

**Vandalia-Butler City Schools**  
**Local Professional Development Committee**

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## **Handbook**

### **WHO**

Educators who are renewing any certificate or license are required to submit an [IPDP](#). Those educators renewing certificates prior to 2002 may renew under the old guidelines but are required to do so through the [LPDC](#). An Educator's Guide to the renewal process is included in [Appendix B](#).

Educators who possess permanent certificates are not required to develop individual professional development plans for that specific permanent certificate, but are expected to continue to pursue professional development.

### **WHAT**

Professional development is an ongoing, job related training process, which affects knowledge, attitudes, and practices related to district, building, student, and individual goals and needs. Throughout this document and the licensure process the committee will use as a guideline those standards set forth by the National Association for Staff Development. Effective professional development promotes both personal and professional growth for all educators and occurs through a variety of structures and models. Standards set forth by the National Association for Staff Development will be used as guidelines during the certification/licensure process.

Professional development included within an [IPDP](#) should reflect: student needs as determined by the teacher and the district, the needs of the community, the district, the building, and the classroom. Professional development should be relevant to current working assignments.

Each educator renewing a certificate or license must complete an [IPDP](#), which describes activities that align personal, professional growth objectives with district, building, and student learning [goals](#). Timelines may vary for those renewing certificates under "old" standards or for those upgrading certificates to licenses (See [Appendix D](#)).

The completed individual plan will include:

1. A rationale describing the purpose and impact plan.
2. A plan detailing [course work](#), CEUs/LEUs, areas of interest, and/or other activities to be completed for certification/licensure.
3. Evidence of proposed/completed activities and their relation to district goals or student achievement.
4. Reflection upon how individual activities **relate** to professional growth and development.  
**This should be ongoing and done prior to the final submission.**

## HOW

The following are suggestions for completing an [IPDP](#).

### 1. Individual Responsibilities

IT WILL BE THE SOLE RESPONSIBILITY OF THE CERTIFICATE HOLDER TO:

1. Maintain a record of all [course work](#), CEUs/LEUs, and other activities. This may take the form of transcripts, certificates of completion and/or other documentation or verification. *Send a **copy** of all documentation to the building [LPDC](#) member.*
2. Know the dates of certificate/license renewal and/or upgrade.
3. Notify the [LPDC](#) of any needed changes in an [IPDP](#).

Creation of a Professional Development Plan

The following is designed to guide you through the development of your plan.

### 1. Professional Profile

*Describe your past and professional development and your current professional status. How do these relate to your [IPDP](#)?*

The profile might include your current teaching or administrative assignment experience and related professional experiences.

### 2. Rationale

*What is the rationale?*

The rationale should include the reasons for your plan. You should include how you will meet identified district, building, and/or individual goals. See addendum for statement of district and current building goals.

The following questions may help you develop your rationale:

1. What are your specific reasons for learning this material? How do you think you might make sure of it in your classroom?
2. How would you prioritize the reasons from the previous question?
3. How will students benefit from your learning experience? How will you determine this benefit?
4. What special considerations will you face in completing your plan?
5. What will you do to adjust to these special considerations?
6. Thinking ahead, how will you know you have achieved the plan's goals?

Will your evidence support your rationale? It is important that your rationale statement is supported by the information provided as evidence in your final plan submission, prior to renewal.

## **The Plan**

*What is the plan?*

What will you be doing during the next renewal cycle (4, 5, or 8 years) for professional growth? This plan must be directly linked to your professional growth as it relates to personal, building, and/or district goals.

*How do I create this plan?*

Establish what you want to learn during this development period. Set your own professional goal.

*How do I find or create options to help me achieve this goal?*

Explore all avenues. For any one option other than graduate class work, only 90 hours of the same option will be accepted towards the 180 hours. Options may include but are not limited to the following:

### Course Work

Portfolios

Peer Review/observation

Student Teacher

Case Studies

Grant Writing

Presentations

Staff Development

Unit Development

Professional Workshops/Conferences

Field Trip Planning & Preparation

Committees - textbook, curriculum, North Central

Field Studies

Classroom Research (action)

TESA Training

Improved Methodology

Assessment Techniques

National Board Certification

Published Materials

Pathwise Training

Mentor Training/Mentoring Professional Reading

Teaching college classes/workshops (prep time only)

*What are my options?*

### Option #1:

Accumulate six (6) Semester Hours. Note that renewing a professional certificate would require 12 semester hours or 36 CEUs.

- a) Plans, which include [course work](#) for semester hours, must be approved by the [LPDC](#).
- b) [Course work](#) must be taken at an NCATE or ODE accredited college or university.

