

Springfield City School District
Local Professional Development Committee
LPDCCOMMITTEE@SCSDOH.ORG

LPDC Committee (2020/2021 SY):

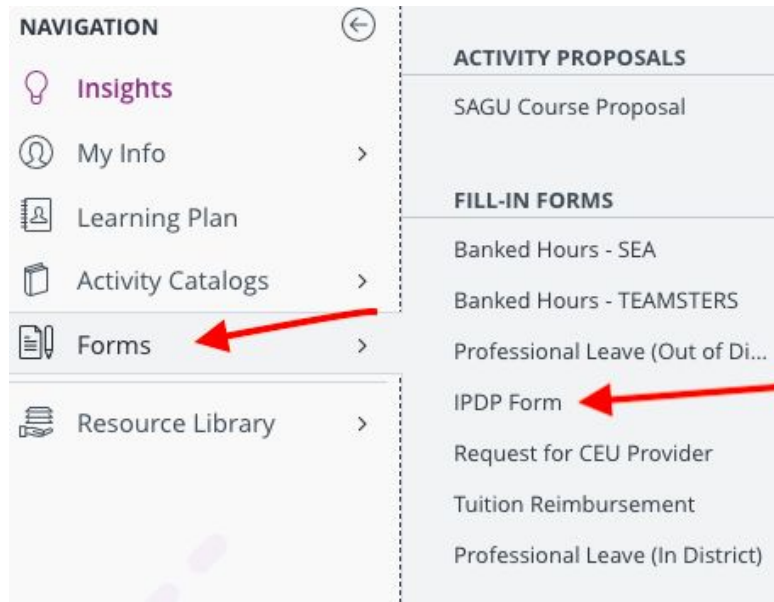
Committee Member Name:	Contact:	Building Location
Ed Rhoads – Chair / SEA	rhoadsek@scsdoh.org	Warder Park Wayne Elementary
Jim Townsend – SEA	townsendjl@scsdoh.org	Kenwood Elementary
Kathryn Richison – SEA	richisonkj@scsdoh.org	Springfield High
Shelly Davis – SEA	daviss@scsdoh.org	Lagonda Elementary
Kathy Lee – Administration	leek@scsdoh.org	Springfield High
Rachel Hill – Administration	hillre@scsdoh.org	School of Innovation/Springfield High
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MAINTAINING YOUR PROFESSIONAL LICENSE

The Ohio Department of Education - [Teacher Education and Licensure Standards \(ORC 3301-24-08\)](#) states that it is the responsibility of the individual educator to maintain his/her professional development file and to provide documentation of work accomplished for the IPDP goals and licensure renewal. Items for the evidence file should include: Teaching licenses, Reflections for all courses, approved IPDP, CEU forms, college transcripts, CEU certificates, and contact hour certificates

