

Olmsted Falls Schools Professional Development Committee Guidelines and Policies

Mission Statement

The goal of the *Olmsted Falls Schools Professional Development Committee* is to foster and encourage professional staff development and to ensure a fair and equitable process of renewal of certification and licensure through the use of Professional Development Plans.

Purpose

The purpose of the OFPDC is to create the standards, policies, and procedures for the professional development of all of our district's educators in order to ensure that our educators stay highly qualified in their field, resulting in continuing licensure.

Definition

The committee defines professional development as a process that enhances, maintains, and refines the competencies of all of our district's educators. This professional development must be based on the needs of the educator, the students, the school, the district, and the community and must ensure quality outcomes for students.

By Laws

Constitution

The *Olmsted Falls Professional Development Committee* (OFPDC) shall be, by statute, the official certificate/licensee body for the Olmsted Falls City School District. The OFPDC shall be comprised of seven voting members and the Personnel Specialist (non-voting member). Four of the members, no two from any one building, will be teachers and three of the members will be administrators. Subject to state guidelines, additional members may be added to reflect changes in the number of school buildings or enrollment. The duration of each member's term will be three years. Committee members may serve more than one consecutive term.

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Meeting Guidelines

A member designated by the Superintendent shall call the initial meeting of each school year. At this initial meeting, the Committee shall elect an annual chairperson. Meetings

will be scheduled on a monthly basis, except during the month of July. The August meeting will be tentatively scheduled for the purpose of reviewing unique situations that require immediate attention. The meeting and any matters for review will be determined strictly by the OFPDC Chairperson. As long as a quorum is present, a simple majority is required to approve proposals and enact policy. The Chairperson may call an emergency meeting of the Professional Development Committee with the concurrence of a majority of members.

Filling Vacancies

Upon the resignation or term expiration of any administrative committee member, the Superintendent or his designee shall appoint or reappoint administrators to fill the vacancies. Upon the expiration of any faculty representative's term, the OFEA President may reappoint the member or instruct the OFPDC to begin the selection process for a new committee member. This process should be initiated only if resignations occur or the job performance of any faculty committee member falls below acceptable standards. Mastering the skills and the knowledge that is required to evaluate an educator's professional development is learned over time. Experience in the process is invaluable. It should be recognized, therefore, that **retention of effective committee members is important to the OFPDC process.**

The OFPDC Chairperson should notify the OFEA President of any pending faculty vacancies by November of the school year in which the vacancy may occur or in the case of resignations, as soon as the resignation is known. **All applications for faculty OFPDC member(s) will be reviewed by the OEA representatives serving the building of the retiring or resigning member. After careful consideration, the recommendation of the building representatives will be presented to the OEA President for final approval.** The selection process for OFPDC faculty members should be completed before the end of February in the year that the vacancy will occur.

The Application Process for Faculty Representatives

All faculty OFPDC applicants must meet the following requirements:

- Be employed as a faculty member in the building they wish to represent.
- Agree to shadow an OFPDC member during the months of February through June of the school year in which they were elected.
- Be proficient in the technology that is required in the OFPDC process.
- Be available at the appropriate times to accommodate the needs of the staff.
- Demonstrate evidence of good peer communication skills.
- Demonstrate initiative and creativity in problem solving situations.

The application process begins as soon as the OEA President instructs the OFPDC to begin the search for a new member. This notice must be made public to the applicants' building at least two weeks prior to the final review of the candidates. All interested applicants should complete the *OFPDC Application Form* found on the **OFPDC Web Site**

(Documents/OFPDC Application Forms). All applications must be completed online and submitted electronically to the applicant's OFPDC building representative.

New Member Responsibilities

Once elected, the new faculty OFPDC member must shadow the current member as he or she works through the OFPDC process. Minimally, this includes attending the remainder of the OFPDC meetings for that school year. It is the hope of the OFPDC that this process will provide a smooth transition for all new members. The internship ends and the term of the new OFPDC members begins after the departing OFPDC member attends his/her last contracted meeting.

Policies

All certificated staff employed by the Olmsted Falls Board of Education who hold an Ohio provisional/professional certificate(s)/license(s) should submit a new Individual Professional Development Plan (IPDP) within ninety (90) days of issuance of certificate(s) or license renewal. This IPDP **must be** on file prior to the acceptance of any course work/activities. This plan must be consistent with the guidelines of the OFPDC and the district's long-range goals.

New staff who hold an Ohio Certificate/License and who have completed coursework/activities/IPDPs approved by their prior LPDC during their current renewal cycle shall have said completed coursework/activities/IPDPs approved by the Olmsted Falls Local Professional Development Committee when accompanied by supporting documentation.

Permanent substitutes that are employed by the Olmsted Falls Board of Education should have an IPDP on file and have any course work or activity approved by the OFPDC. Any permanent substitute that holds a certificate or license that expires during their year of service to the district **must** go through the OFPDC for their certification or license.

Any licensed or certificated employee of the Olmsted Falls Board of Education that is on a leave of absence should continue to have all course work or activities approved through the OFPDC unless there is a break in service. Once the break in service occurs, the former employee should file for certification or licensure through the State Board of Education. It should be noted that the State Board of Education accepts course work only.

Any plans or proposals, which are not approved by the OFPDC, may be resubmitted with modifications or appealed (see page 4).

