

2003

B. Approve the financial report for the month ending August 31, 2003:

- Receipts
- Cash Position
- Expenditures
- Investments

C. Acceptance of Donations

- Twenty dollars to NRHS Cheerleaders from Jean Williams
- Two hundred fifty dollars to NRMS Football Program from Ron Singleton
- Three hundred dollars to NRMS Football Program from Laura Bowman, DDS
- Two hundred eighty-eight dollars to Hendricks Scholarship Fund from C. Jane Wessler

D. Dispose of the following:

- One (1) Oce 3165 Copier, Inventory Control Number 01188 from New Richmond High School
- One (1) Lexmark E210 Printer, Inventory Control Number 03359 from the Technology Department
- Seventy (70) People Together textbooks published by McMillan McGraw/Hill from Monroe Elementary School
- Seventy (70) Comparing Communities textbooks published by Silver Burdett-Ginn from Monroe Elementary School
- Eighty-five (85) Ohio textbooks published by McMillan/McGraw-Hill from Monroe Elementary School
- Seventy-five (75) Build Our Nation textbooks published by Houghton from Monroe Elementary School
- Ninety (90) World textbooks published by McMillan/McGraw-Hill from Monroe Elementary School
- Seventy (70) Saxon 6/5 mathematics textbooks from Monroe Elementary School
- Seventy (70) Saxon 7/6 mathematics textbooks from Monroe Elementary School
- Seventy (70) Saxon 5/4 mathematics textbooks from Monroe Elementary School
- Forty (40) Saxon 8/7 mathematics textbooks from Monroe Elementary School
- Seventy-five (75) The Solid Earth Silver Burdett-Ginn published textbooks from Monroe Elementary School
- Seventy-five (75) Magnetism and Electricity Silver Burdett-Ginn published textbooks from Monroe Elementary School
- Seventy-five (75) Solar System and Beyond Silver Burdett-Ginn published textbooks from Monroe Elementary School
- Seventy-five (75) Movement and Control Silver Burdett-Ginn published textbooks from Monroe Elementary School

Market Street School

7:00 p.m.

September 22,

2003

- Seventy-five (75) Properties of Matter Silver Burdett-Ginn published textbooks from Monroe Elementary School
- Seventy-five (75) Cells and Microbes Silver Burdett-Ginn published textbooks from Monroe Elementary School
- Seventy-five (75) Earth's Land Resource Silver Burdett-Ginn published textbooks from Monroe Elementary School
- Seventy-five (75) Forces and Motion Silver Burdett-Ginn published textbooks from Monroe Elementary School

- Seventy-five (75) The Changing Earth Silver Burdett-Ginn published textbooks from Monroe Elementary School
- Seventy-five (75) Organisms and Environments Scholastic published textbooks from Monroe Elementary School
- Seventy-five (75) Motion Scholastic published textbooks from Monroe Elementary School
- Seventy-five (75) Understanding the Atmosphere Scholastic published textbooks from Monroe Elementary School
- Seventy-five (75) Transport Systems Scholastic published textbooks from Monroe Elementary School

E. Approve the appropriations for FY2004:

APPROPRIATION RECAP SHEET
ALL FUNDS TYPES

GOVERNMENTAL FUND TYPES

Fund Class/Name	Fund Number / SCC	Total Appropriation
General Fund Class	001	\$ 29,226,343.70
Special Revenue Class		
Public School Support	018	\$ 32,298.76
Other Grant	019	\$ 3,188.00
Underground Storage Tank Fund	031	\$ 9,955.44
District Manage Activity	300	\$ 44,804.34
Management Information System	432	\$ 10,020.88
Public School Preschool	439	\$ 113,624.00
Disadvantaged Pupil Impact Aid	447	\$ 53,525.82
Schoolnet Profess. Development	452	\$ 20,288.40
Title VI-B Sp Ed Ast State-hcp	516	\$ 466,246.21
Title I-fin Assist-disadv Child	572	\$ 1,257,068.08
Title VI	573	\$ 38,843.47
Title VI (Drug Free)	584	\$ 19,923.90
Reducing Class Size	590	\$ 273,821.22

2003	Market Street School		7:00 p.m.	September 22,
	Miscellaneous Fed. Grant Fund	599	\$	20,559.95
	Total Special Revenue Class		\$	2,364,168.47
	Debt Service Fund Class			
	Bond Retirement	002	\$	246,732.50
	Capital Projects Funds			
	Permanent Improvement	003	\$	3,665,478.63
	Schoolnet Equip/Infrastructure	450	\$	2,448.75
	Inter. Video Distance	458	\$	100.00
	Total Capital Project Fund Class		\$	3,668,027.38