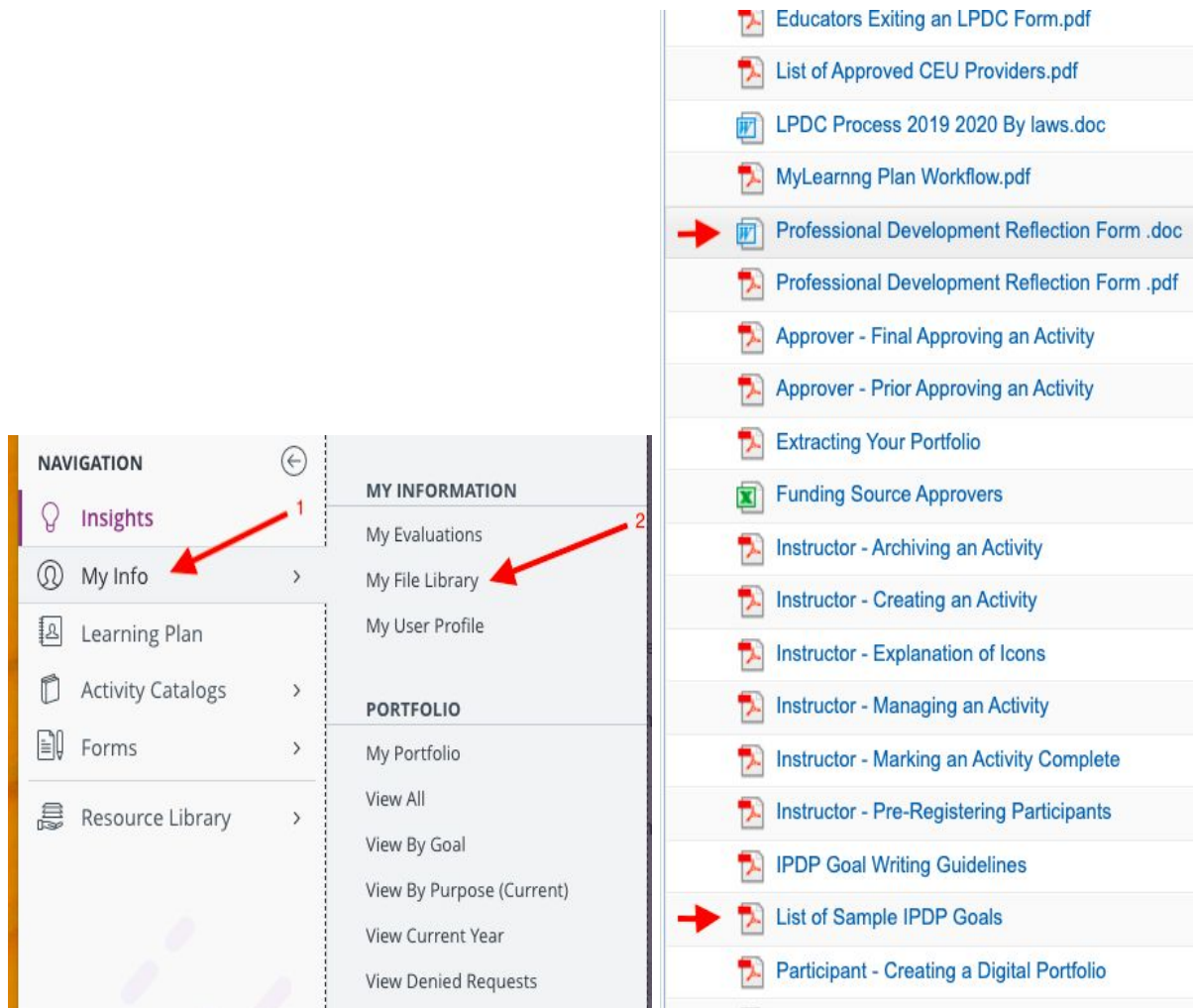
WHAT DO I NEED TO RENEW MY LICENSE?

1. MUST have an APPROVED Individual Professional Development Plan (IPDP) with the Springfield City School District before work towards a new license will be counted.
2. To submit an IPDP for approval, complete the [IPDP Form](#) immediately after you have renewed your teaching license or for new employees, at the point in which you begin with the District. The IPDP form is also accessible in [Frontline Professional Growth](#) (formerly My Learning Plan) under **Forms** then click **IPDP** (see screenshot below). LPDC recommendations for the creation of an IPDP can be found online. All LPDC resources are available via the Frontline Professional Growth File Library and can be accessed by logging into Frontline Professional Growth and clicking on **MY INFO** then **MY FILE LIBRARY**. IPDP Goal Writing Guidelines are available there.



3. Once the IPDP has been approved, the renewal requirements are:
 - a. 6 semester hours of **graduate** coursework credit
 - b. 18 CEUs
 - c. 180 contact hours or
 - d. A combination of the above mentioned that equals 6 semester hours.
4. CEUs can be earned for workshop participation.
5. Access the Professional Development Reflection Form (located in the [Frontline Professional Growth File Library](#); requires login) and provide a typed reflection for each course or Professional Development opportunity attended. This document will be used to support the license renewal.
6. Submit evidence for licensure renewal beginning January through May of the expiration year of your current license. Evidence includes:
 - a. Certificates of CEUs
 - b. Certificates of contact hours (Signed by provider, your name, date and number of hours listed)
 - c. Reflections of each course - equivalent to 6 semester hours
 - d. Graduate hour official transcripts or official transcript Human Resources provided. No grade slips or other unofficial form will be accepted.
 - e. Copy printed from My Learning Plan of approved IPDP with approval date.
 - f. Evidence provided in three ring binder.
 - g. Evidence binder sent or dropped off to HR, prior to the meeting of review, so that name appears on agenda.

