

**HANDBOOK FOR THE MONTGOMERY COUNTY AND EDUCATORS OF
MONTGOMERY COUNTY LOCAL PROFESSIONAL DEVELOPMENT COMMITTEES
(MCESC LPDC & EMC LPDC)**

2024-2025 SCHOOL YEAR

INTRODUCTION

Local Professional Development Committees (LPDCs) were created by ORC 3319.22 to review coursework and professional development activities completed by educators to determine if state certification and licensure requirements have been met. The primary responsibility of the LPDC is to review educators' Individual Professional Development Plans (IPDPs) and ensure that the identified goals and strategies are relevant to the needs of the district, the school, the students and the educator.

All educators (teaching, non-teaching, and associate personnel, including interpreters and treasurers) who hold a certificate, professional or an associate or career technical workforce development 5-year license and are employed full- or part-time in the school, school district, agency or institution the LPDC represents are required to work through an LPDC to renew their license. Some staff members, however, are exempt from this requirement. These include:

- Resident Educator and Alternative Resident Educator license holders
- Provisional Career Technical Workforce Development license holders
- Alternative Administrative Educator license holders
- Supplemental or 1-year Out-of-State license holders
- Professional Pupil Services license holders who hold a state license (i.e, school nurse, OT/PT)
- Permanent certificate license holders

COMMITTEE MEMBER COMPOSITION, SELECTION AND TERMS

Each Local Professional Development Committee shall have a chairperson whose duties shall be to facilitate LPDC meetings and to certify and report committee actions to affected parties. The chairperson shall be elected annually by a majority vote of a quorum of the committee. Decision-making shall be by a majority vote of a quorum of the committee members. There will be a minimum of eight (8) meetings scheduled per year.

MCESC LPDC

The MCESC LPDC is composed of a minimum of five (5) certificated/licensed members. The committee members are representative of the Educational Service Center's employees. Representatives from each of the following shall be appointed by the

department administrator: Curriculum, student programs, Regional Center, and administration.

MCESC Local Professional Development Committee members may vacate their appointments by giving thirty (30) days advance written notice to the committee chairperson. An MCESC LPDC member may be removed from his/her appointment upon the written request of the respective appointing party or Superintendent followed by a unanimous vote of the remaining members of the MCESC LPDC.

MCESC Local Professional Development Committee members shall serve three-year terms. There shall be no limit in the number of terms MCESC LPDC members may serve. Vacancies shall be filled for the remainder of unexpired terms in the same manner as original appointments. The term shall be from August 1st to July 31st.

The MCESC LPDC chairperson facilitates the LPDC meetings. It is also his/her responsibility to certify and report committee actions to affected parties. The chairperson shall be elected annually by a majority vote of a quorum of the committee. Decision-making shall be by a majority vote of a quorum of the committee members. A quorum of the committee shall be considered to be at least 2 members present.

EMC LPDC

The EMC LPDC is composed of a minimum of five (5) certificated/licensed members and a floating sixth member. The regular committee shall have three (3) teacher members chosen by the Educators of Montgomery County (EMC) and two (2) administrators appointed by the superintendent.

EMC Local Professional Development Committee teacher members, including the sixth floating member, shall serve three-year terms. There shall be no limit to the number of terms EMC LPDC members may serve. The EMC LPDC teacher members may be elected at any Educators of Montgomery County general meeting provided open nominations are allowed. Candidates will be ranked by the number of votes they receive at the given meeting. Once it is determined which candidate(s) has (have) been elected to office, other candidates, providing they received at least 5 votes, shall be considered duly elected alternates.

EMC Local Professional Development Committee members may vacate their appointments by giving thirty (30) days advance written notice to the committee chairperson. An EMC LPDC member may be removed from his/her appointment upon the written request of the respective appointing party, association or Superintendent followed by a unanimous vote of the remaining members of the MCESC LPDC.

Vacancies in teacher members' positions shall be filled for the remainder of unexpired terms in the same manner as original appointments unless a duly elected teacher member alternate is available. In that case, the EMC president will appoint the alternate to serve out the remainder of the term. The term is from August 1st to July 31st.

When an EMC LPDC is considering the professional development plan of an administrator, one of the teacher members shall allow the floating member to vote in his/her place. If no other teacher member volunteers to step aside, the teacher member with the least seniority in the district shall step aside to allow the floating member to vote on the administrator Individual Professional Development Plans (IPDPs).

A quorum of the committee shall be considered to be at least two teachers and one administrator member present and voting on teacher IPDPs, and at least two administrators and one teacher member present and voting on administrator IPDPs.

APPEALS

In the event the LPDC decides to reject an IPDP, that decision shall be communicated in writing to the affected employee within fourteen (14) calendar days. Such communication shall include a brief statement as to why the IPDP is being rejected.