*Verification of Completion? - Transcripts must be shown.*

Option #2:

Accumulate eighteen (18) CEUs

- a) Plans, which include CEU/LEU activities, must be approved or have been endorsed by the [LPDC](#).

Verification of Completion? - Certificate of completed participation signed by presenter or provider representative.

Option #3:

Accumulate credit for "Other Approved Activities"

- a) Plans that include other approved activities must be approved by the [LPDC](#). **An estimation of time that will be spent on each activity should be included in the plan.**

Verification of Completion? - Documentation must be provided in accordance to the evidence section of the handbook.

Option #4:

Any combination of the first three options equaling the number of hours needed for renewal. These plans must be approved by the [LPDC](#).

Verification of Completion? - Documentation can be provided in accordance to the evidence section of the handbook.

**EVIDENCE**

Every applicant will demonstrate completion of his or her developed plan through documentation and application of goals prescribed in their plan.

Once the plan has been submitted and approved, begin to collect your evidence as you complete the various parts of your plan over the years. Prior to your final submission, when you are ready to renew your certificate/license, you should gather the evidence you have collected.

Evidence and documentation may include, but are not limited to the following:

Sample lesson plans	Developed teaching units
Published Materials	Journals
Photographs/video tapes/audio tapes	Portfolios
Field study reports	Transcripts
Newspaper/magazine articles	Letters of commendation
Certificates of attendance (workshops/conferences)	

Every applicant will demonstrate completion of his or her development plan in his own area of certificate/license:

1. How does this activity apply to classroom/student/staff/building achievement?
2. In what way does this plan increase your professional growth in your certified area?
3. Does your professional growth plan have impact with your colleagues? If so, how?
4. How did you apply professional growth experience to your area of certification?
5. Have you used your professional growth plan to influence other to improve their practice? If so, how?

## **REFLECTION**

Did you attain your goals/plan? How do you know? These questions are meant to guide your reflection.

1. What strengths have been developed for student learning through your professional growth plan?
2. What strengths have you developed through your professional growth plan?
3. In what ways were your activities/class work effective?
4. How did your plan change?
5. How did this plan enhance student learning?
6. How has this plan affected your future professional goals?
7. What would you change in your plan knowing what you know now?
8. Were there difficulties encountered while completing your plan? If so, what were they?
9. Are there any suggestions of pertinent issues that need to be addressed by district staff development personnel?
10. In what ways has this plan become the vehicle for your continued professional growth?

Examples of plans for various areas of certificate/licensure renewal can be found at [IPDP EXAMPLES](#).

## **WHEN**

Minimally, [IPDPs](#) must be on file with the [LPDC](#) by the October LPDC meeting, which is typically the third Thursday in October. After review, [IPDPs](#) will be returned within five (5) working days. The [LPDC](#) will include written notice of the status of the plan.

1. If approved, the committee will notify the individual of the approval.
2. If not approved, a meeting will be scheduled with the applicant and a representative of the [LPDC](#) to discuss concerns and options. The applicant may then resubmit the plan with adjustments.
3. If approved on second submission, the individual will be notified of approval.
4. If the second submission is not approved, the individual may make further modifications, meet with the full [LPDC](#) or proceed to the appeals process.

Final documentation for renewal is required no later than May 31<sup>st</sup> in the year the certificate/license expires. Early submissions are encouraged.

