

Mission Statement, Vision Statement, & By-Laws

Mission Statement: The Local Professional Development Committee (LPDC) of the Youngstown Community School District establishes the procedures, criteria and timelines for review and approval of Individual Professional Development Plans (IPDPs), coursework and other professional development activities for the renewal of certificates and licenses. The LPDC strives to promote appropriate professional development so educators can gain new knowledge and skills for the purpose of improving student achievement.

Vision Statement: The Youngstown Community School District's LPDC will provide and ensure that all its educators maintain and strive for meaningful continuous professional development to enhance the learning environment of all stakeholders.

By-Laws: Authority Youngstown Community School District's LPDC is the only one of its type to operate in Youngstown Community School District.

Article I: Name, Scope and The Youngstown Community Schools' Local Professional Development Committee is hereby established as the name of the entity. The Committee shall be district-wide in scope (K-8).

Article II: Aims and Purposes The purpose of the Local Professional Development Committee (LPDC) of the Youngstown Community School District is to establish the procedures, criteria and timelines for the review and approval of IPDPs, coursework and other professional development activities for the renewal of certificates and licenses. The approval of the LPDC is legally required and noted on the Ohio Department of Education's prescribed form at the initiation of the certificate or license renewal process. The LPDC does not issue certificates or licenses; that authority is solely reserved for the Ohio Department of Education.

In the discharge of its duties, the committee will:

1. Support the mission of the Youngstown Community Schools which states, "Youngstown Community School provides an excellent educational choice to meet and exceed the unique potential of all students. Through academics, character development, and technology we prepare students to meet the challenges of the 21st century."
2. Foster a standard of continuous improvement within the school district;
3. Promote the alignment of professional growth according to the Ohio Department of Education (Standards for Ohio Educators/Teachers/Principals/Superintendents/Professional Development);
4. Emphasize increased student learning and achievement and the maximization of each educator's potential as professional development priorities;
5. Facilitate the development of an Individual Professional Development Plan;

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6. Validate the skills and knowledge gained through educator professional development by the approval and issuance of contact hours or Continuing Education Units within the district and other approved providers;
7. Approve coursework from institutions of higher education recognized by the Ohio Board of Regents.

Article III: Membership, Qualifications, Training, Compensation

The Local Professional Development Committee shall consist of a majority of teachers as prescribed within law who shall be selected by the teachers themselves. The administration representative makes up the remaining members of the committee. This person or persons may be a combination of administrators and shall be selected or appointed by the Director of Youngstown Community School.

Each committee member must have a minimum of three (3) years of professional experience and demonstrate a belief in lifelong learning. Each LPDC member shall be professionally prepared for their role within the District LPDC. The LPDC member may use professional development to prepare for being and LPDC member as part of his/her own Individual Professional Development Plan. The district will educate LPDC members each year about the standards and licensure, decision-making, quality professional development criteria, etc.

Committee members shall attend all scheduled meetings and be compensated through a stipend for their service as committee members. This stipend is to be paid in two parts. The first is to be paid to the LPDC members on December 15th and June 15th.

Committee vacancies among teacher members shall be addressed by the Youngstown Community School LPDC President in consult with the Director, which shall designate replacement members as necessary. Similarly, the Director shall address administrative member vacancies.

Article IV: Roles and Terms of Office

The LPDC shall consist of the following roles and corresponding terms of office: (Roles vary at each meeting)

1. The President shall be elected by a majority vote of the sub-committee. Anyone interested in serving as President may self-nominate. Co-presidents are an option. The President shall be elected for a two-year term, with the "term" to run from August to August. The duties of each President shall include: a. Preside at all meetings; b. Establish a meeting calendar, call all meetings, and set all agendas; c. Ensure that LPDC and IPDP processes and procedures are followed; d. Serve as the appeals process contact and liaison; Serve as one of the LPDC reviewers of district educator professional development plans used for certificate/license renewals; e. Suggest training needs in regard to professional development and licensure f. Sign the necessary cover sheet for certificate/license renewals as required by the Ohio Department of Education.

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2. The Secretary/Recorder shall be appointed to this position by the LPDC President. Anyone interested in this position may self-nominate. The Secretary/Recorder shall be elected for a two-year term. A term shall run from August to August. The duties of the Secretary/Recorder will include: a. Keep accurate records of the meetings; b. Provide minutes and agendas (to include a list of cases to review and other business that should come before the committee) to members; c. Serve as a general communications liaison with the staff but limited to the only person communicating in respect to the committee; d. Be responsible for all necessary correspondence; e. Suggest training needs of sub-committee members in regard to professional development and licensure.