Reflection forms and sample goals can be found on Frontline under File Library:



7. LPDC meets the second Wednesday of each month beginning in September. LPDC does not meet July and August.

PENDING FOLDERS:

If you have your folder completed but are waiting for transcripts, please submit your folder and the committee will send it back "Approved pending transcripts". Your folder will be evaluated to make sure that everything is correct in your folder even though you are waiting on the university to send your transcripts.

5 YEAR PROFESSIONAL LICENSE REQUIREMENTS

- 6 semester hours related to classroom teaching and/or area of licensure (9 quarter hours).
- 18 CEUs related to classroom teaching and/or area of licensure.
- 180 contact hours. (all contact hour certificates must be signed by the provider, your name, date and number of hours listed.)
- 10 contact hours = 1 CEU

You may use a combination of semester, CEUs or contact hours for renewing your license. Multi-day activities must have more than one contact hour certificate if the course is different each day.

Approval Verification is required for incoming educators who are leaving a previous LPDC. The [Educator Leaving an Ohio Local Professional Development Committee](#) is available on the ODE website and must be signed and by the previous district with the existing plan attached. If no plan is attached, a new plan must be written within the Springfield City School District guidelines immediately upon employment by SCSD.

Employees must have an APPROVED IPDP before graduate hours, CEUs or contact hours will count towards renewal!!!

STANDARDS OF PROFESSIONAL DEVELOPMENT

All coursework used for renewals should be of the highest quality standards. Semester hour work should be a minimum of graduate hours and specific to the teacher's professional growth.

Graduate work is to be provided by accredited universities or colleges, and on the approved list of providers

CEU offerings are to be from our list of approved providers also. If a provider is not on the approved list the LPDC can be notified of potential new providers. The new providers must be approved by the LPDC committee before coursework can be credited.

Contact hours can be provided by organizations both within Springfield City Schools and within the professional teaching or administrative fields of study. All contact hour work should provide professional growth and must have a provider's signature.

CEU/ WORKSHOP REQUIREMENTS

Type of Workshop/Activity	Pre-approval	Proof of Attendance	Reflection Form
District Approved	Not needed	Certificate of attendance	Required
Out of district (on approved provider list)	Not needed	Certificate of attendance	Required
Out of district (not on approved provider list.)	Prior approval required in the month preceding the workshop	Certificate of attendance	Required

COLLEGE GRADUATE WORK

Options	Maximum CEUs	CEU value	Verification	Criteria
Graduate Coursework	Unlimited	1 Semester Hr = 3 CEUS	Copied or Official Transcripts	Must be taken through an accredited college or University, must have an approved IPDP.
Professional Seminar, Workshop, or Institute	Unlimited	1 clock hour = .01 CEU	Official certificate signed and dated	Must have an approved IPDP on an approved provider list or prior approval form.

OTHER CEU RELATED PROFESSIONAL DEVELOPMENT

Options	Maximum CEUs	CEU Value	Verification	Criteria
Teaching a College Course / Seminar	3 CEUs per year		Copy of syllabus	May only be used for the first time teaching the course.
Professional Presentation	3 CEUs per license cycle	1 clock hour of presentation = 0.3 CEUs	Outline, Handouts, copy of contract.	Applies to the first presentation of topic for each license renewal
Professional Education Organization Activities	3 CEUs per license cycle	Per committee =1.5. CEUs	Documentation of participation on the committee	Must be a formal non-district committee organized by an education organization, must contribute to the education profession or to the body of knowledge in the individuals specific field.

