

Galion City Schools

GLPDC HANDBOOK

The Local Professional
Development Committee of
Galion City Schools

Updated June 1, 2016

Forward

Galion City Schools' mission is to educate students to a high level of achievement in a safe learning environment. Galion City Schools can accomplish this through a challenging curriculum based on well-defined state standards supported by technology, a well-trained staff and community partnerships. The Galion Local Professional Development Committee Handbook (GLPDC) is designed to provide the instructional staff the philosophical and practical guidelines for their professional growth requirements.

According to the National Staff Development Council and the Ohio Department of Education, quality professional development is defined in seven guiding principles:

- Results-Oriented – Increases capacity of educators to improve student achievement
- Individualized – Addresses educators' varied experiences and learning needs
- Job-Embedded – Relevant to and embedded in the work we perform
- Collaborative – Creates learning communities that support inquiry, collaboration, and growth
- Research-Based – Applies knowledge from learning theory and research to design sound educational practice
- Data-Driven – Based on student data, aligned with district and building goals and focused on a specific set of targeted improvements in student learning
- Systemic – Occurs over time with system support for acquiring new skills and incorporating them into practice (from Quality Professional Development: A Guide for Ohio's Educators)

Galion's Local Professional Development Committee (GLPDC) Vision

The GLPDC's vision is to foster increased student achievement and appropriate classroom instruction through quality professional development that focuses on license renewal as a by-product, not as a purpose.

Philosophy

The Ohio emphasis on raising expectations for students and schools correlates to higher academic standards for Galion students, greater accountability for Galion Schools and consequently higher expectations for Galion educators. To meet these increased expectations, we must better prepare our educators and ensure that quality professional development plan of our district.

Purpose

The GLPDC is established for the purpose of determining whether the course work taken by any teacher/licensed employee, meets the requirements of State Board of Education standards for license renewal. The GLPDC will oversee and review individual professional development plans (IPDP's) for course work and continuing education units.

Responsibilities of the Galion Local Professional Development Committee

The responsibilities of the GLPDC are:

- Establish operating procedures for the submission and review of the Individual Professional Development Plans (IPDP's) by educators in the District or school.
- Clearly establish the **criteria** by which the GLPDC will review educators' IPDP.
- Consistently abide by the established operating procedures and criteria of the GLPDC when reviewing educators' IPDP's.
- Develop the format for an Individual Professional Development Plan for use by educators as they renew their licenses.
- Ensure that educators' course work and other professional development activities meet the standards for renewal of licenses.
- Keep records of the GLPDC's decisions regarding educators' IPDP's.
- Operate under the Open Meetings Act (Sunshine Law).
- Establish a local appeal process for educators who wish to appeal the decision of the GLPDC.

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Committee Composition and Selection

1. The GLPDC shall be comprised of five (5) members as follows:
 - Three practicing classroom teachers employed by the District. One member shall be a teacher of high school students (9-12), one member shall be a teacher of middle school students (6-8), one member shall be an elementary teacher (K-5), preferably
 - Two Administrators employed by the District.
2. The Galion Education Association (GEA) President shall appoint the three teacher members. The GEA Executive Committee shall approve the appointed members. The two Administrative members shall be selected by the Superintendent
3. In the event of a teacher vacancy, the GEA President shall appoint the committee member. If an administrative vacancy occurs, the Superintendent shall appoint a new member. A person appointed to fill a vacancy occurring prior to the expiration date of the term for which a predecessor was appointed shall hold office as a committee member for the remainder of that existing term.
4. If the member of the present GLPDC is being currently reviewed (or appealed), the GLPDC Chair and Superintendent shall designate an alternate representative.

Terms of Office

The term of office shall be from July 1 through June 30 of each school year. Each appointment shall be for a two (2) year term.

Chairperson and Recorder

The committee Chairperson shall be determined by majority vote of the committee members. His/her term shall be one year in length. The chair will be voted upon by the committee yearly. The recorder shall be an employee assigned by the Superintendent.

