

Cleveland Metropolitan School District

Local Professional Development Committee

Plan of Operation and Handbook

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Local Professional Development Committee Plan of Operation and Handbook

Philosophy:

We believe educator's knowledge, skills, and professional growth will improve the quality of teaching and learning for Cleveland Metropolitan School District scholars. In accordance with the Ohio Department of Education Resource Guide for Local Professional Development Committees (LPDC), we provide direction, support for continued professional growth, high quality professional development, and learning for the district's educators.

Purpose:

The purpose of the LPDC is to review and approve Individual Professional Development Plans (IPDPs), coursework, and other professional development activities to complete for the purpose of license renewal. LPDCs are groups sanctioned by the State to review coursework and professional development activities proposed and completed by educators to determine if state certification and licensure requirements have been met.

Local Professional Development Committee Members 2019- 2020

Dr. Jacquinette Brown

Jacky Brown

Terresa Franklin

Bonnie Hedges

Deborah Paden

Tracy Radich

James Wagner

Length of Service

The length of service for LPDC administrative members will be determined by Cleveland Metropolitan School District Chief Executive Officer. The length of service for Cleveland Teachers Union members will be determined by the President of the Cleveland Teachers Union.

Characteristics of High Quality Professional Development and learning:

- Content focused, data-based, and uses data for planning, assessment and evaluation; represents best-practice models and theories of adult learning and active engagement;
- Fosters deeper knowledge for educators, improved skills and enhanced classroom instruction that work together to produce gains in student learning;
- Research-based, using what is known about change to sustain implementation; occurs within a collaborative culture in which all share information as well as collective responsibility for continuous improvement; and
- Focuses on specific goals and aligns outcomes with existing educator, professional development and student standards.

Adapted from ODE's Guidelines for Establishing Successful Professional Development Systems and Quick Reference Guide Ohio Standards for Professional Development

Individual Professional Development Plans (IPDP)

Your Individual Professional Development Plan (IPDP) is your individual professional development plan in which you must have 3 goals that are submitted online. Once your IPDP has been reviewed by the Local Professional Development Committee, you will receive an email with further instructions.

For IPDP Approval and Information (Please contact):

Terresa Franklin (Terresa.franklin@clevelandmetroschools.org)

Tracy Radich (tradich@ctu279.org)

Jim Wagner (jwagner@ctu279.org)

OR licensing@clevelandmetroschools.org

Individual Professional Development Plans (IPDP) Process

Your IPDP username and password is your CMSD email username and password. To access eIPDP, go to the District's website and www.clevelandmetroschools.org. Click on Departments, then click on Human Resources to reach the Human Resources front page.

On the HR Front Page, scroll down, then click on eIPDP Individual Professional Development Plan.

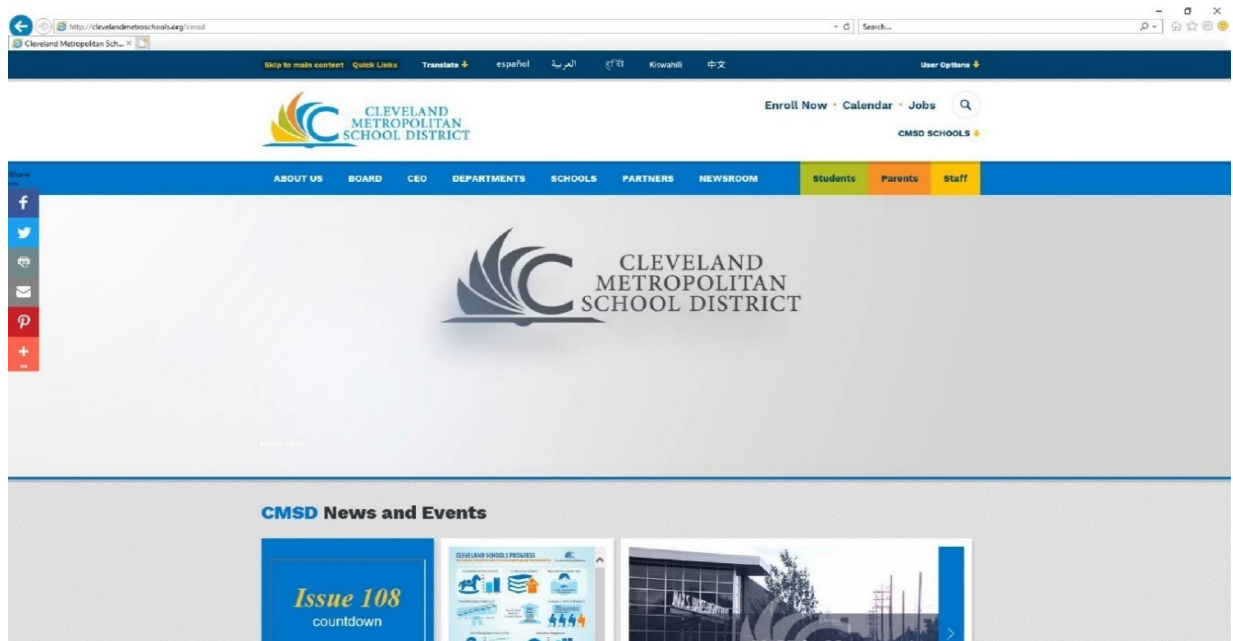
To sign on, use your CMSD email username and password.