Cooperating Teacher for Student Teachers Or Clinical Teachers	9 CEUs per license cycle	9 CEUs	Documentation from College / University liaison	Must be supervising actual student teacher, HR approves student teacher placement. (reduced if shared with another grade level or area).
Field Experience or placement	3 CEUs per license cycle (minimum of 30 contact hours in classroom)		Documentation from cooperating university	Placement must be HR approved
Curriculum Development	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Documentation of participation provided by teacher leader	Must serve on a formal committee organized by local, state, national or international education agency.
Publication of Original work: Professional Journal or Professional Text	6 CEUs per license cycle	Book = 6 CEUs Article in professional journal or magazine = 3 CEUs	Copy of publication.	If published, must contribute to the education profession or add to the body of knowledge in an individual's specific field. If not accepted, the content area specialist finds the article to be of publishable quality.
Grant Writing	3 CEUs per license cycle	1 CEU per grant	Copy of grant, documentation of participation of being on committee.	CEUs not dependent on awarding of grants.

The LPDC Committee will not accept the use of EOAs as a renewal option for licensure.

**LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
SPRINGFIELD CITY SCHOOL DISTRICT BYLAWS (Amended 10/1/20)**

PURPOSE

The purpose of the Local Professional Development Committee (LPDC) is to oversee and review professional development activities proposed and completed for credential renewal.

MISSION STATEMENT

The mission of the Local Professional Development Committee is to ensure success for all students through the application of high standards for professional development for educators. High quality professional development is essential to the creation of continually improving schools in which all students and staff members are learners. Professional development shall focus on learning opportunities that expand and enrich the individual classroom, building, and district.

DUTIES AND POWERS OF THE LPDC

The LPDC shall adopt bylaws governing its operations and reflecting its mission, all policies as required by law for providing notice of meetings of committees of public bodies, and a policy for appeal as described herein. Such policies shall be adopted by the LPDC prior to any action related to recertification or licensure.

Amendment or adoption of bylaws by the LPDC shall require a two-third (2/3) majority vote of its full membership.

The duties of the LPDC shall be:

- To review and approve professional development plans for recertification and licensure.
- To determine if requirements for renewal of certificates or issuance of renewal of licenses have been met.
- To approve CEUs.
- To develop a list of persons to serve as Appeals Committee members.
- To adopt and amend its bylaws.

The Bylaws will provide a procedure to determine which teacher members will not participate in discussing or voting on the coursework plans of administrators, a means for the prompt removal of any appointed member of the LPDC who fails to participate or otherwise neglects or breaches his/her duty as a member, and a method for dealing with conflicts of interest.

The LPDC shall report on its actions in a prompt and timely manner to the Ohio Department of Education and to the affected teacher/administrator. Final approvals/disapprovals shall be promptly and timely reported to the District's Director of Human Resources or designee.

MEMBERS

There shall be one (1) district wide Local Professional Development Committee (LPDC), consisting of six (6) members who are employees of the Springfield Board of Education.

Four members of the LPDC shall be members of the bargaining unit and shall be appointed by the President of the Springfield Education Association. Two members of the LPDC will be appointed by the Superintendent.

The District's Director of Human Resources shall be a voting member of the committee.

TERMS

The Director of Human Resources serves as an ongoing member of the LPDC.

All other terms shall be three years.

Vacancies shall be filled in the manner of original appointment.

MEETINGS AND POLICIES

The reorganization meeting for each school year shall be the September meeting. At the September meeting a chairperson, vice chairperson, and a recorder shall be selected.

The LPDC shall meet at least monthly during those months school is in session and at such other times as five or more members may determine.

A quorum of the LPDC is dependent on the type of meeting: if approving for SEA members: 2 SEA members, and 1 Administrator; if approving for Administration: 2 Administrators and 1 SEA member.

The LPDC shall act only by resolution voted upon by the LPDC and recorded in its minutes.

All LPDC meetings at which official action is taken shall be public meetings and held outside of the student instructional day.

All records of the LPDC shall be public records. Minutes of meetings and records of actions and proceedings of the LPDC shall be prepared and maintained in compliance with the laws governing the operation of committees of public bodies.