Duties of the Chairperson

The Chairperson shall:

1. Preside at all GLPDC meeting utilizing Robert's Rules of Order.
2. Call all meetings and set agendas in collaboration with the membership.
3. Ensure adherence to the GLPDC review processes and procedures.
4. Serve as appeals process contact and liaison.
5. Serve as a liaison to other teams for professional growth development.
6. Verify documents (official transcripts, non-traditional logs, certificates) are on file at Central Office to support all approved IPDP activities.
7. Electronically sign for renewal of licenses through ODE.
8. Report a list of licenses renewed monthly at the next GLPDC meeting.
9. Suggest necessary professional growth needs for the GLPDC.

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Decision Making

Decisions shall be made by a majority vote of the committee members present and voting so long as a quorum is present. A quorum shall consist of three (3) committee members, at least one of which must be an administrator and at least two of which must be teachers.

Training

Relevant training is encouraged. Members of the GLPDC shall be afforded the opportunity to attend training on the GLPDC purpose, responsibilities, functioning, legal requirements, and requisite skills based upon available financial resources. In the event two (2) members attend any training session, one (1) must be a teacher and one (1) must be an administrator. If the approved training is during the regular school day, committee members shall be given professional leave to attend such training. GLPDC members shall be reimbursed for actual and necessary expenses incurred as part of the training in accordance with School District Policy.

Meetings

The Galion Education Association President and Superintendent shall jointly call the initial meeting of the GLPDC upon member appointments. At the initial meeting the GLPDC shall review this article and shall select a chairperson and such other officers, as the GLPDC deems necessary. The GLPDC shall prepare rules of conduct for its meetings thereafter and not later than September 10th of each year, post in each building their meetings schedules for the year. The GLPDC shall meet as often as the members deem necessary to complete their work. All meetings, including appeals, shall be held outside of the regular instructional day, unless otherwise approved by the superintendent. The chairperson of the GLPDC may call additional meetings beyond those posted.

Appeals Process

Reconsideration

1. If an educator disagrees with an GLPDC decision, the educator must **first** be given the opportunity to meet with the GLPDC to present his or her case. The staff member may resubmit a proposal in writing within seven (7) working days of the GLPDC's decision, which shall be considered. The discussion should be both open and collegial with the intent to provide both the educator and the GLPDC the opportunity to understand each other's perspective while seeking a mutually-acceptable resolution.
2. If a resolution is reached at this point in the process, it should be so documented and made a matter of record for the educator and for the GLPDC.
3. If the parties cannot reach a mutually-acceptable resolution, then the educator may advance the appeal to the next level, the third-party review.

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Third-Party Review

In the event that the educator and the GLPDC cannot reach a mutually-acceptable resolution, the GLPDC should provide for a third-party review and decision. For a third-party review the GLPDC will convene a panel of three licensed educators:

1. One educator selected by the GLPDC;
2. One educator selected by the educator making the appeal; and
3. One educator approved by both the GLPDC and the educator.

The committee shall render its decision in writing within fourteen (14) working days of receipt of the appeal.

Miscellaneous

The GLPDC secretary shall keep records of its meetings (minutes), decisions and recommendations. Copies of such records shall be maintained in the office of the Treasurer. The GLPDC shall not have authority to revise, change, delete or modify any article/provision of the collective bargaining agreement or state law and regulation. In the event of any Legislative action by the Ohio General Assembly that impacts in any way on this topic matter, the parties to the collective bargaining agreement agree to reconvene bargaining to make the appropriate adjustments, if any.

Reciprocity

In addition to facilitating the license renewal process, the GLPDC represents local collegial efforts to support and maintain a high quality teaching force throughout Ohio. In that collegial spirit, GLPDC should honor the efforts of educators who move into the district with a current IPDP approved by their prior LPDC. Educators should use the *Verification Form for Educators Leaving the **Galion City Schools***, referred to in the forms section.

When an educator leaves the Galion City School District, GLPDC **must**, upon request of the educator, provide verification of the approval of the educator's IPDP and any coursework and professional development completed by the educator and accepted by GLPDC, using the *Verification Form for Educators Leaving the **Galion City Schools***. GLPDC should encourage the educator to approach the new LPDC as soon as possible with his/her current IPDP to complete the reciprocity transfer.