Please make sure you save the progress of your IPDP every 20 minutes.

Once your IPDP has been approved, print a copy of approval date to retain for your records.

You may track the status of your IPDP by signing onto the eIPDP system at any time. Once your IPDP has been reviewed by the Local Professional Development Committee, you will receive an email with further instructions.

AS A REMINDER, YOU MUST HOLD A VALID LICENSE ON THE FIRST DAY OF SCHOOL. FAILURE TO DO SO WILL RESULT IN YOU BEING RELEASED FROM THE DISTRICT.





Departments Directory

[A](#) [C](#) [E](#) [F](#) [G](#) [H](#) [I](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [W](#)

A

- Academic Resources - State and Federal Programs
- Academics
- Advanced Placement
- Arts Education

- Gifted Education

H

- [Human Resources](#)

- Humanware

I

- Internal Audit

- Procurement / Purchasing

- Project ACT

R

- Responsible Sexual Behavior Department

S

- Safety and Security

WHO TO CALL:

General Inquiries:

Lucitta Cummings: 216-838-0040

[Click here to see internal contacts-STAFF ONLY](#)

WHERE CAN I FIND INFORMATION ON:

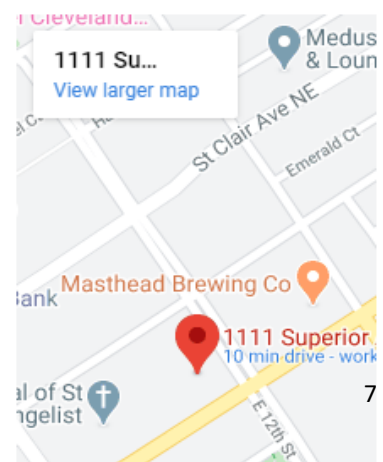
- [Additional Compensation for Professional Staff](#)
- [Benefits](#)
- [Individual Professional Development Plan \(IPDP\)](#)
- [IPDP Help Guide](#)
- [Licensure \(Certification\)](#)
- [Professional Development](#)
- [Non- CTU Classified Union Employees Evaluation Form](#)



Human Resources is now located at:

1111 Superior Avenue E
Human Resources
Suite 1800
Cleveland, OH 44114

Upon entering the building please be prepared to present your identification at the security station on main floor.



CMSD - eIPDP

Refresh Switch to Approver Sign Off

Employee Information

Name: Tracy L Radich
Employee ID: 427532
Job Title: 141070 - Tchtr, K-8 Upper (Gr 4-5)

Expiration	License	Endorsements
9/30/2030	ELEM 1-8	

Licenses and Titles without IPDPs

Create New IPDP

Expiration	License	Endorsements	Select
9/30/2030	ELEM 1-8		<input type="checkbox"/>

Incomplete and Rejected IPDPs

Form ID	License	Endorsements	Date Submitted	Review Date	Status
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Pending Approval

Form ID	License	Endorsements	Date Submitted
---------	---------	--------------	----------------

Approved IPDPs

Form ID	License	Endorsements	Approved Date
---------	---------	--------------	---------------

STEP 1

SELECT THE LICENSES THAT YOU INTEND TO WRITE THE IPDP FOR. YOU CAN WRITE ONE IPDP FOR ALL LICENSES. IF YOU HAVE MORE THAN ONE LICENSE, SELECT ALL LICENSES AND WRITE ONE IPDP. AFTER SELECTING LICENSES, THEN CLICK CREATE NEW IPDP.