The Director of Human Resources or designee and/or the LPDC Chairperson shall be responsible for obtaining necessary secretarial support, supplies, equipment, and space needed by the Committee.

Each member of the LPDC will be issued an annual supplemental contract for his/her service on the Committee, including training and other incidental activities related to serving on the Committee.

After the September organizational meeting each year, the LPDC Chairperson shall provide the Office of Human Resources and the Treasurer's Office a list of current LPDC members.

The LPDC may act to create subcommittees of limited duration and for specific purposes set forth in the action. Such subcommittees shall act in an advisory capacity only and may not take any action and shall be subject to all the laws and policies governing the LPDC, and all requirements pertaining to public meetings and public records applicable to the LPDC. Any records created by such subcommittees shall be records of the LPDC.

LIMITATIONS

Actions of the LPDC shall be limited in scope by and consistent with: the adopted policies of the Springfield School District Board of Education / the Negotiated Agreement; and provisions of the state law.

No action of the LPDC shall bind the Springfield City School District in any manner that may affect bargained terms and conditions of employment. No action of the LPDC shall bind the Springfield City School District in any manner that may be construed as requiring the expenditure of any funds without express prior approval of the Springfield City School District Board of Education.

IPDP AND REFLECTION FOLDER REVISION AND APPEALS

Upon receipt of an IPDP, two choices are open to the committee: accepted, or denied. The LPDC will make an effort to personally contact the applicant to notify him/her of denial.

There is no appeal process of the IPDP procedure.

IPDP REFLECTION DOCUMENTATION RECONSIDERATION AND APPEALS

Once the applicant has fulfilled the IPDP and reflection folder requirements. The LPDC may approve or deny the applicant's documentation. When official transcripts are not readily available, the committee may mark the folder "pending official transcripts". Once official transcripts have arrived to Human Resources and approved, the reflection folder will then officially become approved.

Appealing decision of the LPDC committee (Reflection Folder):

The applicant must contact the Director of Human Resources and request in writing the opportunity for reconsideration of his/her reflection folder documentation at the next regularly scheduled LPDC meeting after receipt of the notification of denial. If the applicant's documentation is denied again by the LPDC, the applicant may initiate the formal written appeals process.

If the applicant's IPDP reflection folder documentation is denied in reconsideration, the applicant's written appeal must be received by the Director of Human Resources within 20 contract days, or 30 calendar days, from receipt of denial. The Director of Human Resources will notify the Superintendent or designee and President of SEA or designee. The appeal must include the applicant's choice from the list developed by the LPDC of third party persons. The Director of Human Resources will set up a meeting of the appeals panel within fifteen (15) working days after the appeals committee is in place.

Such appeal provisions shall be heard by the mentioned appeals committee. The appeals process provided in LPDC bylaws shall not preclude any appeals process established under State law, but must be the one first pursued. A decision of either LPDC or an appeal of such decision shall not be subject, in whole or in part, to any portion of the grievance procedure set forth in any negotiated agreement.

The educator shall be notified in writing of the decision within seven (7) days of the meeting, and the decision shall be by majority vote, challenges still unsettled will be reviewed by the Ohio Department of Education.

OPERATING PROCEDURES

When a member of the LPDC feels that participating in the decision on an IPDP or licensure is a conflict of interest, that member shall abstain from voting on that IPDP or license and this shall be reflected in the minutes of the meeting.

Whenever the LPDC feels that a member is not participating or otherwise neglects or breaches his/her duty as a member, the LPDC, by a two-thirds vote, will notify the appointing person of the need to remove the member and the reasons for the removal.

All individuals who seek an IPDP approval, or an approval of their reflections folder, will be contacted in writing by way of email by the LPDC chairperson or designee of their status with both approvals.

Members of the LPDC shall receive 3 CEUs for each year of service on the committee.

The LPDC requires everyone whose certificate expired on or after June 30, 2001 to have an approved IPDP before any coursework, - CEUs, Contact hours, or Semester hours would be counted-towards their renewal.

The LPDC required everyone whose certificate expired on or after June 30, 2001 to have two goals on their IPDP.

Revised: 10/1/2020