3. The remaining sub-committee members in addition to the President(s) and the Secretary/Recorder will: a. Elect one of their members by majority vote to act in the absence of the President(s); b. Serve as staff information contact persons; c. Suggest training needs of sub-committee members in regard to professional development and licensure.

4. The LPDC Committee assumes the following responsibilities: a. To support data collection of the secretary/recorder; b. To maintain an up-to-date database of all educators within the district; c. To archive the certification/licensure files of the district employees; d. To forward approved credentials to the Ohio Department of Education.

Article V: Reciprocity

New employees to the district who hold a permanent Certificate/license and who have an approved IPDP by their prior LPDC during their current renewal cycle shall have their IPDP approved by the Youngstown Community LPDC when accompanied by verifiable supporting documentation. Out of state and exceptional cases are subject to committee review. Once employed by YCS, the individual must develop a new IPDP. Likewise, CEUs/college coursework awarded by the other Ohio LPDCs will transfer to the YCS for maintenance of credentials with the appropriate documentation. Educators leaving the Youngstown Community School must submit an Approval Verification Form to the Youngstown Community LPDC in order to transfer their Individual Professional Development Plan and other professional development to their new LPDC.

Article VI: Meetings The Youngstown Community Schools Local Professional Development Committee will meet as a full committee in August/September, November, January, March and May. The purpose of these meetings will be to address procedures, review processes and/or standards in regard to inconsistencies within the practices of the sub-committees. Additional meetings may be called as needed by the Director or the LPDC President.

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Article VII: IPDP Guidelines, Decision-Making, and Appeals

All district educators who need to renew a license ***MUST*** prepare an Individual Professional Development Plan (IPDP) to address their personal, professional, and assignment goals as they relate to students, grade level and assignment, building, district, regional and our state expectations for performance. IPDPs ***must be pre-approved*** by the LPDC before coursework is taken to be used for license renewal. Current law does not require educators who hold permanent certificates to complete an IPDP. Educators who complete an IPDP must do so on the prescribed forms and in the prescribed manner for the period of time remaining on any provisional or professional certificate(s)/license(s) before any Professional Development is taken.

IPDPs will be evaluated as follows:

1. Must have goals based on “Standards for Ohio Educators”
2. Must be guided by the “Ohio Standards for Professional Development”
3. Evaluated by an LPDC based on Youngstown Community School’s IPDP components
4. Relates to District and/or building goals, as applicable
5. Establishes goals that are in the best interest of the educator, students, and district.
6. Proposes appropriate activities to meet goals that have been established.
7. Indicates university hours and/or contact hours for license(s). (Educators cannot use contact hours and university coursework for the same course)
8. Completed plan on HR Kiosk
9. The educator should maintain a log of professional growth activities for his/her own review. The educator ***must seek pre-approval*** for activities for which she/he desires to receive credit from the Local Professional Development Committee; in addition any change in the IPDP during its life must receive approval prior to implementing the change. It is likewise the responsibility of the educator to maintain a personal record of all locally approved contact hours and university transcripts.

Job-Embedded activities or Equivalent Other Activities (EOAs) must be submitted to the LPDC before the activity takes place. The EOA Application Guidelines and Forms are located on the LPDC Page of the District’s Website and must be completed by the educator. **LPDC must approve the activity before the activity takes place.** Only one (1) Job-Embedded/EOA Request per line item of activities listed in the JobEmbedded/EOA LPDC Guidelines will be permitted during each license cycle. A maximum of ninety (90) JobEmbedded/EOA Contact Hours will be permitted during the license cycle.

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Post-approval of professional development activities will be rare. If the IPDP is rejected by the LPDC, the educator shall be given a copy of the IPDP Review Criteria with the reasons for rejection clearly indicated. Educators may then submit a revised plan within 10 working days of the initial rejection notice, or, as may be the case, submit additional documentary materials or explanation to justify the plan to the Local Professional Development Committee President's mailbox which is in the school's office. Either the educator or the LPDC may request a conference to discuss any such concerns. In the event that the Local Professional Development Committee does not approve an educator's Individual Professional (IPDP) or does not approve an educator's professional development used for the renewal of a certificate or license, the educator should contact the LPDC President for direction concerning the initiation of an appeals process.*

The appeals process shall include the following:

1. Lack of approval by the Local Professional Development Committee of the educator's IPDP or professional development applied to the renewal of a certificate or license.
2. The LPDC and/or the educator can request reconsideration if renewal or IPDP were denied. The educator can appear before the Local Professional Development Committee, upon written request, and clarify documentation within 20 working days.
3. Following reconsideration, the LPDC again votes to approve or non-approve the issue at hand. This process would then repeat as stated in step #2 of this section.

