

XENIA
COMMUNITY
SCHOOLS

**PROFESSIONAL
DEVELOPMENT
GUIDELINES**

***STAFF DEVELOPMENT
and LPDC***

2011 - 2012

"Excellence cannot be installed or mandated from the outside; it must be developed from within. The pathway to educational excellence will be paved with the release of human energy and potential already inside every classroom, every school, every district."

Terry Deal, (1984)

Revised August 2011

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Forms contained in this handbook are available in your buildings' main offices.

August, 2011

Dear Fellow Staff Members:

Welcome to the 2011-2012 school year. You'll notice many changes happening in Xenia Community Schools this year. Construction has begun of the five new elementary buildings. We also positioned our preschool units and all district sixth grade students at Central and transferred grades seven and eight to Warner Middle School. District staff have been reassigned, as well, due to our reduction in force and the closing of two elementary buildings.

Due to the tough economy, many families have been forced to make sizable cuts in their expenses, and the school district is no exception. Recent cuts in the district's budget of over \$8.8 million during the past two years meant the equivalent to REAL CUTS of 20% in the budget. These drastic cuts mean that nothing is going to be like it used to be.

The Local Professional Development Committee (LPDC) oversees and reviews Professional Development Plans (PDP) for transition to licensure or license renewal. Staff are expected to have a copy of their approved PDP on file with the original kept in their professional portfolios. PDPs must be approved before completing coursework or activities that are intended to meet PDP goals.

As of October 1, 2011, the MyPDC program will no longer be accessible to use by staff when writing their PDPs. All LPDC forms are located on our district web page under Employee Resources and are interactive PDF documents that you can either type your information and then print copies or print copies and hand write your information for submission to the LPDC.

*Sincerely,
Your 2011-2012 Staff Development and LPDC Committees*



IMPORTANT MESSAGE

**The mission of
Xenia Community Schools
is for all its students and staff
to be educationally prepared,
ethically responsible, and
emotionally and physically
disciplined.**

10.04 Staff Development

XENIA SCHOOLS STAFF DEVELOPMENT CRITERIA GUIDELINES

(Certificated Staff)

- 10.041 The STAFF DEVELOPMENT COMMITMENT is a total of seven (7) hours which can be earned in various increments , for example, one (1) hour, two (2) hours, etc.
- 10.042 Staff Development credit can be earned if all of the following criteria are met:
- A) The program relates to the teacher's subject and/or goals of the school.
 - B) The program is related to the individual's educational, professional growth, including PDP, if any.
 - C) The program should meet on regularly scheduled staff development days or at a time that extends beyond the paid 183 contract days. All work should be completed outside the regularly scheduled workday.
- 10.043 Presenters receive double credit toward their seven-hour requirement.
- 10.044 The decision of the staff development committee regarding credit is final and is not subject to the grievance procedure outlined in Article III.
- 10.045 One day (7 hours) of staff development is required each year for all certificated/licensed staff members.
- 10.046 The year will begin in June and end in May. Credit must be used during the year when it is earned and cannot be carried over into the next year.
- 10.047 Teachers can earn staff development credit for curriculum committee work done beyond the 183 paid workdays.
- 10.048 The requirement for seven (7) hours of staff development is part of the contractual year. All certificated personnel are expected to fulfill their commitment.
- 10.049 Subject to the *prior* approval of the Superintendent or his designee, graduate course work may be used in lieu of a workday.

2011-2012
Intra- and Inter- District Professional Observation
GUIDELINES

1. Days for professional observation may be available. A request for an observation day should be made through the building principal, who will submit the staff member's completed **PROFESSIONAL LEAVE** form and completed blue **STAFF DEVELOPMENT PROFESSIONAL OBSERVATION REQUEST**.
2. These observations are considered as a normal work day. On the district **Application for Leave** form, check **other** as type of leave requested and write in **Staff Development Observation**.
3. The **signed** forms should then be forwarded, as a packet, to the Staff Development secretary. If more than one staff member is going to the same observation site, **all** forms should be **submitted together**.
4. The Staff Development secretary will make observation arrangements. **If you are requesting a specific teacher, building or program, please specify your preferences in the appropriate spaces on the blue form. However, the Staff Development secretary will contact the principal of the building to make the arrangements. DO NOT MAKE YOUR OWN ARRANGEMENTS WITHOUT FIRST CONTACTING THE STAFF DEVELOPMENT SECRETARY!**
5. Once approved by both the building principal and Staff Development office, a substitute will be arranged by the Staff Development secretary. *Do not* have your building secretary arrange for the substitute. Once the observation is finalized, your forms (with directions) will be returned to you for completion.
6. Upon completion of the observation, the bottom half of the blue Professional Observation sheet **must be completed and returned** to the Staff Development secretary so payment for the substitute can be processed.

STAFF DEVELOPMENT PROFESSIONAL OBSERVATION

Name _____ Building _____ Today's Date _____

Principal / Supervisor Signature

Staff Development Committee Approval
(pre-approval needed)

Requested Date of Observation

Complete this section before your observation.

Why do you want to make this observation? _____

Please list two (2) additional observation dates in order of preference:

(1) _____ (2) _____ Proposed Building _____

District _____ Other Observation Site _____

A Specific Person/Position? _____ Telephone # _____

Subjects/area _____

Complete this section after your observation.