When an educator takes employment in the Galion City School District, the GLPDC **must** honor the coursework and other professional development activities that a newly-hired educator had completed pursuant to an IPDP approved by their former LPDC prior to employment in the Galion City School District. As soon as possible *after* employment and *before* engaging in any additional coursework or professional development activities, the newly-hired educator must submit an IPDP in accordance with the operating procedures of the GLPDC.

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Criteria for Coursework and Equivalent Activities as Professional Development

Coursework and equivalent activities are considered for license renewal through the submission of an IPDP. The following criteria provide the basis for evaluation of whether the IPDP meets the needs of the district, the school, the educator and the students.

1. Supports improved student learning
2. Balances individual priorities with the continuous school improvement needs of the district and school
3. Fosters the connection of learning to the context of teaching
4. Enhances the reflection of practice

The above four criteria/rubric will be used when evaluating IPDP's. Quality Professional Development is provided through various models. These models and possible activities within each category are:

Individually-Guided Professional Development	Observation/ Assessment	Involvement in Development/ Improvement Process	Training	Inquiry
An educator pursues activities he/she believes will promote learning.	Colleagues act as another set of "eyes and ears" and provide feedback on professional activities.	The educator is involved in assessing current practices and determining a problem of which the solution will improve student outcomes.	Includes exploration of theory, demonstrations of practice and supervised trial of new skills.	Educators formulate question about their own practice and pursue objective answer to those questions.
The learner sets goals and designs the learning activities.	<p>A powerful way to impact classroom behavior.</p> <p>a. Visitation – up to 2 CEU's per renewal. b.Cooperative/Team Teaching – up to 10 CEU's per renewal. c.Mentoring – up to 10 per year. d.Cooperating/Student Teaching – up to 10 CEU's per renewal – 2 per experience.</p>	Involvement in this process leads to new skills, attitudes and behaviors.	<p>Outcomes should include changes in attitudes and transfer of training.</p> <p>a. College coursework – per semester credit granted. b.Professional conferences/workshops/ in-service credit – per contact hour. c.Professional Presentations – 2 CEU's for each different presentation up to 10 CEU's per renewal. d.Teaching a college/adult education course – 2 CEU's for each different course taught up to 10 per renewal. e.Webinars - per CEU granted: Webinar Verification Form must be submitted electronically via IPDP Manager or hard copy to Central Office.</p>	<p>Involve problem identification, data collection for research, literature and the classroom, data analysis, changes in practice and collection of additional data to determine the effects of the changes.</p> <p>a. Study groups – 4 CEU's up to 8 per renewal. b.Educational projects – up to 8 CEU's per renewal. c.Self-directed educational development (professional reading, action research and educational travel) – up to 8 CEU's per renewal.</p>
<p>Self-directed development empowers educators to address their own problems, creating a sense of professionalism.</p> <p>a.Professional Conferences/Workshop/In-service Credit – per contact hour. b. Teaching Portfolio – up to 2 CEU's per renewal. c.Publication of Original Work – up to 10 CEU's per renewal. d.National Board Certification – up to 10 CEU's per renewal. e.Grant Writing – up to 4 CEU's per renewal. f. Related Work Experience or Externship – up to 4 CEU's per renewal. g.Videotaping for Self-evaluation – up to 2 CEU's per renewal.</p>		<p>Develop or adapt curriculum, text adoption and any school improvement process.</p> <p>a.Committee work – up to 2 per committee – 10 per renewal. b.Curriculum Development/Program Development – 2 per year – up to 10 per renewal. c.Initiate School Improvement Programs – 2 per year – up to 10 per renewal.</p>		

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Individual Professional Development Plan

The IPDP must be based on the needs of the district, the school, the students and the educator. Each professional development activity must be clearly related to the area of licensure and/or classroom teaching.

An IPDP identifies an educator's goal for new learning and indicates a professional development activity(s). The activity should promote a higher level of individual expertise that transfers into instructional practices. The following activities could be incorporated into an IPDP:

- Curricular projects
- Research, action research, inquiry
- Serving as a mentor teacher
- 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
- Teacher networks
- Shadowing, externships

Suggested Components for an Individual Professional Development Plan

Educators must complete their IPDP's according to the following guidelines:

FOCUS: Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in your current assignment.

