

# Edgewood City School District

## Guidelines and Procedures

### Edgewood Local Professional Development Committee

Revised November 13, 1999  
Updated September 1, 2016

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*Note: A copy of this entire document is available online at [elpdc.wikispaces.com](http://elpdc.wikispaces.com)*

**ACKNOWLEDGMENTS**

The Edgewood City School District would like to extend a special thanks to the members of the ELPDC who spend endless hours researching the laws and guidelines relating to the LPDC and licensure. Without their hard work and dedication, this document would not be possible. The following individuals serve on the team:

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## INTRODUCTION

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 as established by the Edgewood Local Professional Development Committee (ELPDC).

The transition to the new licensure process will undoubtedly create some confusion during its initial stages. There will be different procedures depending on the individual's certification, date of certificate renewal, and the individual's intention to upgrade, renew, or convert his/her current teaching certificate to a license. These procedures, and the necessary steps to pursue them, are found within this document. Educators who have a permanent certificate will not participate in this process.

Probably the biggest question most educators are asking is, "Why the change?" This program has been designed to allow educators 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 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 ELPDC approval for licensure. Each professional development plan is characterized by its individual relevance, authenticity, and potential to enhance professional growth and maximize student achievement. IPDPs must be approved in advance by the ELPDC and relate to district goals, building goals, and the professional growth of the individual.

One of the major responsibilities of the ELPDC is to review educators' IPDPs and ensure that they meet the standards of relevance to the needs of the educator, the students, the school, and the district.

In summary, the ELPDC will provide an opportunity for increased flexibility, more meaningful professional development, and local decision-making by schools and educators. Through the ELPDC, professional development can become a strategic and powerful tool for continuous improvement for the district and all its educators.

# **Edgewood Local Professional Development Committee Standards and Bylaws**

## **MISSION STATEMENTS**

### **Edgewood Local Professional Development Committee Mission Statement**

**The Edgewood Local Professional Development Committee's (ELPDC) purpose is to facilitate the participation of professional educators in relevant professional development activities that enhance their own growth and maximize student achievement.**

The mission statements of both the district and the individual buildings shall guide the work of the ELPDC. Those mission statements follow below.

### **Edgewood City School District Statement of Beliefs**

In as much as students differ in ability, rate of learning, goals, interests, and motivation, programs of study which recognize these differences shall be provided within the curriculum. All students shall be given the opportunity to prepare to compete successfully for admittance to the world of higher education and to the world of work. In addition, the Edgewood Schools shall emphasize the development of understandings, attitudes, ethical and moral standards, and values that promote a democratic way of life and help students develop their personal philosophy which includes an appreciation of the worth of all individuals.

#### **Belief Statements**

1. High expectations lead to high achievement.
2. Common sense is a foundation.
3. All school activities must be meaningful for students' lives beyond school.
4. Diversity in learning and personal perspective is to be respected.
5. We need to empower the people doing the task.
6. Empowerment carries with it responsibility for the consequences of decisions and actions.
7. Choices should be driven by utility or need.
8. We should be proactive rather than depending on hope or chance.
9. Our approach to operations should be positive, constructive, and energetic.
10. The school's primary function is to provide educational opportunities, not replace the role of the family, the church, or other social agencies.
11. We should operate our programs in a fiscally responsible manner.
12. There needs to be a cooperative effort among all players.
13. Parents are the students' primary teachers.
14. Schools need to communicate clearly with parents and community and involve them in the education of our children.

## **GOVERNANCE**

The Edgewood Local Professional Development Committee (ELPDC) policy, procedures, and governance shall not supersede the negotiated agreement and/or district policy. Proposals to the ELPDC and approvals/denials by the ELPDC shall not override the negotiated agreement and/or district policy.