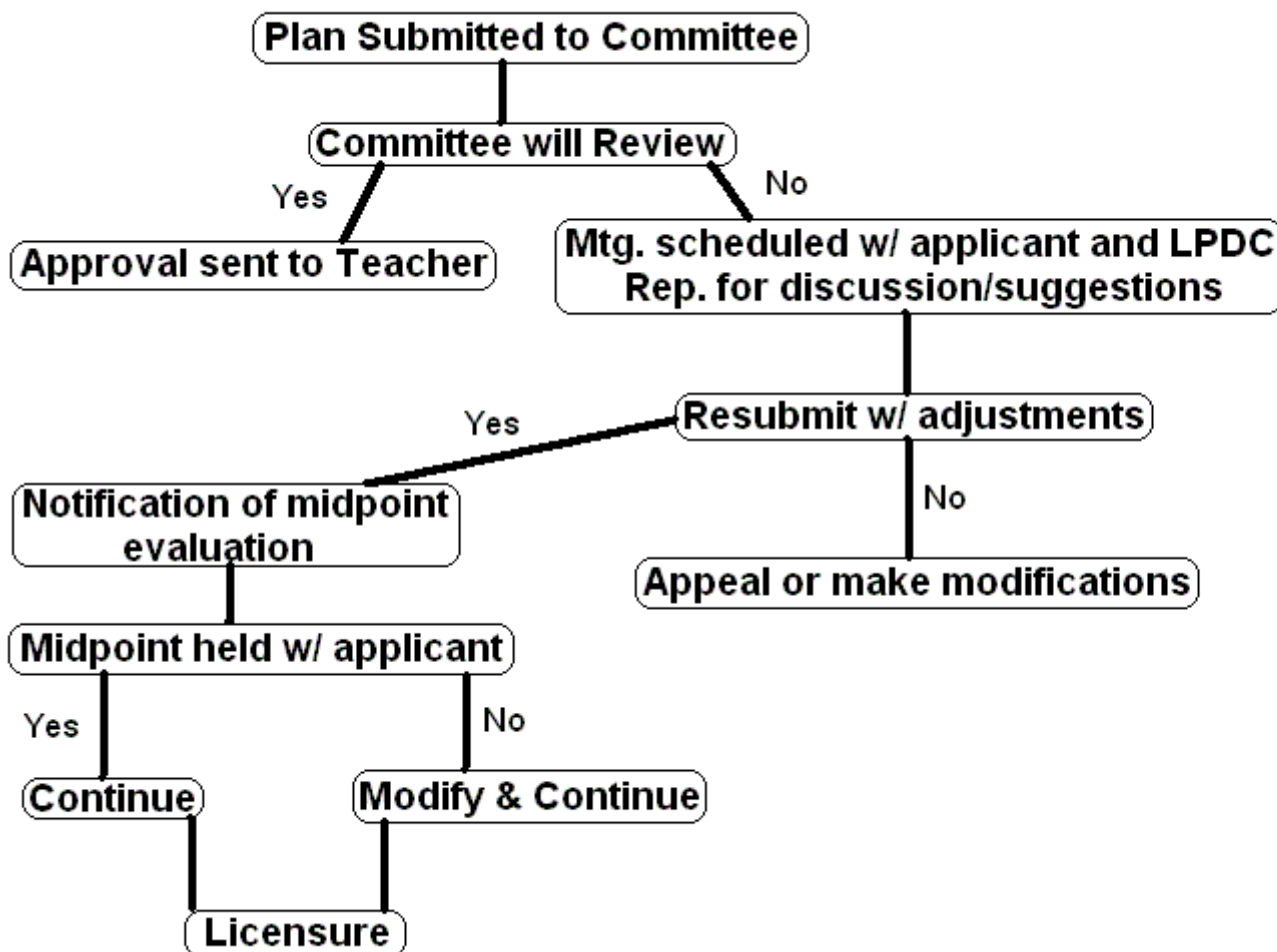
There will be a mid-term review by the [LPDC](#) to check progress, needed changes and/or additions necessary to achieve the educator's overall goal. The [LPDC](#) realizes that an educator's position, goals, and/or focus might change during the renewal process. The committee will be available to review changes as needed. Flexibility is assured throughout the review process.

In the year of renewal, educators will submit a final [IPDP](#) for review by the [LPDC](#) no later than May 31<sup>st</sup>. The [LPDC](#) will review plans on an individual basis and provide the signatures for required state level documentation. Renewal will be based upon the rigor of the plan, its relation to district goals and student achievement, guidelines set forward by the [LPDC](#), and completion of state requirements. ([See Renewal Packet](#))

**WHERE**

Each applicant is responsible for maintaining an individual file containing copies of [IPDPs](#) and all pertinent materials to support and validate the plan. **Copies** of all materials need to be submitted to building [LPDC](#) members on a periodic basis. Committee members are only responsible for copied materials given to them.

**LPDC Flow Chart**



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**SAMPLE LPDC BLANK FORMS:**

[Blank IPDP Form \(Word Document\)](#)

*This is a sample form that you may use. However, if you chose not to use this form, you may develop your own format, but you must still provide the information as requested on the sample form.*

[Blank Documentation Form \(Excel Document\)](#)

**IF YOU DECIDE TO USE THIS FORM, YOU MUST SAVE IT AS A NEW FILE ON YOUR COMPUTER. IF YOU SIMPLY START TYPING YOUR INFORMATION IN THE FORM AND HIT SAVE, IT WILL BE SAVED TO A PUBLIC DRIVE FOR ALL TO ACCESS.**

*This is a sample form that you may use to document your IPDP activities over the course of the plan. This form can help you organize your collection of evidence, as well as help you keep current as to how you are progressing on your plan. If you have questions about how to use this form, feel free to contact Melinda Wissel (Demmitt) or Kathy Dunn (Butler).*

**INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN**

**Name:**

**Current Assignment:**

**Certificate/License held, type and grade:**

**Certificate/License for Renewal:**

**Employee Number:**

**Plan Effective Dates:**

**Professional Profile:**

**Rationale:**

**Plan:**

**[INCLUDE APPROXIMATE TIME INVOLVEMENT IN EACH PART OF THE PLAN. ITEMS WILL NOT BE APPROVED WITHOUT A TIME ESTIMATION.]**

After you receive your renewal packet in February of the final year of your certificate/license, you are required to document evidence of completion of the plan. [Your building LPDC representative will provide this packet.]