- Do the goals have a focus (i.e. improved practice, improved student achievement)?

GOAL 1: Choose one District Goal

GOAL 2: Choose one Building Goal

GOALS 3 & 4: State your personal goals. This should focus on **how** you will grow professionally.

- Do the goals relate to the licensure area(s) being renewed?
- Can I measure progress toward the achievement of my goals?
- Do the goals reflect the district's and/or school's Continuous Improvement Plan and/or strategic initiatives?
- Do the goals relate to the licensure area(s) being renewed?
- Do the goals reflect current research regarding quality professional development and educator practice?
- Do the goals build a solid foundation of knowledge and skills for growth and movement within the profession?

IPDP Submission

All new IPDPs or revisions will be submitted by October 15th. Notification of committee action on IPDPs shall occur by November 15th annually. Any decision to approve or reject a submitted IPDP for license renewal purposes must receive a majority vote of the committee.

Educators who renewed during the summer need to create a new plan following the deadlines listed above.

Guidelines for Licensure

1. Submit an Individual Professional Development Plan (IPDP) to the Local Professional Development Committee by October 15th.
2. Your IPDP will be reviewed at the next regularly scheduled GLPDC meeting.
3. If approved, you will receive an email notice **and may begin submitting activities**.
4. If the plan is not approved, you will receive reasons for its rejection, suggestions for future approval, and an GLPDC member to see for guidance. You must revise and resubmit your plan.
5. **Applicants should register through the MY NCOCC Event Scheduler PRIOR to the scheduled activity. If you do not do this AND sign in at the event, you will NOT receive CEU credit for the activity.**
6. Applicants should submit CEU's (Workshops/Seminars/Conferences/Equivalent Activities) for **Individual Professional Development Credits through the IPDP Manager no later than 90 days after attending/completing the activity.**
7. Applicants should submit college coursework through IPDP Manager **no later than 90 days after the course completion date.**
8. Educators will only be granted one post-approval per license renewal. Complete Appendix E and submit to the LPDC Committee for approval.
9. **Verification Documents (certificate of attendance/completion or transcript) should be uploaded as the activity is submitted electronically. In addition, send a hard copy to Central Office to be put in your personnel file.**

Licensure Renewal

To qualify for licensure renewal, the educator must complete **one or a combination** of the following:

- Six (6) semester hours of coursework related to classroom teaching or the area of licensure;
- Eighteen (18) continuing education units (CEUs) which represent 180 contact hours of professional development OR engagement in equivalent other activities (EOAs, refer to chart) related to classroom teaching or the area of licensure as approved by the GLPDC.

***Special Note:** .1 CEU = 1 contact hour
1 CEU = 10 contact hours
3 CEU's = 1 Semester Hour

Who is Exempt from working through GLPDC?

- School social workers, school speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants are required to maintain licensure through their respective Ohio professional licensure board. To renew five-year professional Ohio Department of Education pupil services licenses in these areas, educators must maintain their other board license. By doing so, they meet all Ohio Department of Education renewal requirements and therefore, *do not need to work through the GLPDC*. These educators renew their license by submitting a renewal application with proof of current professional board licensure directly to the Ohio Department of Education.
- While ODE-licensed school counselors and school psychologists are not required to maintain concurrent professional licensure through the Ohio Counselor, Social Workers and Marriage and Family Therapy Board (counselors) or the Ohio State Board of Psychology (psychologists), some individuals do hold both the ODE license and a professional board license. Holders of five-year professional ODE pupil services licenses for school counselor or school psychologist *who also hold* a corresponding professional board license may renew the ODE license based on maintaining licensure through the respective professional licensure board, and do not need to work through an GLPDC. Holders of five-year professional ODE school counselor or school psychologist licenses who *do not* maintain a concurrent professional board license are required to work through the GLPDC to renew their ODE licenses.