Article VIII: License Renewals/Transition to Licenses

Responsibility of Educators:

1. Complete a background check, if needed. (BCI/FBI)
2. Make sure that the required hours needed to renew have been approved.
3. The applicant must apply for renewal through his/her OH I ID Account. Applicants must still secure an e-Signature from the LPDC before the application can be submitted.
4. Complete a new IPDP on HR Kiosk for the new 5-year license cycle and submit for approval at the next scheduled LPDC Meeting**

*Applicant can only request an Appeal if the applicant has completely followed the directions for either a licensure upgrade/renewal and/or IPDP proposal/revision. **ALL COURSEWORK IS TO BE TAKEN AFTER THE IPDP "CREATED DATE" ON THE LPDC REVIEW RESPONSE SHEET AND IPDP. IPDPs are created on HR Kiosk and/or any new medium development by district.

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Youngstown Community School's Credit Conversion Chart

Semester Hours	Quarter Hours	CEU
1/3	.5	10
2/3	1	20
1	1.5	30
1 1/3	2	40
1 2/3	2.5	50
2	3	60
2 1/3	3.5	70
2 2/3	4	80
3	4.5	90
3 1/3	5	100
3 2/3	5.5	110
4	6	120
4 1/3	6.5	130
4 2/3	7	140
5	7.5	150
5 1/3	8	160
5 2/3	8.5	170
6	9	180

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Recommended Places to get Fingerprints

Mahoning County Educational Service Center (MCESC)

7320 N. Palmyra Road Canfield, OH 44406

330-533-8755 Carol

Exact Cash, Credit Card, or Check payable to MCESC

\$60 for FBI & BCI/\$34 FBI only & \$31 BCI only

Tuesday or Thursday 8:00-3:15 (Summer hours 7:30-1:30)

Must call for an appointment

Must have your driver's license or state id and know your social security number

Mahoning County Sheriff (records)

110 Fifth Ave. Youngstown, Ohio 44503

330-480-5000

Exact cash or a money order payable to Mahoning County Sheriff

\$60 for FBI & BCI/\$30 FBI only & \$30 BCI only

T, W, Th & F 10:00-3:00

No appointment necessary

Must have your driver's license or state id and social security card

Master Security Inc.

26 S. Market Street Girard, Ohio 44420

330-545-4448

Cash, Check or money order

\$60 for FBI & BCI/\$35 FBI only & \$32 BCI only

M-F 9:00-5:00

Must call for an appointment

Must have your driver's license or state id

Tri-State Investigations

5234 Southern Blvd. Youngstown, Ohio 44512

330-788-9945

\$64 for FBI; BCI/\$35 FBI only & \$33 BCI only

M-F 8:30-4:00 (closed during lunch 12:00-1:00-last appointment at 3:30) Saturday by appointment only

Exact cash, money order or credit card (transaction fee for credit card)

Best to make an appointment

Must have your driver's license and know your social security number

Fingerprinting is done for the Ohio Department of Education

Send results to: Youngstown Community School

50 Essex Street

Youngstown, Ohio 44502

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Ohio Teacher and Principal Standards

The standards are listed below. They can also be found in the Standard for Ohio Educators book on pp. 12-38. During the 5-year cycle, TEACHERS should choose 4 standards to work on and PRINCIPALS should choose 3 standards. Educators should then write a goal for each chosen standard and list them on the plan in HR Kiosk.

OHIO TEACHER STANDARDS:

1. Teachers understand student learning and development and respect the diversity of the students they teach.
2. Teachers know and understand the content area for which they have instructional responsibility.
3. Teachers understand and use varied assessment to inform instruction, evaluate and ensure student learning.
4. Teachers plan and deliver effective instruction that advances the learning of each individual learning.
5. Teachers create learning environments that promote high levels of learning and achievement for all students.
6. Teachers collaborate and communicate with students, parents & other educators, administrators, and community to support student learning.
7. Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

OHIO PRINCIPAL STANDARDS:

1. Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving their goals.
2. Principals support the implementation of high-quality standards based instruction that results in higher levels of achievement of all students.
3. Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.
4. Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.
5. Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well being.

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Writing Goals for Your Professional Learning Plan (IPDP)

To write a goal for each of your chosen standards, make sure the goal is specific and measurable. Keep in mind the district goals, your individual needs and the needs of your students. Remember that ALL goals must result in improvement of student learning.

Goals' Identification Guide:

1. Identify and develop effective goals that reflect those needs to help you, your students and/or your school district to succeed.
2. Choose 3 goals.
3. Make sure that your goals are relevant to your area of teaching and/or certification.
4. Design goals that will allow you to choose a greater range of high quality, professional development activities.
5. Please DO NOT include as one of your goals to “renew license” or “seek a higher degree.”