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**WHEN YOU SUBMIT YOUR RENEWAL PACKET, YOU MUST INCLUDE THE FOLLOWING OR RENEWAL WILL BE DENIED.**

1. A copy of your approved and completed **IPDP** must be submitted along with items #2 and #3 listed below. If any part is missing, your renewal will be denied.
2. **Evidence**: Provide a copy of your approved and completed IPDP , along with all original transcripts, certificates, agendas, or other items proving your completion. This evidence is required for each item under the plan.
3. **Reflection**: Write a summary of how your plan impacted student achievement, your professional growth as a teacher, and/or how it helped you to reach the district, building and your own individual classroom goals.

[IPDP SAMPLE]

**Individual Professional Development Plan**

**Name:** \_\_\_\_\_

**Current Assignment:** First Grade Teacher – Murlin Heights Elementary

**Certificates Held:** Five-year license – Elementary 1-8

Eight-year professional – SLD K-12, SBH K-12

**Certificate/License for Renewal:** Five-year license – Elementary 1-8

**Employee Number:** Vandalia-Butler Employee #\_\_\_\_

**Plan Effective Dates:** July 1, 2003 – June 30, 2008

**Professional Profile:** Northmont Schools: Spring 1976 – June 1981

Vandalia-Butler City Schools: Fall 1982 – Present

**Rational:** I need to continue to learn new techniques and methods of teaching to grow professionally. It is vital that I prepare my students to make strong progress through the grades at the elementary level. I need to be familiar with the state standards to make sure that I am covering all of the material the state requires at my level. My professional plan will help me achieve the goals that I have for my students.

**Plan:**

1. Ohio First Mentoring - 2003-04 school year (74 hrs.)
2. Team Leader - 2003-04 school year (36 hrs.)
3. SIRI Class - Summer 2003 (22 hrs.)
4. Baldrige Training - Summer 2003 (16 hrs.)
5. DIBELS Training – October 2003 (6 hrs.)
6. Professional Development Workshops—one workshop each year for the length of my plan (30 hrs.)
7. Murlin Heights Retreat – August 18, 2003 (6 hrs.)

**Total Hours:** 190

[IPDP SAMPLE]

**Individual Professional Development Plan**

**Name:** \_\_\_\_\_

**Current Assignment:** First Grade Teacher – Murlin Heights Elementary School

**Certificate held:** Four year provisional/Standard, Elementary 1-8

**Certificate/License for Renewal:** Transition four year provisional to five-year license –  
Standard, Elementary 1-8

**Employee Number:** Vandalia-Butler Employee # \_\_\_\_\_

**Plan Effective Dates:** July 1, 2000 - June 30, 2004

**Professional Profile:** 2003-2004 Murlin Heights Elementary  
Vandalia-Butler City Schools

**Rational:**

To be an effective educator, one must continue growing and learning both as a professional and a person. I feel it is important to stay current with the evolving teaching practices and to further and improve my skills already acquired. My students will benefit through my learning, by my teaching using a variety of methods and instruction techniques. My professional plan is an example of how I will achieve my goals and become a better teacher and individual.

**Plan:**

1. EDT 500 – Models of Teaching – University of Dayton – Summer 2001 (4 quarter hours)
2. DEW 570 – Muse Adventure Elementary – University of Dayton – Summer 2002 (1 semester hour)
3. EDT 6998 M – Ohio Writing Project – Miami University – Summer 2002 (2 semester hours)
4. EDA557 – School Finance – University of Dayton – Winter 2003 (3 semester hours)
5. EDA 551 – Research – University of Dayton – Summer 2003 (3 semester hours)
6. EDA 511 – Curriculum – University of Dayton – Summer 2003 (3 semester hours)
7. EDA 505 – Educational Leadership – Summer 20003 (3 semester hours)

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### Appendix A

How do you find or create options to help you achieve your goals? Be sure to explore all avenues. Examples of options may include but are not limited to:

- Graduate level course work
- Portfolios
- Peer Review and Observation
- Student Teacher
- Case Studies
- Presentations
- Professional/Staff Development
- Unit Development
- Committee Work - textbook, curriculum, North Central
- Field Studies
- Classroom Research (action)
- TESA Training Improved Methodology Training
- Assessment Techniques
- National Board Certification
- Published Materials
- Pathwise Training
- Professional Workshops/Conferences
- Professional Reading
- Teaching college courses/workshops (prep time only)
- Mentor training and mentoring
- Field trip - planning, preparation, reflection

## **Appendix B**

### **How do I Renew My Certificate or License?**

#### ***An Educator's Guide to Working with the LPDC Process***

This information is intended to address questions you may have about local professional development committees and related certification/license renewal issues. This information comes from the LPDC resource guide (*Transforming Professional Development in Ohio: A Resource Guide for Establishing Local Professional Development Committees*); copies of this Guide were sent to each school building in August 1998.

#### **What is a Local Professional Development Committee?**

In 1996, Ohio's General Assembly passed Senate Bill 230, which authorized the establishment of Local Professional Development Committees (LPDCs). Such committees are to be established in every school district and chartered non-public school by September 1998. The purpose of the committees is to review the course work and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of certificates or licenses have been met.

#### **Why did the State change from the old system?**

Today's emphasis on raising expectations for students and schools has resulted in conversation and actions which focus on higher academic standards for students, greater accountability for schools, and consequently, higher expectations for teachers. One of the purposes for establishing LPDCs is to ensure that professional development aligns with the ongoing continuous improvement of a district and school. The ongoing professional development of educators is one element of a district Continuous Improvement Plan (CIP). An LPDC builds its work upon this plan and educators can use the CIP to help identify professional development opportunities, both within and outside of the district, which align with district goals.

#### **What is quality professional development?**

Ohio's vision for transforming professional development is based on the belief that quality professional development:

- Results in improved student learning
- Balances individual priorities with the needs of the district, school, and students.
- Extends beyond traditional course work and workshops to meaningful job-embedded activities.
- Allows educators to connect their learning to the contexts of their teaching.
- Requires educators to be responsible for their own professional development and ensure educator quality.
- Supports a clearly articulated vision for students.
- Focuses on license/certificate renewal as a by-product, not as a purpose.

#### **Who must have renewal requirements approved by an LPDC?**

If you are employed in an Ohio chartered school (public or private) and are:

- renewing four-year or eight-year standard certificate under the 1987 standards, or
- transitioning from a certificate to a five-year license, or

- renewing a five-year license

you must submit your documentation to your LPDC for approval before the application is sent to the Ohio Department of Education.

### **When did LPDCs begin making renewal decisions?**

January 1, 1999.

### **What do I have to do to renew certificate or license?**

If you are working under a provisional certificate (4 yr.), professional certificate (8 yr.), or professional license (5 yr.) are scheduled to renew your certificate/license after January 1, 1999 you must work with your LPDC to complete the renewal process.

LPDCs will establish procedures for reviewing your professional development. For certificate renewal under the 1987 standards you will have the responsibility to: 1) document your professional development and maintain a record of such work, and 2) follow renewal procedures and timelines set by your LPDC. When transitioning to a license you must also develop and implement an IPDP.

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

An IPDP identifies your goals for learning. The IPDP development process enables you to reflect upon your practice and to take responsibility for your continued professional development. Such an opportunity allows you to take responsibility for your own growth by creating a plan and engaging in relevant professional development. The LPDC will have a format for the IPDP to be used by educators in your district, school, or consortium and a process for the approval of such plans. You are responsible for keeping your own professional development plans and maintaining documentation that the goals and related activities outlined in the plan have been completed.

### **Am I required to have an IPDP?**

If you are employed full time in an Ohio chartered school and are:

- exercising a grace renewal of a certificate under the 1987 standards, but are requesting LPDC approval for "equivalent activities" to meet your renewal requirements, or
- transitioning to a 5 yr. professional license, or
- renewing a 5 yr. professional license

you must submit an IPDP to your LPDC for approval and then complete your plan before your certificate or license expires.

### **Do I have to develop an IPDP for each certificate or license I hold?**

A plan can be developed that addresses more than one area of certification/licensure. The plan must address the district goals, building goals, and student needs within the context of areas of certification/licensure, classroom teaching, and individual needs. Professional development activities can be applied to more than one of the areas of certification/licensure if the activities align with stated IPDP goals in an approved plan and the activities have taken place since the last renewal of the certificate or license to which they are being applied.