PROPRIETARY FUND TYPES

Enterprise Funds				
Food Service	006	\$	777,760.00	
Uniform School Supplies	009	\$	2,303.58	
County Preschool	011	\$	146,869.00	
Total Enterprise Fund Class		\$	926,932.58	
Internal Service Fund Class				
Rotary-internal Services	014	\$	2,264.99	
Computer Network Class 'A' Site	025	\$.00	
Total Internal Service Fund Class		\$	2,264.99	

FIDUCIARY FUND TYPES

Trust Fund Class				
Special Trust	007	\$	23,372.51	
Endowment	008	\$.00	
Total Trust Fund Class		\$	23,372.51	
Agency Fund				
District Agency	022	\$	1,519,923.41	
Student Managed Activity	200	\$	28,793.54	
Total Agency Fund		\$	1,548,716.95	
Total Appropriations - All Fund Types		\$	38,006,559.08	

2003

F. Resolution to Transfer Funds

Whereas, as of September 22, 2003 an unexpended balance in the treasury to the credit of the general fund which sum is not encumbered by any unliquidated and outstanding obligations or encumbrances and;

Whereas, the Board of Education has determined that it is necessary to transfer the sum of \$23,017.57 from the general fund to the following funds: \$8,317.57 to the Troubadours fund, #300-9137 and \$14,700.00 to the high school building budget fund, #001-9002.

Now therefore be it resolved that the sum of \$23,017.57 be and is hereby transferred from the general fund to the following funds: \$8,317.57 to the Troubadours fund, #300-9137 and \$14,700.00 to the high school building budget fund, #001-9002.

Roll call: Mr. Zimmerman, yea; Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Adamson, yea; Mr. Shepherd, yea. Motion carried.

2004-34 Moved by Mr. Heflin, seconded by Mr. Hawkins, to approve the lease agreement between Cinergy and the Board of Education for one (1) classroom for a period of one (1) year in the amount of \$4,000.00. Roll call: Mr. Zimmerman, yea; Mr. Shepherd, yea; Mr. Adamson, yea; Mr. Hawkins, yea; Mr. Heflin, yea. Motion carried.

On Friday, August 8, 2003 public bids were opened and read aloud for twenty-five school bus heaters.

Company	Non-Coll Affidavit	Deliq Prop Tax Affidavit	Bid Bond	Amount
American Bus	Yes	Yes	Yes	\$41,875
Bus & Equipment	Yes	Yes	Yes	\$44,375

2004-35 Moved by Mr. Hawkins, seconded by Mr. Heflin, to enter into a contract with American Bus and Accessories Inc., low bidder, for the purchase of twenty-five (25) Webasto Scholastic Coolant Heaters, each at a cost of \$1,675.00, a total sum of \$41,875.00, in accordance with bid specifications. Roll call: Mr. Adamson, yea; Mr. Shepherd, yea; Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Hawkins, yea. Motion carried.

2004-36 Moved by Mr. Adamson, seconded by Mr. Hawkins, to authorize the Treasurer to advertise for bid for New Richmond Exempted Village Schools Miscellaneous Improvements to include the following projects:

New Richmond High School Auditorium Improvements - work includes: additional stage lighting, new sound system, step lights, new carpet and handrails

New Richmond Transportation Facility – New fueling system

2003

Roll call: Mr. Shepherd, yea; Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Hawkins, yea; Mr. Adamson, yea. Motion carried.

2004-37 Moved by Mr. Shepherd, seconded by Mr. Zimmerman, to adopt the *General Guidelines for Creating Your Individual Professional Development Plan (IPDP)* as presented by the Local Professional Development Committee (LPDC).

Mission Statement of the New Richmond LPDC

The mission of the LPDC shall be to review professional development goals for certification and license renewal for New Richmond Exempted Village School District educators as they assist the community in preparing its members for lifelong learning and productive living.

The purpose of the LPDC is to oversee and review course work and other professional development activities for certificate renewal and licensure. Such activities shall evidence the following: improvement of student learning, progress toward individual professional growth, and the alignment with the district's and/or buildings' stated goals.

Introduction to the New Richmond LPDC

The 1996 General Assembly passage of Senate Bill 230 presented Ohio with an unprecedented opportunity to improve teacher quality. This legislation, requiring the establishment of Local Professional Development committees (LPDCs), provides Ohio educators greater freedom than ever before to shape their own professional development.

The New Richmond exempted Village School District LPDC is a five-person committee made up of teachers and administrators who will evaluate each individual's goals for professional development and monitor the meeting of these goals.