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- Holders of two-year provisional teaching or school counselor licenses, and teachers working under the four year Resident Educator license, do not work through the GLPDC to renew provisional licenses or to advance from a provisional license or Resident Educator license to a professional license.
- Individuals may apply directly to the ODE Office of Educator Licensure to renew a provisional license, in order to obtain another provisional license if they do not hold a position that enables them to complete the Ohio Resident Educator Program under a Resident Educator license.
- Individuals *who have completed an Ohio teacher induction program* (Entry Year Program or Transition Resident Educator Program) also apply directly to the ODE Office of Educator Licensure, having had their application signed by the superintendent or designee and the mentor.
- Once the professional license has been obtained, GLPDC procedures apply to the renewal of the professional license.
- Educators holding alternative resident educator licenses, including career-technical workforce development teachers, do not work through the GLPDC. Once the professional license has been obtained, GLPDC procedures apply to the renewal of the professional license
- Educators holding an alternative principal license, alternative administrative specialist license, or alternative superintendent license do not work through GLPDC to renew the alternative license. Once a professional license is obtained in the area in which the alternative license was formerly held, GLPDC procedures apply to the renewal of the professional license.
- Educators holding a one-year temporary pupil services license or one-year supplemental teaching license do not work through GLPDC to renew the temporary or supplemental or to advance to the standard license in the area in which the temporary or supplemental license was held. Once a professional license has been obtained in the area, GLPDC procedures apply to the renewal of the professional license.
- **Although the ODE does not require an IPDP for the above personnel, the GLPDC highly encourages all staff to create a plan in case of position changes, etc.**

Substitutes, Unemployed Educators and Other Licensed School Personnel

Substitutes

Substitute licenses will be issued by the Ohio Department of Education. Substitutes renewing a license and who have worked 90 days for the Galion City Schools, may request GLPDC assistance. Educators working under substitute licenses are not required to develop an IPDP and do not work through the GLPDC.

Individuals Not Currently Employed in an Ohio School/District

For individuals not currently employed in a school, district or agency with a Local Professional Development Committee: completion of 6 semester hours of coursework relevant to classroom teaching and/or an area of licensure since the issuance of the license to be renewed.

Renewal or Transition after Retirement or Termination of Employment

When an educator retires or takes employment in a new district, the former district will provide verification of the IPDP approval, including coursework and continuing education that is completed and accepted.

If the educator is not employed, the remaining credits will have to be completed by taking coursework at a college or university prior to application to the Ohio Department of Education.

Renewal Requirements for Expired Licenses (and Certificates)

Professional and associate licenses that have lapsed for *up to five years* due to not meeting professional development requirements may be reinstated upon completion of the equivalent of **nine semester hours** of coursework relevant to classroom or the area of licensure since the issuance of the license to be renewed.

The educator is advised to inform GLPDC that he or she is taking coursework and also work with the Ohio Department of Education Office of Licensure to ensure coursework has been accepted.

Professional and associate licenses that have lapsed for *more than five years* due to not meeting professional development requirements may be reinstated upon completion of the equivalent of **12 semester hours of coursework** relevant to classroom or the area of licensure since the issuance of the license to be renewed. The educator is advised to inform GLPDC that he or she is taking coursework and also work with the Ohio Department of Education Office of Licensure to ensure coursework has been accepted.

How to Create an IPDP

GALION CITY SCHOOLS (Appendix A)

My NCOCC IPDP Manager

Personal Profile (New Staff Only)

- o Enter your OH License/Certificate # & your certificate information will be updated.
- o Contact an LPDC member if you cannot find this number.

Create Plan

- o You will have a 24 hour waiting after your identification number is entered before you can create your plan.
- o Before you are able to have any activity or course work approved you must have an IPDP approved. If you recently had an IPDP approved, you still need to enter that information into the online site.
- o **CERTIFICATES:** Highlight your certificates.
- o **FOCUS:** Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in your current assignment.
- o **GOAL 1:** (Choose one District Goal)
 - Increase student achievement through high quality, standard- based curriculum, assessment, instruction and parent involvement.
 - Enhancing school climate- Attendance, Enrollment Stability, Student Behavior.
- o **GOAL 2:** (Choose one Building Goal)
 - Increase student achievement through high quality, standard- based curriculum, assessment, instruction and parent involvement.
 - Enhancing school climate- Attendance, Enrollment Stability, Student Behavior.
- o **GOALS 3 & 4:** State a personal goal. This should focus on how you will grow professionally. Please use the following questions as a guide.
 - ~Do the goals relate to the licensure area(s) being renewed?
 - ~Can I measure progress toward the achievement of my goals?
 - ~Do the goals reflect the district's and/or school's Continuous Improvement Plan and/or strategic initiatives?
 - ~Do the goals relate to the licensure area(s) being renewed?
 - ~Do the goals reflect current research regarding quality professional development and educator practice?
 - ~Do the goals build a solid foundation of knowledge and skills for growth and movement within the profession?