STEP 2

Goals: For each goal, select one from the Professional Goals Pop-up screen by clicking on the button with the question mark to the right of each goal's text box or you may enter your own. At least one must relate to student achievement.

Assessments: State how the measurements will determine your progress/success of each goal as it relates to student achievement (i.e. charts, graphs, pre-tests, post-test, etc.)

BB Human Resources / Home CMSD - ePDP BB Cleveland Metropolitan

Secure | <https://webapp01.clevelandmetroschools.org/eIPDP/eIPDPForm?R=Client&F=9664&V=1>

Course Work

You must complete 6 semester hours, 18 CEUs (180 Professional Development hours) or a combination to equal 6 semester hours.
 10 PDU Hours = 1 CEU, 3 CEUs = 1 Semester Hour Equivalent.

Semester Credit Hours: _____

CEUs: _____

In the box below provide detailed description of Coursework or CEU hours to be completed prior to the license renewal. Include the accredited institution's name, course name, and course description. Coursework must relate to the teaching discipline of the license being renewed.

Anticipated Outcomes

In the box below state and/or describe anticipated outcomes of completing coursework or CEUs as they relate to the District's mission for student achievement. (Mission statement is found in the IPDP help guide which is available on the Human Resources Office of Professional Development and Cleveland Teachers Union websites.)

Additional Comments

BB Human Resources / Home CMSD - ePDP BB Cleveland Metropolitan

Secure | <https://webapp01.clevelandmetroschools.org/eIPDP/eIPDPForm?R=Client&F=9664&V=1>

Course Work

You must complete 6 semester hours, 18 CEUs (180 Professional Development hours) or a combination to equal 6 semester hours.
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Semester Credit Hours: _____

CEUs: _____

In the box below provide detailed description of Coursework or CEU hours to be completed prior to the license renewal. Include the accredited institution's name, course name, and course description. Coursework must relate to the teaching discipline of the license being renewed.

Anticipated Outcomes

In the box below state and/or describe anticipated outcomes of completing coursework or CEUs as they relate to the District's mission for student achievement. (Mission statement is found in the IPDP help guide which is available on the Human Resources Office of Professional Development and Cleveland Teachers Union websites.)

Additional Comments

At least 1 of the 3 goals must be related to student achievement. Use the question mark to the right to see a list of pre-approved goals.

Coursework: Hours must be completed prior to license renewal. IPDP's must be approved prior to completing coursework. Changes in coursework do not require a revised IPDP.

Anticipated Outcomes: State and/or describe the anticipated outcomes and benefits of completing coursework or CEUs as they relate to the District's mission for student achievement.

CMSD MISSION STATEMENT

The Cleveland Metropolitan School District envisions 21st Century Schools of Choice where students will be challenged with a rigorous curriculum that considers the individual learning styles, program preferences and academic capabilities of each student, while utilizing the highest quality professional educators, administrators and support staff available.

Step 3

After you complete your plan, go back to the top of the screen to submit your IPDP. Click Submit for Approval.

At any time, you may check the status of your IPDP on your Personal Info screen under Pending IPDPs.

LICENSE RENEWAL CHECKLIST

Credentials issued from the Ohio Department of Education are set to expire June 30th. Please renew your valid credential as soon as possible. Detailed guidance is available on the ODE website found at:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License> or

Click the “How Do I?” tab at the top of the ODE webpage and select “Renew My Teaching License?”

All licensure renewal applications are completed online, per ODE requirements.

To Apply Online – An Ohio Dept. of Education OH|ID account (formerly the Safe Account) is required for the online application process. If you do not already have a OH|ID account, you can create one via the link above. You will not be able to access the online application until you have created an account.

Once you have an OH|ID account you can begin the online application through the Educator Licensure and Records (Core), which will be available from the OH|ID account menu.

Please be advised: Online payment is required by the ODE. Payment is made by credit card only. If you do not have a credit card, contact ODE for payment options at 877-644-6338.

District’s IRN numbers – CMSD IRN is 043786 and the CMSD LPDC IRN is 014451. When completing your application, under Signature section, add IRN 014451 on the space for the Superintendent’s signature.

Upon completion of the online application process, please submit the License Renewal Checklist (located on the back of this sheet) and the required supporting documentation to Human Resources, Licensing Department for review and verification. CMSD Licensing is located at:

Cleveland Metropolitan School District, East Professional Building (formerly East High School) located at 1349 East 79th on the corner of Superior and E.79th room #219. You can send the documents by US Mail or interoffice school mail, attention Teresa Franklin. Please know that you can always hand deliver the documents Monday- Friday between the hours of 8:30am and 4:30pm.