### **What are equivalent activities?**

Through the development of IPDPs, you will have far greater flexibility in selecting the types of professional development activities that are meaningful to you. Where the previous system recognized only formal course work or workshops approved for CEUs, the new structure will

allow for a far greater range of professional development activities. For example, the following activities could be incorporated into an IPDP, and could be approved by the LPDC:

- Curricular projects
- Research, action research, other forms of inquiry
- Serving as a mentor teacher or lead mentor
- Peer coaching
- Student-teacher supervision
- Professional writing/publishing
- School-community partnership initiatives
- Teacher-initiated projects
- Visitations to schools
- Preparing and giving presentations at workshops and conferences
- Reflective/analytical portfolios such as those completed for National Board Certification and the Presidential Awards in math and science
- Teacher network
- Shadowing externships

Along with the increased flexibility in the types of professional development activities that are accepted, there is also increased emphasis on the relevance of professional development activities. IPDPs must be based on your needs as well as the needs of your district, school, and students, and be approved by the LPDC. Each professional development activity that is completed must be clearly related to the area of licensure and/or classroom teaching.

Your LPDC cannot grant for equivalent activities you have participated in prior to September 1, 1998, and prior to the approval of an IPDP.

Will I still be able to use my years of experience to reduce my renewal requirements?

Experience may be counted only if you are exercising your one time renewal under the 1987 standards. Licensure does not allow credit for experience.

### **Will Ohio Dept. of Education CEUs earned previously still count?**

Yes, if the CEUs were earned during the effective dates of the certificate to be renewed. The Dept. will continue to maintain a database of ODE CEUs earned prior to June 30, 1998.

LPDCs have authority to retroactively grant CEUs for traditional workshops and classes taken between July 1, 1998 and September 1, 1998.

### **Under what circumstances will an educator apply directly to the Ohio Dept. of Education rather than through an LPDC?**

- If you are not currently employed or are working in an institution without an LPDC.
- If you are upgrading a certificate to a professional or a permanent under the 1987 standards.
- If you are applying for a new certificate or license, or are adding areas.
- If you are renewing substitute, temporary, or one-year vocational certificates or licenses.

### **How do I renew my ODE certificate/license if I hold a license through another professional board?**

If you hold the following ODE certificates/licenses, you do not have to renew through an LPDC:

- School social workers
- School audiologists
- Speech-language pathologists

- School nurses
- Physical therapists
- Occupational therapists
- PT assistants
- OT assistants

You must maintain your licensure through your respective board and send your application directly to ODE, with a copy of your professional license, to you renew ODE certificates/licenses.

**What if I move to another district or cease employment before my certificate/license expires?**

Completed professional development activities approved by an LPDC are expected to be honored by other LPDCs. Upon employment by a new district, you will need to complete an IPDP under the procedures and criteria of the new LPDC for approval of any remaining work needed prior to your new LPDC or the ODE at the time of application renewal.

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**Appendix C**

For information regarding your certificate/license status, please follow the link below to the Ohio Department of Education website.

[http://www.ode.state.oh.us/Teaching-Profession/Teacher/Certification\\_Licensure/certifact.asp](http://www.ode.state.oh.us/Teaching-Profession/Teacher/Certification_Licensure/certifact.asp)  
<mailto:Superintendent@vandalia-butler.k12.oh.us>

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**Appendix D**

Appendix D can be viewed at the Ohio Department of Education website listed below:

[http://www.ode.state.oh.us/teaching-profession/teacher/certification\\_licensure/standards/pdf/Transition\\_Chart.pdf](http://www.ode.state.oh.us/teaching-profession/teacher/certification_licensure/standards/pdf/Transition_Chart.pdf)  
<mailto:Superintendent@vandalia-butler.k12.oh.us>

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### Glossary

- **BOE** - Board of Education
- **CEU** - Continuing Education Units (issued by the state through June 1998)
- **COURSE WORK** - Graduate Level Coursework Pertaining To Current Teaching Assignment Taken From An Approved College Or University.
- **GOALS** - Individual Professional Objectives To Be Accomplished By The Individual Teacher That Align With District, Building And Classroom Goals.
- **IPDP** - Individual Professional Development Plan
- **LEU** - Local Education Units
- **LPDC** - Local Professional Development Committee
- **NCATE** - National Council for Accreditation of Teacher Education
- **ODE** - Ohio Department of Education
- **ORC** - Ohio Revised Code
- **RENEWAL PACKET** - Materials Needed To Renew A Certificate Or License. Building LPDC Reps Will Provide In February For Anyone Renewing That Year.
- **TESA** - Teacher Expectation Student Achievement
- **VBEA** - Vandalia Butler Education Association

# Vandalia-Butler City Schools

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### By-Laws

#### **Purpose**

The purpose of the LPDC is to foster collegial dialog, encourage professional staff development and to review IPDPs completed by educators within the Vandalia-Butler City School District for their renewal of certificates or licenses.