Observed : _____ () Elementary School Date observation completed: _____

Who? _____ () Middle School _____

What? _____ () High School _____

_____ () Special Classes

What did you learn through your observation that can benefit your class, your building, or the district? How does this address your PDP or the district XIP? (Use back if additional space is needed.) _____

ONCE APPROVED, SUBSTITUTES WILL BE ARRANGED THROUGH THE STAFF DEVELOPMENT OFFICE.

⇒ **Be sure to complete the *District Application for Leave* form and include it with this form. Check "other" and write in "Staff Development Observation."**

STAFF DEVELOPMENT

CREDIT SUBMISSION PROCEDURES

To ensure that there are no misunderstandings about what **will** or **will not** be accepted as credit to satisfy the Staff Development requirements, the following procedures must be followed:

I. Before the Activity

- A. Complete top portion of the green Staff Development Record Keeping form. Submit it to your principal for approval, **if** you have *not* already completed the initial required hours of professional development activities, or **if** the activity is *not* district sponsored.
- B. ***Prior approval*** by the Building Principal must be obtained if credit from video courses or on-line courses are to be used to satisfy Staff Development requirements. The video must relate to the employee's PDP or the district XIP. Required documentation may include notes taken while viewing, finished product, or one-page summary of how new information will be used in the classroom or other work situation.
- C. ***Prior approval*** by the Building Principal is required for any graduate or other college courses which a staff member wishes to use to fulfill the required hours. The coursework must relate to the employee's Professional Development Plan (PDP) or the district XIP. ***If the coursework is to be used to meet PDP goals, the institution of higher education must be listed in the Higher Education Directory as one "approved to grant the associate and/or baccalaureate degree by the Ohio Board of Regents, or its equivalent if completed outside the state."*** ☆

II. During the Activity

- A. It is **not** necessary to obtain verification of attendance from the presenter. However, if the activity will also be used to help the employee attain PDP goals, a Certificate of Attendance will be required for documentation.
- B. If CEU credits for the activity are offered and desired by the employee, application and fees are the staff member's responsibility. This is **not** handled by the Staff Development Office.

III. After the Activity

- A. Green Staff Development Record Keeping Forms must be completed and sent to the Staff Development secretary at Central Office, **after** the conference, workshop, or other professional development activity is attended or completed. ***All staff members must complete the summary narrative before credit will be registered.*** This requirement is waived for those who have already completed their required hours. *However, if the green sheet is also to be used as the reflection report for PDP documentation, all sections must be completed.* The green sheets and blue observation sheets have been adapted so they can also be used as reflection papers for PDP documentation.
- B. Submission of hours past the initial required hours do **not** require a summary of the activity. In this case, so that the form is not sent back to you for completion, ***please note on the form that you have already completed the required hours by checking the appropriate box.***

IV. Additional Information

- A. Groups seeking to use a self-organized activity to satisfy Staff Development requirements must provide the building principal with the rationale for the activity. The principal must approve the activity, *prior* to the date of the activity.
- B. Department meetings which are stipulated in the negotiated agreement cannot be counted as professional development activities for the purpose of satisfying the staff development requirement. If these meetings were stipulated as activities for the PDP, the reflection paper can be used as documentation.
- C. Staff members should strive to attend professional development activities that improve their content knowledge, provide them with new instructional strategies, and equip them with new methods and techniques to ensure success for all students in their classes.
- D. ***The last date to earn professional development credit and to submit green Staff Development Record Keeping forms to the Staff Development secretary in order to receive credit for the 2011-2012 school year is Friday, May 25, 2012, the last day for district teachers.***

☆ *For clarification on an approved institution outside Ohio, contact Virginia Leahy, our regional consultant, at 614-466-3593, or email Virginia at virginia.leahy@ode.state.oh.us. You can also go to <http://www.utexas.edu/world/univ/>*

PLEASE NOTE:

All district employees are expected to fulfill their professional development commitment each year.

PROFESSIONAL MEETING REGISTRATION FEE REQUEST

Grant funds must be available for registration fees.

Priority will be given to teams attending the same conference, registering at the same time.

DO NOT REGISTER YOURSELF OR MAKE ARRANGEMENTS WITHOUT PRIOR APPROVAL

Name _____ Building _____

Certified () Classified () Date of Application _____ Date for the inservice _____

Professional Meeting Topic

Principal's Signature

How does this relate to your PDP or district XIP? How will students' learning be impacted? _____

PROFESSIONAL MEETING REGISTRATION FEE REQUESTED: \$ _____ Will you need a sub? yes () no ()

I want a purchase order issued. Please register me. Registration deadline _____
Request must be submitted at least 2 weeks before the registration deadline.

STAFF DEVELOPMENT COMMITTEE APPROVAL DATE _____ **Amount Approved \$** _____

What did you learn that will change the way you instruct your students and how they learn? What will you do to implement these changes in your classroom? _____

Would you be willing to present this information in an inservice? yes () no ()

(Teams are expected to share their information in some way, preferably an inservice)

*** Attach your completed Personal Leave Form and completed Registration Form.**