What the goals are is up to the individual educator. Each educator will create an Individual Professional Development Plan (IPDP) that targets whatever aspects of professionalism the individual most wants to improve. This plan is a flexible "road map" toward renewal of your license or certificate. You can change your IPDP at any time, so long as it fulfills some general requirements.

The requirements and guidelines listed here were created under statewide guidelines that are the same for all districts. In fact, most of the procedures and policies were adapted from the plans of the pilot districts all over the state.

Please feel free to contact any of the committee members if you have any questions regarding this program. We would be more than happy to be of assistance.

Frequently Asked Questions

1. What is an IPDP?

2003

An individual Professional development Plan (IPDP) is your proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal and converting from a certificate to a license.

2. Who must have an IPDP?

An IPDP must be completed by any educator prior to renewing a license and for converting a certificate to a license. If you will never receive a license (if you have a permanent certificate, or will retire before you current certificate expires), you will not need to file an IPDP.

3. What is the LPDC?

The Local Professional development Committee (LPDC) is a group of New Richmond exempted Village School District educators who will be reviewing and approving each educator's IPDP. Final approval of the LPDC is required prior to issuance of your professional educator license.

4. Who serves on the New Richmond LPDC?

Five educators from New Richmond exempted Village School District. The committee consists of three teachers (chosen by NREA) and two administrators (chosen by the Superintendent).

5. Will LPDC members have access to my personnel file?

No. IPDPs are kept in their own file which is completely separate from personnel files.

6. When can you convert to a license?

Existing certificates can be converted to licenses beginning with certificates that expire in June, 1998. If you choose to convert to a license at this time, you must meet the new license renewal requirements. If you choose not to convert to a license at this time, you may renew your certificate one more time after 1998 using the old requirements (these are explained later in this publication). When the renewed certificate expires, you must meet the new license renewal requirements in order to receive your license.

7. What are the requirements to renew and convert to a license?

In order to renew a license and to convert a certificate to a license, the requirement is the completion of 18 PDUs (Professional Development Units).

8. What is a "contact hour"?

A contact hour is an hour of time spent in actual work on a Professional Development activity. Lunch, driving time, etc. are not included.

9. How do you convert our contact hours, CEUs and semester hours to PDUs?

For details, refer to the Personal Development Activity Guide. In general, CEUs and PDUs are interchangeable, one contact hour of activity equals 0.1 PDU, and one semester hour of college credit equals three PDUs.

10. Can you combine semester hours, PDUs and contact hours?

Yes. However, we are asking that all activities be expressed in PDUs as the standard unit of measurement.

2003

- 11. When must your IPDP be started/completed?**
Your IPDP must be completed and approved by the Local Professional development Committee prior to the expiration of your current certificate/license. The sooner you begin working toward the completion of your IPDP, the longer you will have to complete your proposed activities. The time line for completion of IPDP activities is the duration of your certificate/license.
- 12. Can I work on a new area of certification/licensure?**
Yes! All you have to do is make that goal part of your IPDP.
- 13. How often should I submit activities for approval?**
You may submit your activities at any time. We encourage you to do so as soon as possible after the activity is completed. They will be reviewed at the next LPDC meeting and you will receive a response within 10 working days after that meeting.
- 14. What if my activity or IPDP is denied or returned?**
Any submission might be returned for further development or denied outright. An appeals process is described in the bylaws. A three-person committee is formed to review the appeal (one person of your choosing, one of the LPDC's choosing, and one chosen together). Second appeals are handled by the Ohio Department of Education.
- 15. How many IPDPs must you have?**
Educators will have one Individual Professional Development Plan. Many educators have multiple certificates, however, each educator will have just one IPDP. Ultimately, each educator will have just one license.
- 16. What if your work assignment changes?**
If there is a significant change in your work assignment, you should review your IPDP and may want to revise and resubmit your plan. However, all activities accumulated prior to the revision of your IPDP will be applied to your 18 PDU requirement.
- 17. How many licenses can I have?**
Each educator will have only one license. Multiple certificates will be phased out. As our old certificates expire and you convert them to your license, each area listed on your old certificate will be added to your existing license.
- 18. How much will the license cost?**
The five year license will cost \$60. Each educator will have only one license. As your old certificates expire and are added to your existing license, there will be a \$10 fee each time areas are added to your license.
- 19. What about substitute teachers?**
Substitute teachers have two options. Option One is to use the six semester hour requirement and apply for renewal directly to the State Department of Education as they have done in the past. Option Two is to participate in the Local Professional Development Committee just as any other educator in the district. The only restriction in Option Two is that substitute teachers may use only activities from Development Option Groups 2, 3, and 4 to meet their renewal requirements(See Development Option Chart).