## REPRESENTATION

- A. There shall be one (1) ELPDC that shall function on a district-wide basis.
- B. There shall be nine (9) members of the ELPDC: five (5) teachers (one from each school building) and four (4) administrators. The Association shall choose and appoint the Teacher members pursuant to Section 3319.22 (C)(3) of the Ohio Revised Code, and the superintendent shall choose and appoint the administration members.
- C. Committee members shall serve a two (2) year term except during the first two years of the committee's existence. During this initial term, two (2) teacher representatives as designated by the Association shall serve a three (3) year term and three (3) teacher representatives as designated by the Association shall serve a two (2) year term. Two (2) administrative members as designated by the superintendent shall serve a three (3) year term and two (2) administrative members as designated by the superintendent shall serve a two (2) year term.
- D. When a vacancy occurs on the ELPDC mid-way through a member's term, the following procedure shall be applied: The Association shall appoint a new member if the departing member is a teacher. The superintendent shall appoint a new member if the departing member is an administrator. In either case the newly appointed member shall complete the term of the individual whose departure created the vacancy.
- E. All elections and appointments for the following school year shall be completed prior to the end of April. ELPDC work on certificate/licensure renewal shall not begin until all ELPDC positions are filled.

## **STEPS REQUIRED FOR AMENDING ELPDC GUIDELINES**

Amended ELPDC guidelines and procedures shall not go into effect until the following occurs:

1. The ELPDC has reviewed amendments and has recommended them to the Association and the Board for adoption.
2. Members of the Association have voted to accept proposed amendments.
3. The Board of Education has voted to accept proposed amendments.
4. All amendments are reduced to a Memorandum of Understanding. Such approved memoranda shall be in force until the implementation of the next regularly scheduled negotiated agreement, when such amendments shall be considered for regular adoption.
5. Amendments altering the requirements for approved IPDPs shall not negatively impact any individual who has already begun pursuit of a license.

Any certified/licensed employee may suggest amendments to ELPDC guidelines and procedures by submitting the proposed change in writing to the ELPDC chair. The ELPDC chair shall make the ELPDC aware of such proposed amendments at the next regularly scheduled ELPDC meeting.

The ELPDC is authorized to make minor changes in these guidelines, procedures, and forms based on a unanimous vote of the committee members. Further, changes in materials included in the Appendices are not subject to the amendment procedures outlined in steps one through five above.

## **COMMITTEE SELECTION AND RESPONSIBILITIES**

The ELPDC shall consist of the following roles and their corresponding duties. Officers shall be elected by a majority vote of the ELPDC membership.

## **Chairperson**

### Responsibilities:

- Preside over all ELPDC committee meetings.
- Call all committee meetings, regular and/or emergency, and set all agendas in collaboration with the membership.
- Prepare agendas for each meeting.
- Communicate information to the members of the ELPDC.
- Represent the ELPDC at meetings of other committees and organizations (e.g., staff meetings, cabinet meetings, board meetings, executive committee, etc.).
- Ensure committee adherence to the Individual Professional Development Plan (IPDP) review processes and procedures.
- Secure all active files relevant to certification and licensure.

## **Co -Chair**

### Responsibilities:

- Maintain minutes/records of actions taken and provide copies when requested by administration or ETA officers.
- Notify applicants of approval/resubmission/denial status of IPDPs.
- Serve as communication liaison to the rest of the district staff.
- Be responsible for all necessary correspondence.
- Keep committee membership records up-to-date.
- Maintain a notebook or 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 for certificate renewal, conversion to a license, and license renewal.
- Attend all ELPDC committee meetings.
- Serve as presenter for assigned IPDPs. Under normal circumstances the chair and the co-chair will not be assigned to present IPDPs.
- Serve as a reviewer of certificate renewal applications.

## **COMMITTEE PROCEDURES**

The ELPDC will meet monthly during the school year. During the months of June, July, and August the ELPDC will meet on an as-needed basis. The meetings shall be the second Monday of every month and listed in the Edgewood District Calendar. Special meetings will be announced at least 48 hours in advance. The chairperson has the right to call members for the purpose of cancellation if no IPDPs or other issues are submitted during a given month. Items for regular meetings shall be submitted to the ELPDC chair at least seven (7) days in advance.