The affected employee may request in writing to appear before the Committee to seek a reconsideration of the LPDC's decision. Such a request must be made in writing to the chairperson of the LPDC within fourteen (14) days of the employee receiving notice of the LPDC's decision. A meeting between the affected employee and the LPDC will be arranged by the chairperson within fourteen (14) days of receipt of the request for an appearance. At that meeting, the employee shall be given a reasonable amount of time to speak with and question the committee. At the end of such time, the LPDC will issue its final determination to either sustain or reverse its earlier decision.

CREATING AN INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

LPDC Goals used to develop IPDPs must be aligned with the Ohio Standards for the Teaching Profession and the Ohio Standards for Principals. The IPDP must include a minimum of three goals, a brief description of how the goals will be achieved (i.e. participation in workshops, conferences or by taking college courses, etc.) and timelines. The timeline will typically start the day the plan is submitted and end on the date the staff member's current license expires. A new IPDP must be developed when an educator begins employment with the MCESC and when the current license is renewed.

PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES

The purpose of professional development is to ensure staff members engage in activities which result in new learning, thereby enhancing their ability to contribute to the continuous improvement efforts in the district, building or within his/her job role. Each individual PD activity must be approved by the LPDC in order for the educator to be awarded credit once the activity is completed and verification received. In implementing the IPDP, the educator selects PD activities in which to engage that meet the following criteria:

- align with goal(s) in the IPDP
- align with the goals of the educator's district, building, department or job role
- provide the educator with experiences that result in new learning
- align with standards for High Quality Professional Development

There are two broad categories of professional development (PD) activities: *Traditional* and *Nontraditional*. Traditional PD activities include college coursework, workshops and conferences. Participants typically receive a certificate of attendance from the PD provider verifying the number of contact hours. Nontraditional activities provide educators the opportunity to learn new skills, demonstrate leadership or extend learning through individually designed activities. Verification of new learning and contact hours is differentiated depending on the type of activity. Teaching a college course, engaging in educational research or designing and implementing newly learned strategies or skills with students or other professionals are a few examples of nontraditional PD activities. A list of additional nontraditional activities, appropriate documentation and the number of hours typically given for them can be found at this [link](#).

It is the educator's responsibility to maintain documentation for the hours spent completing LPDC approved nontraditional activities and to submit them to the LPDC chairperson, upon completion, for acceptance towards certificate or license renewal. All documentation will be maintained by the individual. Documentation for other than college coursework/CEUs from accredited providers shall be assessed on a case-by-case basis. Completion will not be granted until receipt of documentation.

CREDIT FOR PD ACTIVITIES COMPLETED WITH OTHER DISTRICTS

The LPDC will accept semester hours and Continuing Education Units (CEUs) from other school districts upon receipt of the appropriate verification form. Educators should contact the LPDC chairperson from their previous district to receive a copy of this form and submit it to the LPDC chairperson.

REQUIREMENTS TO RENEW A PROFESSIONAL LICENSE

Once an educator has an approved IPDP, he or she must complete the following requirements to renew a 5-year professional license:

- 6 semester hours of coursework related to classroom teaching or area of licensure or
- 18 CEUs (180 contact hours of PD activities) or
- an equivalent combination of these

Note: 1 CEU = 10 contact hours; 1 semester hour = 3 CEUs

Educators must complete all renewal coursework and submit their renewal application prior to October 1 of the expiration year of the license to be renewed, or the renewal requirement increases to 9 semester hours.

K-12 Professional Development Tracker

For the 2024-25 school year, the LPDC will require all staff members to utilize the K-12 Professional Development Tracker online platform to create and submit all appropriate documentation. Educators can access K-12 Professional Development Tracker at this [link](#) or through the Human Resources page at the MCESC website.

2024-2025 MEMBERS AND MEETING DATES

MCESC LPDC

Members:

- Bill Lauson (bill.lauson@mcesc.org) - Chairperson
- Marion Stout (marion.stout@mcesc.org)
- Hallie Greenfield (hallie.greenfield@mcesc.org)
- Laura Jones (laura.jones@mcesc.org)
- Katie Grouthaus (katie.grothaus@mcesc.org)

Meeting Dates

- September 11, 2024
- October 16, 2024
- November 13, 2024
- December 18, 2024
- January 15, 2025
- February 12, 2025
- March 12, 2025
- April 16, 2025
- May 21, 2025

Note: All meetings will be held virtually starting at 3:30

EMC LPDC

Members:

- Dominic Gussler (dominic.gussler@mcesc.org) - Chairperson
- Lora Conrad (lora.conrad@mcesc.org)
- Marion Stout (marion.stout@mcesc.org)
- Bill Lauson (bill.lauson@mcesc.org)
- TBD
- TBD-Floater

Meeting Dates

- September 12, 2023
- October 17, 2023
- November 14, 2023
- December 19, 2023
- January 16, 2024
- February 13, 2024
- March 13, 2024
- April 17, 2024
- May 22, 2024

Note: All meetings will be held virtually starting at 3:30