2003

Market Street School

7:00 p.m.

September 22,

20. What licensure/certification services does the LPDC not provide?

The LPDC does not upgrade provisional certificates to professional certificates, upgrade professional certificates to permanent certificates, renew or approve temporary certificates, licenses or validations, or add new areas to a certificate of license.

21. How can I serve on the LPDC?

If you are a teacher, tell your NREA Building representative before Christmas that you are interested. If you are an administrator, tell the superintendent.

PROCEDURES

Procedure for Renewal of Certificate

Two weeks prior to the regular LPDC meeting and at least four months prior to the expiration of certificate submit the following to the LPDC in care of Superintendent's Office:

- Any transcripts regarding coursework
- Any Activity Verification Forms for PDU's
- Blue state application (obtain from Superintendent's Office)
- LPDC Certificate Renewal Form
- Fee



Your will be informed of approval or denial by the LPDC with 10 calendar days of the regular LPDC meeting



Approved

Denied



Your application has been sent to the State Department

Follow the appeal process as outlined in the LPDC Standards and By-laws



Refer to Procedure for Renewal of License

Procedure for Renewal of License

Submit your IPDP to the LPDC in care of the Superintendent's Office by October 1 of the beginning year of your new license

2003

Market Street School

7:00 p.m.

September 22,



You will be informed of approval or denial by the LPDC within 10 calendar days of the regular LPDC meeting



Approved

Denied



Two weeks prior to the regular LPDC meeting and at least four months prior to the expiration of certificate or license submit the following to the LPCD in care of personnel:

- Any transcripts regarding coursework
- Any activity Verification Forms for PDU's
- Green state application (obtain from Superintendent's Office)
- LPDC License Renewal Form
- Fee

Follow the appeal process as outlined in the LPDC Standards and By-laws



You will be informed of approval or denial by the LPDC within 10 calendar days of the regular LPDC meeting



Approved

Denied



Your application has been sent to the State Department

Follow the appeal process as outlined in the LPDC Standards and by-laws



Repeat Process as necessary

FORMS FOR COMPLETION OF IPDP

- **Cover Sheet** – Required from all certified employees at the beginning of each school year

- **Individual Professional Development Plan -** Required for anyone renewing or transitioning to a license. Goals can be chosen from the Goals guide in this handbook or those of our own choosing. Keep in mind the district CIP goals and your building SIP goals when planning for improvement. You may choose as few or as many goals as you like.
- **Activity Verification Form** – Required for any activities for which you expect PDU’s to be granted. Use this form for any inservices during the school year, including those that occur during common plan time. This form is also necessary for workshops you attend outside of the school. Simply attach any certificates of attendance with a contact signature to the completed AVF. An AVF is not required for college coursework where a transcript is issued.
- **Activity Pre-Approval Form** – This form is only required if you plan to obtain PDU’s through an independent project. There are sample activities listed in the Professional Development Options guide at the end of this handbook. Submit to LPDC **before** beginning the planned activity. Once approved, submit AVF for final PDU’s to be granted.
- **Activity Log** – For your use to keep track of your PDU’s. this is not required to be turned in to the LPDC, but is a helpful tool for keeping track of your progress.
- **Verification Form for Transitioning or Renewing a License** – This form is completed when you are ready to renew or transition your license. Sent this to the LPDC with the green form from the state (obtained from Superintendent’s office) along with the appropriate fees.
- **Verification form for Renewing an 8-Year Certificate** – This form is only for those renewing an 8-year certificate. Send this to the LPDC with the blue form from the state (obtained from the Superintendent’s office) along with the appropriate fees. These certificates can be renewed until September 1, 2006.
- **Verification Form for Leaving an LPDC** – This form is used when leaving the district for employment in another district. Request this release from the Superintendent’s office, and it will be acted on at the next regular LPDC meeting. Copies of all completed paperwork will be sent to you. Make sure your IPDP is current and all AVF and transcripts have been sent to the LPDC.

**NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN**

COVER SHEET

In meeting the State Board of Education’s adopted Licensure Standards (1996), the Individual Professional Development Plan (IPDP) must be submitted to renew or transition to a license. Detailed information regarding criteria and recommended activities and goals can be found in the LPDC Handbook.

The IPDP consists of this cover sheet and the goals sheet. There are other forms that will need to be submitted as you complete activities toward your goals. Submit your plan to the Superintendent’s Office.

Please complete the first two blocks thoroughly:

Name _____	
Home Address _____	City/State/Zip _____

Market Street School

7:00 p.m.