When the ELPDC considers certification and/or licensure requests from administrators, all seven members will participate in the review process. If the administrator so requests, the committee membership will be modified to reflect an administrator majority rather than a teacher majority. This will be accomplished by dropping two teacher members from the committee when this particular application is under consideration. The teacher representatives will be determined by a majority of the teacher members of the ELPDC, but should include the teacher member from the building in which the administrator works.

While the committee will endeavor to make all decisions by consensus, at least five (5) of the ELPDC members must agree upon any proposal for it to be considered approved. A quorum, necessary to conduct ELPDC business, shall be five (5) out of the nine (9) ELPDC members. Of the five (5) at least three (3) members must be teacher representatives. When considering the proposal of an administrator, a quorum shall be five (5) of the seven (7) ELPDC members; two (2) of the five (5) must be teacher representatives, and, as stated in the preceding paragraph, one (1) of the two (2) teacher representatives must be from the building of that administrator.

While all discussions and materials associated with the ELPDC process are matters of public record, it is the intent of the ELPDC to act in a professional and confidential manner when working through this process. Public access laws will be honored, but ELPDC members will not share or discuss information regarding individual applications outside their official role as ELPDC members. Further, no documents submitted for consideration to the ELPDC shall be used as examples without written permission of the party/parties involved.

Minutes/records of actions taken shall be maintained by the ELPDC co-chair. Copies of these minutes/records shall be kept on file and provided to the superintendent, building principals, ELPDC members, and the ETA president(s) on request.

The approval of an IPDP can only be withdrawn if that approval was based on misleading, incorrect, and/or falsified information.

IPDPs shall be evaluated and approved by consensus. A time limit of fifteen (15) minutes per proposal should be adhered to by all ELPDC members. Reviewed IPDPs should be returned within five (5) school days of the review. After action by the ELPDC, a copy of the "Final Review" shall be maintained in the employee's personnel file at the Edgewood Board of Education Office.

## **PROFESSIONAL DEVELOPMENT GUIDELINES**

*It is your responsibility as an Edgewood certified/licensed employee to monitor the expiration date(s) of your certificate(s) and/or license(s), and to follow these guidelines for updating your certification/license.*

### ***What are the Educator's Responsibilities?***

- Educators shall understand and take responsibility for fulfilling the certification/licensure requirements as set forth by the Ohio Department of Education.
- Educators shall be responsible for understanding and abiding by the guidelines and requirements set forth by the ELPDC.
- Educators shall familiarize themselves with good, appropriate professional development practice and apply this knowledge in the development of their IPDPs.
- Educators shall maintain all documents and required materials that comprise their IPDP/Portfolio.
- Educators wishing to modify their IPDP goals and/or activities should submit a request for modification to the ELPDC as soon as possible. The committee will then consider approval of the modification request.
- Educators shall meet all deadlines as established by the ELPDC for submission of IPDPs, activity proposals, and all materials, documents, etc.
- Educators shall respond to requests by the ELPDC for meetings, information, clarification, and/or other activities related to their IPDPs.
- Educators shall be responsible for certification upgrades and should work directly through the superintendent's office and the State Department of Education. The ELPDC has no role in certificate upgrades.
- Educators shall provide the ELPDC with the original copy of the IPDP (ELPDC-2 plus attachments) upon initial submission, and two copies of your IPDP portfolio plus the original when submitted for final review.

**The Edgewood Local Professional Development Committee (ELPDC) meets monthly, the 2<sup>nd</sup> Monday of each month, at Edgewood Middle School Media Center from 3:00 – 5:00 to approve Individual Professional Development Plans. If you have questions that your building rep cannot answer, please attend the first hour of the monthly meeting to allow the committee time to complete their reviews.**

### **What is the Individual Professional Development Plan (IPDP)?**

The creation of the Individual Professional Development Plan (IPDP) is a process designed to cause educators to think reflectively about professional goals and how those goals relate to the professional development opportunities available to them. It allows educators 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 ELPDC encourages educators to explore a variety of professional staff development opportunities.