#### **Background**

The Professional or Associate License Renewal Law ISB 230, effective September 1998, changed the credential renewal process for all Ohio teachers. The intent of the law is to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the new law established a local licensure board and expanded the definition of acceptable credits toward license/certificate renewal, making it possible to receive credit for professional development activities that are designed and conducted within the working, collegial environment of the school district.

#### **Standards for Renewing a License**

Requirements for renewing licensure are outlined in ORC 3301-24-08. These include 6 semester hours of graduate credit, 18 CEUs, or other activities approved by the LPDC. 6 graduate semester hours should be the guideline when working toward [LEUs](#) (For professional renewal 12 graduate semester hours or 36 CEUs should be the guideline). All educators renewing a license are required to submit a 5-year professional development plan to their LPDC. Professional development plans must be submitted to the LPDC and follow all guidelines established by the LPDC.

An accredited college or university is one that has been approved for the preparation of teachers, administrators, and school employees in pupil personal services by the State Board of Education.

[CEUs](#) are defined as ten contact hours in a professional development program approved by the LPDC. The LPDC will have the responsibility of assigning CEUs/LEUs to proposed seminars, workshops, professional activities, etc. The State Department will no longer be a CEU provider.

"Other" professional development activities that adhere to the guidelines set forth by the LPDC can be used for the renewal of a license. These activities are not specific in nature but must relate to increasing student achievement, district goals, and/or professional growth (See [Appendix A](#)).

## **Governance**

The Vandalia-Butler LPDC policy, procedures, and governance shall not supersede the negotiated agreement or district policy.

## **Committee Membership**

There will be a minimum of one representative per building. Representation will be based on a ratio of 25:1 or major fraction thereof. Representatives will be eligible members of the VBEA bargaining unit. Administrative representation will be comprised of a minimum of one building administrator and one central office administrator.

## **Committee Representatives**

The building representative(s) must be submitted to the Association by April 30<sup>th</sup> in a year a vacancy occurs. If there are multiple committee candidates, an election will be held in those buildings by May 31<sup>st</sup>. If there are no candidates, the Association will appoint someone to fill the position by May 31<sup>st</sup>. The Superintendent or designee will appoint administrative members.

## **Vacancies**

Should non-administrative vacancies occur the previously stated process would fill them. If there are no candidates, the position will be filled by appointment of the Association. The Superintendent will appoint administrative vacancies.

## **Term**

All terms will be three (3) years. There will be no limit to the number of terms a member can serve. (changed 10/17/02)

## **Duties**

LPDC members are responsible for keeping up to date files for each licensure/certificate renewal candidate in their building which will include copies of the following as supplied by teachers.

- a) Application
- b) Documentation
- c) Evidence
- d) Midpoint checks
- e) Final report applicants plan
- f) All correspondence from the committee to the individual
- g) Transcripts

Committee members shall:

- a) Attend scheduled meetings, contacting the committee chair to be excused and bringing special circumstances regarding attendance to the committee for discussion (more than 2 missed meetings will require a meeting with the chair and an administrative rep.)
- b) Provide information on the licensure process and answer building/staff questions.
- c) Send notification to those in their building regarding the status of their IPDP including expiration date and date of mid-plan review date.
- d) Review and vote on submitted IPDPs.

### **Release Time**

Release time, as stated in the negotiated agreement, will be provided for committee members to attend special meetings regarding LPDC activities.

### **Stipend**

Stipends will be provided annually for all non-administrative committee members as per the negotiated agreement.

### **Training**

Training for committee members will occur from June 1 to August 30.

### **Chairperson**

The chairperson will be elected annually from the non-administrative members of the committee. The chairperson will be responsible for:

- a) Setting meeting dates, presiding over all meetings, preparing the agenda, and informing members of any changes in said meetings.
- b) Act as the initial contact person for any and all appeals.
- c) Act as a signatory for the date certification/licensure.
- d) Initiate the training process for all new committee members.
- e) Receive an increased stipend for additional duties.

### **Secretary**

The secretary will be elected annually from the non-administrative members of the committee. The secretary will be responsible for:

- a) Recording the minutes of the committee meetings and distribute copies to each committee member.
- b) Act as communication liaison responsible for all correspondence.
- c) Act as a signatory for state certification/licensure.
- d) Maintain an updated membership database.
- e) Receive an increased stipend for additional duties.