The Basic Elements of the Goals: (see chart below)

1. Each goal should contain a verb from the first column.
2. Each goal should contain the area and an end product associated with the standard in the second and third column.
3. Each goal should reflect an increase in your students' achievement.

GOAL COMPONENTS

Select one from each column (mix and match)

I will	In What Area	And Then
become knowledgeable about	a method (cooperative learning)	implement
read widely in	a program (history day)	modify curriculum
learn about	a discipline (science)	develop/design
study theory/practice of	a population (gifted/ADHD)	use
become skillful at	an organizational pattern (multi-age)	incorporate
gain an understanding of	an area (school reform)	apply
	a curriculum area (Music)	

so that student achievement will be increased.

EXAMPLE: I will become knowledgeable about the updated social studies standards and then incorporate my new knowledge so that student achievement will be increased.

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Youngstown Community School: Credit Proposal Activities

Option	Credit Value	Maximum Credit	Verification	Criteria
College Course	4 quarter hours = 3 semester hours	No Limit	Official transcripts (not a copy)	Must be taken through an accredited university or other post secondary institution Must be taken for credit with a grade of "C" or better or "P" in a pass/fail course Must relate to IPDP goals
County Meetings for teachers & administrators	1 clock hour	No Limit	Certificate of attendance from meeting provider such as MCESC	Must relate to IPDP goals Must contribute to the education profession or as to the body of knowledge in individual's field
District Waiver Days / In-service	1 clock hour	No Limit	Certificate of attendance from Director's office	Must relate to IPDP goals and add to the body of knowledge in an individual's field
Professional Conferences/ Workshops	1 clock hour	No Limit	Certificate of attendance from meeting provider	Must meet goals on IPDP, and/or district/building goals
Mentoring	College Credit or 1 clock hour	3 CEU's per cycle OR Semester hours of college credit based on particular college criteria	Mentor log / attendance at county mentor meetings	Must complete requirements for entry-year mentor program Must relate goals to IPDP
National Board Certification	N/A	1 semester hour for completing the process but not certified 3 semester hours for receipt of NBPTS	Certification must be completed or participation as candidate must be verified by ODE	Must relate to IPDP goals Credit granted only in the cycle of the final adjudication
Membership on year-long school / Professional Committee	1 clock hour	No Limit	Sign in sheets / Certificate of attendance at the end of the year	Must relate to IPDP goals and/or district/building goals

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Youngstown Community School: Equivalent Other Activities (EOA's)

Option	Credit Value	Maximum Credit	Verification	Criteria
Grant Writing	1 clock hour	6 CEUs per license cycle	*Copy of grant *Log of writing activities *Sign-off by designated provider	Credit not dependent on awarding of the grant Pre-approval by the LPDC Must relate to IPDP goals
Curriculum Developmental	1 clock hour	6 CEUs per license cycle	*Project log *Copy of course of study *Sign-off by designated provider	Must relate to IPDP goals Pre-approval by the LPDC
Peer Observation for self-improvement	1 clock hour	1 CEU per license cycle	*Timeline / log / summary of observation *Sign-off by designated provider	Must relate to IPDP goals Pre-approval by the LPDC Does NOT include mentoring
Presentation at Local, State, National Conference or building level presentation	1 clock hour	3 CEUs per license cycle	*Handouts of presentation / objectives *Log of hours *Sign-off by designated provider	Must meet goals on IPDP, and/or district/building goals Pre-approval by the LPDC Presentation must be in the field of education
Publication of work	Time will vary depending on the published work per LPDC discretion	6 CEUs per license cycle	*Copy of publication *Sign-off by designated provider	Pre-approval by the LPDC Must contribute to the education profession or add to the body of knowledge in the individual's field
Preparation of Teaching a College Course, Adult, Vocational or Technical Course	1 clock hour	3 CEUs per license cycle	*Copy of syllabus with listed objectives *Sign-off by designated provider	Must relate to IPDP goals Pre-approval by the LPDC Must relate to IPDP goals and/or district/building goals
Educational Project or Program Design / Documentation	1 clock hour	3 CEUs per license cycle	*Log hours *Sign-off by designated provider	Must relate to IPDP goals Pre-approval by the LPDC Must relate to IPDP goals and/or district/building goals
Other EOA not listed above Please discuss your other EOA idea with the	1 clock hour	3 CEUs per license cycle	*Log hours *Final Product *Sign-off by	Must relate to IPDP goals Must relate to IPDP goals and/or district/building goals'

LPDC committee <u>before</u> submitting your formal pre-approval.			designated provider	Rev. 06/18/19
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