### **What is Professional Development?**

Professional development is a goal-oriented, planned, on going process of meaningful professional improvement guided by the district and building mission statements. Each professional development plan is characterized by its individual relevance, authenticity, and potential to enhance professional growth and maximize student achievement. To assure meaningful experiences, professional development activities need to be implemented, sustained, and evaluated over time. Professional development is required for the continued licensure of each educator.

# License Renewal

Once a staff member has been issued a license, he/she has five years to earn the eighteen (18) EDGE points required for the renewal of that license. An IPDP must be developed and approved by the ELPDC and that approval submitted as part of the renewal application to the state. Individuals renewing their license will follow the five-year plan outlined on the following pages.

## Licensure Processing Time-Line

### Five-Year Plan: Renewing a License

Year 1 (First effective year of the license)

By October 1, submit forms ELPDC-1 (cover sheet) and ELPDC-2 (rubric) along with your typed Individual Professional Development Plan that identifies your goals and activities to be completed.

Year 2 - Year 5

Submit your verification and reflection for each activity for approval by the ELPDC. We recommend submitting these at least once a year. These can be given to the building representative to bring to our monthly meetings for approval.

Year 5 (Fifth effective year of the license)

By March 1 or no later than May 1, submit all verifications and reflections for all activities plus a final reflection that answers the three questions as listed in the guidelines.

### Other Considerations

- Any submitted proposal deemed unreadable by the ELPDC will be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled ELPDC meeting.
- IPDPs denied by the ELPDC may be resubmitted with modifications, or they may be appealed following the appeal procedure outlined in this document.
- If an individual wishes to make modifications to an approved activity he/she should submit revised sections or additions to the IPDP to the ELPDC as soon as possible.
- All work towards licensure must be completed and submitted according to the time-line. This time is also necessary to secure the appropriate signatures and to submit documentation of completion to the State Department of Education, which will issue the new license.
- If the IPDP is not approved by the ELPDC the applicant will be given a summary of the reasons for the ELPDC decision.
- All forms and guidelines required related to this process will be available to staff members at their respective buildings, or they may be requested through the ELPDC representative in their building.
- Any individual securing his/her initial license after July 1, 2002 will be required to complete a Master's Degree or thirty (30) hours of graduate credit before a second license renewal will be approved. If a staff member held a certificate or license prior to July 1, 2002, the Master's Degree requirement does not apply.

## Appeal Procedures

The appeal of a denial of an IPDP proposal shall be a two step procedure. The first step shall be to appeal to the ELPDC committee, and, if this appeal is 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.

- A. If an individual wants to appeal the ELPDC's first decision, he/she should submit a written appeal to the ELPDC chair. This appeal must be submitted to the ELPDC chairperson within ten (10) school days after the denial of the original proposal. This appeal will then be reviewed at the next regularly scheduled ELPDC meeting; the appellant may attend the meeting. The chair shall provide written notification to the appellant of the committee's decision on the appeal within five (5) school days after the committee renders its decision.
  
- B. If the appeal is denied, the individual may then appeal to a three-member committee. This second appeal must be submitted in writing to the ELPDC chair within ten (10) school days after receiving the denial of the first appeal. A three-member committee shall then be formed to hear the second appeal. The individual shall select one member of this committee; one member shall be selected by the ELPDC; and, the two newly chosen members shall select the third member. Neither the appellant nor any ELPDC member can serve on this three-member committee. The committee shall hear the appeal within fifteen (15) school days following the formation of the appeal committee and provide written notification of its decision to the appellant within five (5) school days after rendering a decision.

### **RECIPROCITY**

For any certified/licensed person hired by the Edgewood Board of Education from another school district, the ELPDC shall accept activities both previously approved by that district and completed prior to the individual's employment at Edgewood. Remaining hours, however, will have to be evaluated and approved by the ELPDC. All materials approved by the outside district shall be submitted to the ELPDC by October 1 of the initial year of employment, or within sixty (60) calendar days if employed after the start of the school year.