** If you are submitting a CEU Transcript from our CMSD Professional Development and not using semester hours from a College or University then you can submit your documents via email to licensing@clevelandmetroschools.org. If you are submitting official transcripts from a College or University please have them mailed to your home not the district.

Ohio law states that if an individual resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years. Fingerprints must be taken and sent electronically to the Ohio Department of Education through WebCheck. We recommend that fingerprints be done at the CMSD Office of Safety & Security. Currently, fingerprinting is done Monday, Wednesday and Friday from 9:00 a.m.-11:00 a.m. and 2:00 p.m.- 4:00 p.m. at East Professional Center, 1349 East 79th Street, Room 110, Cleveland, Ohio 44103. Contact the Safety & Security Office at

(216) 838-0420 to make sure times and dates have not changed. The cost of a FBI background check through CMSD is \$25.25 payable by money order only.

For information about WebCheck and a listing of locations across the state, visit www.webcheck.ag.state.oh.us. CMSD is an official WebCheck approved fingerprinting location.

The State of Ohio Office of Certification/Licensure
check call:

To check on the status of the BCI/FBI

IPDP APPROVAL AND INFORMATION (Please contact): Tracy Radich, CTU –

tracy.radich@clevelandmetroschools.org, Jim Wagner, CTU – james.wagner@clevelandmetroschools.org

CMSD Licensure Coordinator-Teresa Franklin 216-838-2984 teresa.franklin@clevelandmetroschools.org

IPDP Approval Process:

The LPDC will evaluate IPDPs within 30 days of submission.

IPDPs which are not approved will receive comments detailing the needed revisions, points of clarification, and coaching opportunities by LPDC members.

IPDPs submitted by certificated, non-administrative educators will be evaluated by a majority of certificated, non-administrative LPDC members.

IPDPs submitted by administrators will be evaluated by a majority of administrator LPDC members. Continuing Education Units

Educators who hold a permanent certificate and no other certificate or license are not required to have an Individual Professional Development Plan (IPDP).

Teachers who meet the State Board of Education definition of consistently high-performing teach as outlined on the LPDC's Verification Form for Consistently High Performing Teachers, are exempt from the requirement to complete any additional coursework or continuing education units for the next renewal cycle of their professional educator license.

Continuing Education Units:

1 CEU=10 instructional contact hours

Note: Breaks and lunch are not calculated as part of instructional contact time.

There is a \$20 fee to convert your eligible professional development hours to continuing education units (CEUs).

Payment will be accepted in the form of a money order after completion of the session. The money order should be made payable to the Cleveland Metropolitan School District and mailed to or hand-delivered to the Office of Professional Development, 1349 East 79th Street Cleveland, OH 44103.

CONVERSION CHART

Semeste Equivalent	CEU	ACTUAL CLOCK HOURS (Direct Instructional Hours earned over multiple days)
1	3	30
3	9	90
6	18	180

Note:

Professional development hours converted to CEUs must meet goals stated on the Individual Professional Development Plan (IPDP).

CEUs may only be used to renew an existing certificate/license

Forms and Charts:

LICENSE RENEWAL OPTIONS CEU/PDU VALUES

Description	Maximum CEUs	CEU Value	Method of Verification	Criteria	How to Submit
College Course-work	18	1 semester hour equals 3 CEUs	Official transcripts.	Must be taken through an accredited college or other approved post-secondary educational institution. Must be taken for credit with a grade of "C" or better or a "P" in a pass/fail	Turn in sealed transcripts
Professional Development Professional Learning Session/ Workshop/ Inservice (Technology,	18	One (1) instructional contact hour in workshops = one tenth (0.1) of a CEU. Ten (10) instructional	Original Certificate of Completion	Professional Development Provider must be approved based on CMSD professional development standards Professional learning session must be in education or in a content area directly related to the individual's assignment	Submit as External PD on the CMSD website under the Office of Professional Development
School Based Professional Development Professional Learning Session/ Workshop/ Inservice	18	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional	Submission of hours by each school's designated professional hour liaison	Professional Development Provider must be approved based on CMSD professional development standards Professional learning session must be in education or in a content area directly related to the individual's assignment	Each school's designated professional hour liaison will submit
Professional Conference/ Institute/ Academy	6	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10)	Agenda & Certificate of Attendance	Must include only time spent in those portions of the conference program that contribute to the participant's improved knowledge, competence, performance, or effectiveness in education.	Submit as External PD on the CMSD website under the Office of Professional Development
Committee Member	6	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional contact hours	Verification of membership on committee and agenda	Must be directly related to the District's educational mission and goals and meet the definition of high quality professional development.	Submit as External PD on the CMSD website under the Office of Professional Development