Submit Plan to LPDC for Approval

You will receive an email back from the committee regarding the status of your plan.

Submit Activity

Once your plan is approved you can submit all of your activity pre-approvals online.
We are no longer accepting any of the paper pre-approval forms.

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Creating a New IPDP after Renewing License GALION CITY SCHOOLS (Appendix B)

Step 1: Click on [[View Plan](#)]

Step 2: Click on [Start New Plan](#)]

Step 3: You will see the following message. Click on **ODE Standard Teacher** or **ODE Standard Principal** depending on your classification.



Create Individual Professional Development Plan

☐ [ODE Standard Teacher](#)

☐ [ODE Standard Principal](#)

☐ [ODE Legacy Standard](#)

Step 4: You are now ready to enter your new plan for your next renewal.
Refer to Appendix A in the GLPDC Handbook (How to Create an IPDP) for step by step instructions!

Keep in mind...

- ☺ You will have to get your new plan approved before you can submit any activities to LPDC.
- ☺ If there is information from your archive plan that you wish to use for your new license renewal you can view that plan by clicking on archived plans and use your cut and paste commands.

Verification Form For Educators Leaving GALION CITY SCHOOLS (Appendix C)

This verifies that the attached Individual Professional Development Plan was approved and that

(Name of Educator)

has the following credits approved by GLPDC toward his/her plan as dated below.

_____ College/University semester hours

_____ College/University quarter hours

_____ LPDC approved Professional Development Activities (CEUs)

(Authorized Signature)

(Date)

Print name of Authorized Signer _____

Name of School District _____

Name of LPDC if different _____

LPDC Address _____

LPDC Contact Person _____

LPDC Telephone Number _____

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Certification of Attendance Form GALION CITY SCHOOLS (Appendix D)

In the event that a workshop, or any other professional educational activity does not issue a certificate of attendance verifying contact hours for CEU credit, please complete this form.

Educator's Name_____

Description of activity:

Date of activity:

Location:

Number of contact hours:

Signature of Instructor:_____

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Post- Approval Notification

GALION CITY SCHOOLS (Appendix E)

(Name of Educator)

(Name of Activity)

(Date of Approval)

The above activity is your **one and only post-approval** for your current license renewal.
Please remember to follow the following guidelines for your future activities.

- Submit CEU's (Workshops/Seminars/Conferences/Equivalent Activities) through the IPDP Manager **no later than 90 days of attending/completing the activity.**
- Submit college coursework through IPDP Manager **no later than 90 days of completing the coursework.**

GLPDC Chairperson

(Date)

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Webinar Participation Form

GALION CITY SCHOOLS (Appendix F)

Date_____

Time_____

Associated URL_____

Hosting Organization/Entity

Provide the name of the host and include names and credentials of presenter or featured speakers, if known.

Webinar Goals & Objectives

Contact Hours_____

Specify actual hours of engagement.

Participant Role

For example: Listening to presenters, participation in individual and group activities, exploration of relevance and potential applications of workshop content to local situation, interactive dialogue and questions with presenters and/or colleagues.

My signature below attests to my participation in the WEBINAR described on this document. I understand that I am responsible for conveying this information GLPDC.

Print Name

Educator's Signature

Date

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IPDP End-of-Year Checklist ***Galion City Schools (Appendix G)***

Please complete the form below and sign prior to year-end check out annually.

- My license expires June 30, 20____.
- # of semester credits _____ and # of CEU's _____ on current IPDP
- I submitted all of my summer courses or workshops on IPDP Manager.
- License Renewed (if applicable)
 1. Archive IPDP in IPDP Manager (upon receipt of new license).
 2. Prepare a new IPDP for approval.

Name _____ Date _____