## **Decision Making Process**

The following are the steps the LPDC will take when reviewing an IPDP.

- a) IPDPs for each 5-year license/certificate renewal cycle will be submitted to the committee by October 15<sup>th</sup>.
- b) The committee will review the plan.
  1. If approved, the committee will notify the individual of the approval following the next regularly scheduled meeting.
  2. If not approved, a meeting will be scheduled with an applicant and a LPDC rep. to discuss concerns and options.
  3. If the plan is approved on the second attempt, the individual will be notified.
  4. If the plan undergoes a second modification and is still not approved, the individual may make additional adjustments or initiate the appeals process as described below.
- c) The committee will assign each plan participant a mid-point review date.
- d) Mid-point evaluations will be held with each applicant, where changes, adjustments, and modifications may be made.
- e) Plans may be altered as needed at any time with the committee's approval.

An IPDP must be approved by 2/3 of the committee. Members of the committee who do not approve the plan shall meet and develop a dissenting opinion. The dissenting opinion will accompany the notification.

## **Appeals Process**

When an educator's license/certificate renewal is rejected by the LPDC after its second revision, the educator has the right to appeal the decision. The appeals panel will be comprised of licensed/certified educators: one chosen by the applicant, one chosen from the LPDC, and one chosen by mutual consent.

When filing an appeal, the following procedure will be followed:

1. Notification of intent to appeal must be filed with the LPDC chairperson within 10 working days of the decision in question
2. The LPDC will select their representative within 5 working days from the appeal notification date.
3. The educator making the appeal will select their representative within 5 working days from the appeal notification date.
4. The third member of the appeals committee will be chosen within 7 working days from the appeal notification.

After the appeals committee is in place, the chairperson will provide all committee members with necessary information and/or background to assist in the appeals process.

The appeals panel and the applicant will meet within 10 working days after the committee is in place to review the plan in question. A majority vote will determine the outcome of the appeal.

## **Reciprocity**

The Vandalia-Butler LPDC shall accept outside district-approved IPDPs for any educator hired by the BOE from another district as fulfilling all necessary requirements of the district's renewal process. Hours already accumulated in the district of the previous employment shall be honored. All cases are subject to committee review. The educator's IPDP will be requested as part of the application submission process and will be reviewed during the district interview.

## **Amending the By-laws**

The by-laws subcommittee of the LPDC shall meet annually to review the by-laws and recommend changes to the full committee by June of each year. Changes in the by-laws will not supersede the negotiated agreement.

The Vandalia-Butler City Schools BOE and VBEA will receive copies of ratified amendments.

## **LPDC Ethical Commitment**

The membership of the LPDC will agree to conduct all LPDC business so as to:

- Impartially and consistently apply the licensure standards and guidelines.
- Maintain confidentiality.
- Communicate as a group or through the chairperson.
- Maintain personal professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDPs and the application of standards and guidelines.
- Not discriminate on the basis of race, age, creed, or sexual orientation.

Breach of ethical commitment may result in removal from the LPDC.

**Vandalia-Butler City Schools  
Local Professional Development Committee**

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306 S. Dixie Drive  
Vandalia, OH 45377

Dear Staff Members,

The Local Professional Development Committee (LPDC) is comprised of teachers and administrators in accordance with state mandates. It has been established to give school districts more control over the implementation and approval of professional development requirements for certificate license renewal.

The purpose of the LPDC is to oversee and review Individual Professional Development Plans (IPDP). The committee, rather than the state, has become the signatory for renewal of current certificates and future licenses. All educators will be expected to have an IPDP with set [goals](#), aligned with the district and building, on file with the LPDC. Educators working towards tenure and/or certificate upgrade will use approved college or university graduate level course work to meet their IPDP goals. Educators working towards renewal have more options than the standard CEUs and college graduate level course work in meeting their goals. For example, district workshops, independent study, or classroom projects may now be used if they relate to the IPDP and are approved by the LPDC.

This handbook is to help guide you through the IPDP writing process. Should you need further assistance, please see your building LPDC representative(s). They are there to aid you.

Sincerely,

**Vandalia-Butler Local Professional Development Committee**

*Butler - Kathy Dunn*

*Butler - Michelle Kovacs*

*Butler – Sandy Bakos*

*Morton – Diana Craig*

*Morton – Cindy Dukes*

*Smith – Bill Innes*

*Smith – Dawn Schuh*

*Demmitt – Melinda Wissel*

*Helke – Toni Williams*

*Murlin – Patty Huber*

*Administrative Rep: Connie Strehle*