timelines
  5. Create a monitoring system
  6. Decide on a data management system
  7. Identify operating procedures pursuant to the Open Meetings Act (Sunshine Law)
  8. Align practices with Educator Standards
- B. Implement License Renewal Procedures
  1. Review Individual Professional Development Plans (IPDPs)
  2. Determine value of activities and corresponding Professional Development Units (PDUs)
  3. Meet and vote on plans, evaluate effectiveness of (proposed) activities
  4. Send approval/disapproval notices
  5. Send recommendations to the Ohio Department of Education
  6. Maintain files/records in an equitable manner
  7. Monitor five-year plans
  8. Engage in appeals process
  9. Promote positive professional relations and cooperation among LPDC members
  10. Use discretion in discussion of all LPDC matters
- C. Promote professional development activities
  1. Develop/facilitate professional development opportunities
  2. Provide relevant information about current trends, practices, and research in professional development
  3. Monitor trends in field; be consistent with recommended practices
  4. Communicate process to buildings
  5. Serve as advocate for professional development
  6. Access professional development funding
  7. Communicate information on changes in procedures and policies

**WICKLIFFE CITY SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

**II. Educator**

Educators who are working under professional (5-year) licenses are responsible for meeting the requirements for renewal of those licenses. Each educator will have the opportunity and responsibility to:

- A. Develop and implement his/her professional development plan (IPDP)
- B. Document his/her professional development plan and maintain a record of such work
- C. Follow renewal procedures
  1. Be informed
    - Know license expiration date
    - Know license renewal requirements
  2. Abide by LPDC Procedures and meet timelines
  3. Maintain BCII/FBI fingerprints as required by State of Ohio – online account (STARS; SAFE necessary through Ohio Department of Education)
- D. Pursue quality learning experiences
- E. Maintain records including but not limited to any updates distributed by LPDC

In accordance with established LPDC standards, employees seeking license renewal must complete an Individual Professional Development Plan (IPDP). The plan is used to outline the professional development activities that align personal, professional growth objectives with district, building, and/or student learning goals. The IPDP must be submitted for review and approval by the LPDC, through the LPDC website. Upon employment, educators who hold professional licensure will be issued a login and password to the online site used by the WCS LPDC. ***Please note: an IPDP must be approved after the issue date of the license and prior to the beginning of any professional development work toward renewal of that license.*** *It is in the best interest of the educator to develop a plan and submit it for approval as soon as possible after the issue date of the new or renewed professional (5-year) license.*

As of January 1, 2014, ALL license renewals are done online through the ODE website, also through the ODE SAFE account.

**DATA MANAGEMENT AND RECORD KEEPING**

Educators holding professional (5-year) licensure must submit the online IPDP form for committee review. The IPDP will be reviewed at the monthly meeting, and electronic notification of approval or need for revision will be provided to the educator through the WCS email address provided by the district. Any plan not approved will receive feedback for making appropriate revisions, and can then be resubmitted.

As activities are completed, documentation is to be submitted electronically to the LPDC committee. Detailed directions for correctly submitting documentation are found at the LPDC section of the school website. LPDC accepts final grade reports (with official notification of course number) and/or transcripts for coursework completed, and certificates of attendance that show contact hours, as well as logs validated by supervising administrator as documentation for completed professional development.

**WICKLIFFE CITY SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

ALL forms and documentation MUST be submitted to the LPDC online site no later than 24 hours prior to the meeting time. Meeting times and dates are posted at the home page of the LPDC site. Submissions later than 24 hours prior to the published meeting time will be held until the next scheduled meeting. Any potential exceptions to this guideline will require a majority vote of members in attendance at the meeting in question.

**THE COMMITTEE MEMBERSHIP**

- A. The committee will be comprised of five members. The current Superintendent will be an ad hoc member. Three teacher members will be selected by the Wickliffe Education Association (WEA) and two administrative members will be selected by the Superintendent. Individual Professional Development Plans (IPDPs) will be approved by a simple majority of committee members.
- B. Compensation for members of the committee will be based on full-year participation as detailed in the current negotiated agreement.
- C. Members of the committee will not review or vote on their own IPDPs.

**OPERATING PROCEDURES**

**MEETINGS**

- A. The initial meeting will be in September. Training for LPDC members will be provided on an ongoing basis as opportunities become available. Meeting dates and times will be determined at the first meeting of the school year.
- B. The committee will meet once a month, or as needed to review proposed plans, forms, coursework, PDUs, or participation in workshops, etc. Notification of approval and/or recommendation or denial will be returned to the educator within 10 working days of the monthly meetings.
- C. A quorum of three voting members must exist for the committee to act upon goals, proposals, and completed documents.
- D. The agenda will be set by the committee chair. The chair will be selected at the first yearly meeting.
- E. The committee will appoint other members to keep minutes of each meeting. Minutes will be available through LPDC committee members. Those members appointed to keep minutes will be given the title of Secretary.
- F. The secretary to the Superintendent at the Wickliffe City Schools will also serve on the committee, and will maintain required documentation at the Board of Education office.