An IPDP may consist of coursework, accredited classes, workshops, and/or equivalent activities, which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements. The *Olmsted Falls Local Professional Development Committee* **must** approve all Professional Development Plans. Penalties may apply if ODE guidelines are not followed. The ODE renewal requirements are:

1. 6 semester hours of course work or
2. 180 approved equivalent activity points (EAP) or
3. any combination of the above

Conversion information:

1 Contact Hour = 1 EAP
30 EAPs = 1 Semester Hour

In addition to ODE guidelines the OFPDC requires:

1. No more than 50% of the requirements for renewal may be obtained through a combination of EAPs and video courses.
2. No more than 25% of the requirements for renewal may be obtained through any one EAP category (A maximum of 45 EAPs per category).
3. All course work must be earned at the graduate level unless approval is granted by the OFPDC prior to the submission of the proposal for the course work. The OFPDC will consider exceptions to the graduate level requirement if undergraduate credit courses are required by a licensing program to renew or add an area of certification to the educator's license. Exceptions may also be approved at the request of the educator's building principal or district supervisor.

EQUIVALENT ACTIVITY POINT CATEGORIES

An *Equivalent Activity* is any learning experience outside the regular scope of employment that fosters and encourages professional staff development. The *Equivalent Activity* must result in or be documented by a tangible product.

1. Participation in Building or District Improvement Activity (NCA committees, Mapping, or any other activities approved by the OFPDC)
2. Curriculum Development
3. New Program /Project Development and Implementation
4. Leadership Role in Professional Educational Organizations
5. Publish Professional Educational Materials (Publish articles in ODE/OEA recognized journals)
6. Design and Compose Building-Approved Classroom Web Sites
7. Building Approved Peer Mentoring
8. Classroom Observation
9. Workshop or In-service Participation
10. Workshop or In-service Presentation

Treasurer and Business Manager Renewal Guidelines

The professional license is valid for five years and may be renewed by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of the license to be renewed:

1. Six (6) semester hours of coursework related to the area of licensure, OR
2. One hundred and eighty (180) contact hours (EAPs) in activities related to the area of licensure as approved by the local professional development committee of the employing school or school district (Note that 1 semester hour = 30 EAPs).
3. The OFPDC will accept in lieu of the above an active CPA license

Each licensed individual wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the individual, the students, the school, and the school district.

Coursework or continuing education units or other equivalent activities may be combined.

Renewal of the professional license for individuals not currently employed in a school or school district shall require completion of six semester hours of coursework relevant to the area of licensure since the issuance of the license to be renewed.

A professional license that has lapsed for up to five years due to not meeting the professional development requirements may be reinstated upon completion of nine semester hours of coursework relevant to the area of licensure since the issuance of the license to be renewed.

A professional license that has lapsed for more than five years due to not meeting the professional development requirements may be reinstated upon completion of twelve semester hours of coursework relevant to the area of licensure since the issuance of the license to be renewed.

Procedures

1. The professional development process begins by electronically submitting your completed IPDP to the OFPD committee member in charge of your building.
2. After a preliminary review by your building rep, the IPDP will be forwarded to the OFPDC for a final review.
3. Once your IPDP has been approved, a proposal for each and every course or EAP activity needed for renewal/transition should be electronically submitted to your building representative. These proposals must be sent prior to beginning the chosen work. *Please note: You only need 6 semester hours to renew/transition your license/certificate. No more than 6 semester hours or the equivalent in EAPs need to be approved by OFPDC.*
4. All proposals received one week prior to the OFPDC monthly meeting will be considered at that meeting. Exceptions may be granted on an individual basis with a reasonable explanation as to why the proposal was submitted late.
5. During the last year of the professional development cycle and after all criteria for renewal or transition have been met, the educator should contact the OFPDC secretary and present documentation of all credit earned during the past professional development cycle. **It is the educator's responsibility to maintain and submit all documentation pertaining to the completion of coursework or participation in an EAP activity. In addition, it is the educator's responsibility to monitor and ensure that renewal/licensure requirements have been met.** Upon receipt and approval of this documentation, the OFPDC will forward the application for certification or licensure to the State Board of Education for their final review.
6. Notification of all of the committee's decisions will be made via email.

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Appeal Process

Level I Appeal

1. The complainant must complete the OFPDC online Appeal Form and electronically submit the form to his or her OFPDC Building Representative.
2. The OFPDC Chairperson will arrange a meeting with the complainant and the OFPDC members during which the staff member can present his or her appeal and any supporting documents.
3. The complainant will receive written response from the OFPDC within a week of the Level I Appeal meeting.

4. The complainant may accept or reject the OFPDC's decision. If the OFPDC's decision is accepted, the Appeal Process ends. If the decision is not agreeable to the complainant and the staff member feels that there have been errors in procedure made by the OFPDC, the staff member should notify the OFPDC Chairperson of the disagreement. Upon notification of the disagreement, the Chairperson will initiate the next level of the Appeal Process. **Please note that a Level II Appeal can be made only on the basis of OFPDC procedural errors.**

Level II Appeal

1. The Superintendent and the OFEA President will review the Level II Appeal. **Only errors in OFPDC procedure can be considered as a basis for a Level II Appeal.**
2. The Superintendent and OFEA President may accept in favor of the Staff Member or agree with the original OFPDC decision. This decision will end the Appeal Process. If the Superintendent and OFEA Association President fail to reach a consensus, the Appeal will default to the OFPDC's original decision.
3. The review may include interviews with Staff members or Committee members and the study of any relative material.

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