District Committee Chairperson/Member	9	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10)	Verification of membership on committee and agenda	Must be directly related to the District's educational mission and goals and meet the definition of high quality professional development.	Submit as External PD on the CMSD website under the Office of Professional Development
National Board Certification	18	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10)		Must be directly related to the District's educational mission and goals and meet the definition of high quality professional development.	Submit as External PD on the CMSD website under the Office of Professional Development
Publishing a book or article in a professional education magazine or journal	2		A completed published product	Text of published material must be in education or in a content area directly. Must be related to the individual's assignment or work with students.	Copy of published work
Master Teacher	2		Completed portfolio for submission and Master Teacher status attained	Must be directly related to the District's educational mission and goals and meet the definition of high quality professional development.	Submit original notification that Master Teacher status was attained as External PD on the CMSD website under the Office of
Action Research	8		A completed product	Pre-Approval is required. You will need to submit the Action Research Form. Submission and approval requirements are on the form.	Final product requirements submitted and acceptance from LPDC
Micro credentialing	3	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10)	Certificate	Participation must be in education or in a content area directly related to the individual's assignment or work with students. Must have micro-credentialing reflected with successful level of mastery (minimum 80%) or passing grade	Submit as External PD on the CMSD website under the Office of Professional Development

Online- Learning	3	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10)	Certificate	Participation must be in education or in a content area directly related to the individual's assignment or work with students. Must have certificate of completion reflected with successful level of mastery (minimum 80%) or passing grade (minimum B-) from	Submit as External PD on the CMSD website under the Office of Professional Development
ODE Learning Management System	3	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10)	Certificate	Participation must be in education or in a content area directly related to the individual's assignment or work with students. . Must have certificate of completion reflected with successful level of mastery (minimum 80%)	Submit as External PD on the CMSD website under the Office of Professional Development

*A contact hour does not include breaks or lunch.

Action Research Plans

The Cleveland Metropolitan School District is offering an opportunity for educators who decide to engage in Individual Action Research the opportunity to earn up to 8 CEUs for re-licensure. Using goals aligned with the IPDP, educators may design, evaluate and share Action Research by applying through the Office of Professional Development.

Overview of Action Research

According to Eileen Ferrance, author of Action Research, published by the Northeast and Islands Regional Education Laboratory at Brown University,

“Action research is a process in which participants examine their own educational practice systematically and carefully, using the techniques of research. [...It is] a question for knowledge about how to improve. [...] It involves people working to improve their skills, techniques, and strategies. [...] It is about how we can change our instruction to impact students.”(2)

Individual Teacher Research: An instructor focuses on a single classroom issue, such as classroom management, instructional strategies, use of materials, or student learning. The teacher institutes a change in management, instruction or use of materials and then collects data to track the effectiveness of the new strategies.

Collaborative Action Research: Two or more teachers who wish to address a classroom or department issue work together to institute change and collect. The teachers may work in conjunction with outside, supportive community organizations.

School-wide Action Research: This type of action research focuses on an issue common to all participants in a school-wide setting. Teachers, administrators and staff can focus on issues involved with parent involvement and school organizational structures. Everyone works as a team to gather data and to institute school-wide change.

District-wide Action Research: In this type of research, issues can be organizational and community and performance based. Reform and change can occur through an inquiry based research model. (3)*

Cleveland Metropolitan School District

Local Professional Development Committee

Action Research Preapproval Form: To be submitted prior to engaging in Action Research

Timeline for Submission

Submit Action Research Pre-Approval form by September 15th to

actionresearch@clevelandmetroschools.org Receive feedback on or before October 1st Appeals regarding rejection on 3rd Wednesday in October

Submit Final Action Research Summary or Outcome by 3rd Wednesday in April to

actionresearch@clevelandmetroschools.org

Name:	IPDP Approval Date:
Teaching/Work Assignment:	
District & Building/School Name:	
Date(s) of Action Research: Beginning: Concluding:	

For the 2018-2019 and 2019-2020 school year, only Individual Action Research Plans will be considered. Follow the timeline for submission below:

Submit Action Research Pre-Approval Form by September 15 Receive feedback on or before October 1st

Submit Appeals regarding rejection on or before 3rd Wednesday in October Submit Action Research Evaluation Form before 3rd Wednesday in April

*For more information about Action Research, please consult:

Ferrance, Eileen. "Action Research." Brown.edu. Northeast and Islands Regional Educational Laboratory at Brown University, 2000, www.brown.edu/academics/education-alliance/sites/brown.edu/academics.educationalliance/files/publications/act_research.pdf.