**WICKLIFFE CITY SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

**PROFESSION DEVELOPMENT ACTIVITIES/CREDIT**

One of the critical tasks of the LPDC is to determine what professional development activities will be accepted for renewal of certificates or licenses. Such activities must be based on the needs of the educator, the students, the school, and the school district. Thus, educators' professional development plans must be at least partially based on the identified goals and priorities of the school district and the school building in which they work.

College credit and provider-granted contact hours represent the traditional forms of professional development. The following list of activities provides a range of acceptable alternatives for meeting professional development expectations.

1. College coursework
2. Externships
3. Research: action research; educational research projects; case studies and analysis
4. Pursuit of NBPTS Certification
5. Innovative unit design program development
6. Workshops/Conferences/In-service training, including presentation
7. Grant writing
8. Publishing of articles and/or books
9. Observation/Assessment processes
10. Educational improvement activities involving community and/or business members
11. Establish professional networks (e.g. Internet news groups)
12. Equivalent activities
  - a. Credit will *not* be granted for regular duties which are a part of an individual's job description and/or job expectations
  - b. *Mandatory pre-approval is required* for all proposed equivalent activities

Licenses renewed under the standards require a minimum of six (6) semester hours; this equates to 180 contact hours (each semester hour = 30 contact hours). An educator may use any combination of, graduate-level courses from accredited institutions, participation in workshops, seminars, and/or other activities from the above listing to accrue these hours. The LPDC will determine the value of equivalent activities, and establish guidelines for acceptable combinations of credits, contact hours, and hours invested in approved professional development activities which have been recorded by the educator and verified with the educator's administrator's signature.

**Normally, no educator-designed, equivalent individual professional development activity will be granted more than 30 PDUs (contact hours). Justification for the number of PDUs requested, documented and submitted for approval is the responsibility of the individual educator to be submitted electronically for review by the LPDC. Proposed total hours may not equal actual number of hours documented, and will not be permitted to exceed 30 contact hours for any one equivalent professional development activity.**

**WICKLIFFE CITY SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

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LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

**RECIPROCITY and LEAVING WCS LPDC**

The Wickliffe City Schools' LPDC will accept an approved five-year IPDP from another school district's LPDC. The approved IPDP copy must be submitted electronically to the WCS LPDC, by the educator. Additionally, educators entering employment with Wickliffe City Schools will need to have the official form from ODE to validate any hours earned under another district's LPDC.

Wickliffe educators who fall under LPDC guidelines, upon seeking employment in other districts are advised to check reciprocity agreements with other districts prior to applying for employment. Wickliffe educators will be provided with the ODE form for any renewal credit earned under the WCS LPDC for their new district within two weeks of requesting this form from the LPDC chairperson.

**WICKLIFFE CITY SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

**APPEALS PROCESS**

Local Professional Development Committees must determine a structure for individual appeal of decisions. Consideration needs to be given to the reasons for appeal and an explicit process for carrying out appeals must be followed.

**A. Reasons for an appeal:**

**1. Rejection of the IPDP:**

- Incomplete plan
- Plan lacks relevance to current assignment
- Goals unrelated to the individual, assignment, and/or district
- Outcomes for each goal lack clarity
- Insufficient detail for planned activities and corresponding timeline
- Lack of appropriate evaluation procedures

**2. Rejection of submitted professional development activity:**

- IPDP not approved after license issue date and prior to beginning of professional development activity
- insufficient proof of completion of professional development activity
- repetitive renewal credit for equivalent activity within the same renewal cycle
- unacceptable provider of professional development (i.e. non-accredited college, etc.)
- failure of educator to submit all necessary forms and documentation on time per guidelines stated (minimum 24 hours prior to published meeting time)

**B. Process to be used in Appeal:**

**Level I Appeal:**

1. Complete LPDC appeal form (available from LPDC member within 10 days of request)
2. Meet with the LPDC at regularly scheduled meeting, or at specially convened meeting
3. Receive written and/or electronic response from LPDC within 10 days of the meeting
4. Accept (appeal process ends) or reject (Level II appeal begins)

**Level II Appeal:**

1. Committee makeup: (a) certified and/or licensed educator chosen by employee  
(b) certified and/or licensed educator chosen by LPDC  
and (c) certified and/or licensed educator agreed upon by (a) and (b)
2. Committee hears appeal and renders decision
3. Accept (appeal ends) or reject (Level III appeal begins)

**Level III Appeal:**

Use of LPDC of neighboring district