Title of your Action Research:
Description of the goal / learning objective of your Action Research.
Statement of your Action Research theory and hypothesis
Description of what led to your Action Research (In 250 words or less) Anecdotal experience(s) Identifying Research Questions
Action Research Plan (Setting: i.e. class, after-school, weekend/outside program) Focus What data do you plan on collecting? How will you collect data? How will you analyze data? What challenges do you anticipate? What is the grade level or content area?
Literature Review Current research I have reviewed in this area (cite references using MLA or APA style)

Individualize Professional Development Plan (IPDP) Goal(s) applicable to this Action
Research:

Cleveland Metropolitan School District
Local Professional Development Committee

ACTION RESEARCH PRE-APPROVAL APPROVAL/REJECTION FORM
To be completed by LPDC

III Reject Revision Advice:

-OR-

III Approved as written

Name of Applicant

Date

Cleveland Metropolitan School District

Local Professional Development Committee

ACTION RESEARCH REPORT

To be submitted after engaging in Action Research

Timeline for Submission

Submit Action Research Pre-Approval form by September 15th to action
research@clevelandmetroschools.org

Receive feedback on or before October 1st
Appeals regarding rejection on 3rd Wednesday in October

Submit Final Action Research Report by 3rd Wednesday in April to to [action
research@clevelandmetroschools.org](mailto:actionresearch@clevelandmetroschools.org)

Name:	IPDP Approval Date:
Teaching/Work Assignment:	
District & Building/School Name:	
Date(s) of Action Research: Beginning: Concluding:	
Title of your Action Research:	

Description of the goal / learning objective of your Action Research.
Statement of your Action Research theory and hypothesis
Restate description of what led to your Action Research (In 250 words or less) Anecdotal experience(s) Identifying Research Questions
Action Research Plan Focus What data did you collect? How did you collect data? What were your conclusions after analyzing your data? How did you address challenges? What were the interventions?
Restate Individualize Professional Development Plan (IPDP) Goal(s) applicable to this Action Research:
Literature Research References (cite all references using MLA or APA style) List the research you consulted as part of your action plan? How did the research impact your action plan?

My Current Action Plan

Modifications I made to my original Action Plan.

Why I made those modifications?

Outcome of the modifications.

Forms used in my Action Plan (i.e. assessments, surveys, lesson plan, artifacts, etc.)
(Please Attach)

Final Conclusions: Describe in detail how my Action Research informed my instructional practice.

How I plan to share the outcomes of my Action Research? (Optional)

FINAL ACTION RESEARCH REPORT

APPROVAL/REJECTION FORM

To be completed by LPDC

III Revise/Resubmit Revision Advice:

--

-OR-

III Approved as written

Signature of Applicant

Date

Verification Form for Consistently High Performing Teachers

Teachers who meet the State Board of Education definition of consistently high-performing teacher as outlined below are exempt from the requirement to complete any additional coursework or continuing education units for the next renewal cycle of their professional educator license.

Name:

State ID:

Submission Date: Building/Assignment:

Type of Certificate/

License: Issue Date: Expiration Date:

Initial Eligibility Requirements:

Must meet both of the following criteria:

Hold at least a five-year professional teaching license; AND

Receive the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years during the current licensure cycle; AND

School	1st	2nd	3rd	4th	5th
Final Summative Rating					

Documentation Requirements:

Attach Documentation from eTPES (all documentation for scheduled license renewal is still required.) Attach Documentation of license or participation in role checked below.

Final Summative Rating Final Eligibility Requirements:

Must also meet at least one of the following additional criteria for at least three of the last five years during the current licensure cycle:

Hold a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at district, regional, state or higher education level; Served in a leadership role for a national or state professional academic education organization; Served on a state-level committee supporting education

Received state or national educational recognition or award. Certification that the eligibility criteria have been met: Submit this form and documentation with License Renewal Materials.