September 22,

2003

School _____
Phone Numbers: Home _____ School Extension _____
E-mail Address _____
Current Education Assignment (List Grade Level and Subject) _____

Please list all certificates/licenses with type, issue date (MM/DD/YY), expiration date (MM/DD/YY).

<u>Certificate/License</u>	<u>Type</u> (Circle which applies)	<u>Issue Date</u>	<u>Expiration Date</u>
	4 yr 5 yr 8 yr Perm		
	4 yr 5 yr 8 yr Perm		
	4 yr 5 yr 8 yr Perm		
	4 yr 5 yr 8 yr Perm		
	4 yr 5 yr 8 yr Perm		

Educator's Signature _____ **Date** _____

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Name _____ School _____

The Goals Guideline contains suggestions for possible goals in various areas. Your goals should be specific to your professional development. You may use as few or as many as your like.

Goal Statements	Anticipated Strategies
Goal Statement:	* * * *
Goal Statement:	* *

Market Street School

7:00 p.m.

September 22,

2003

	*
	*
Goal Statement:	*
	*
	*
	*
Goal Statement:	*
	*
	*
	*

Educator's signature _____ Date of submission _____

FOR LPDC USE ONLY	
Approved/Denied	Date _____
Signature _____	
Comments: _____	

**New Richmond Exempted Village School District
Individual Professional Development Plan (IPDP)
PDU Activity Verification Form**

Name: _____

Educator's School: _____

Activity Title: _____

Date: _____ Contact Hours Spent: _____

Location: _____

Brief Description of Activity:

2003

Market Street School

7:00 p.m.

September 22,

IPDP Goal(s) addressed by activity:

Contact Person Signature: _____ Date: _____

*PDU's requested: _____

Educator's Signature: _____ Date: _____

*10 contact hours = 1 PDU

LPDC USE ONLY		
Approved/Denied	PDU's _____	Date: _____
LPDC Signature _____		

**New Richmond Exempted Village School District
Individual Professional Development Plan (Ipdp)
Activity Pre-Approval Form**

Educator's Name: _____

Educator's School: _____

Activity Title: _____

Date: _____ PDU's Expected: _____

2003

Market Street School

7:00 p.m.

September 22,

Brief Description of Activity:

IPDP Goal(s) addressed by activity:

Contact Person Signature: _____ Date: _____

*PDU's requested: _____

Educator's Signature: _____ Date: _____

*10 contact hours = 1 PDU

LPDC USE ONLY		
Approved/Denied	PDU's _____	Date: _____
LPDC Signature _____		

**New Richmond Exempted Village School District
Individual Professional Development Plan (Ipdp)
Activity Log**

Date	Activity	PDUs	Total PDUs

2003

Market Street School

7:00 p.m.

September 22,

2003

Market Street School

7:00 p.m.

September 22,

2003

Market Street School

7:00 p.m.

September 22,

Individual Professional Development Plan Goals Guide

The *Goals Guide* is provided to assist you in identifying goals that may help you complete your Individual Professional Development plan. It is a guide and is not intended to be inclusive. You are encouraged to develop goals that reflect those needs that will help you, your students, and your district succeed.

1. Content Knowledge

- 1.1 To learn how to apply technologies as effective content tools
- 1.2 To enhance professional knowledge
- 1.3 To increase teaching area knowledge
- 1.4 To develop teaching/learning units which promote student knowledge in my discipline
- 1.5 To work with colleagues in ways which help to integrate discipline within the school
- 1.x (any other related goals)

2. Professional Ethics

- 2.1 To learn and/or demonstrate understanding and use of educational theory/philosophy
- 2.2 To learn more about the community which our schools service
- 2.3 To learn and apply new ways of improving race relations among students/faculty/community
- 2.4 to gain knowledge of where and how to acquire information to assist my job responsibilities
- 2.5 to add additional area(s) of certification/licensure to my credentials
- 2.6 To seek an advanced degree
- 2.7 To maintain current knowledge of local/county/state/national education policies and issues
- 2.x (any other related goals)

3. Assessment & Evaluation skills

- 3.1 To learn how to apply technologies as effective assessment tools
- 3.2 to learn how to apply assessment data to instruction
- 3.3 to learn how to construct effective evaluation instruments
- 3.4 to learn how to expand the number and types of assessment tools
- 3.5 to learn how to better teach test-taking skills
- 3.6 to learn how to interpret test scores
- 3.7 To learn more about proficiency, competency and/or standardized testing purposes and creation.
- 3.x (any other related goals)

4. Instructional Methodology

- 4.1 To learn how to apply technologies as effective teaching and learning tools
- 4.2 To learn how to improve student reading skills
- 4.3 To learn how to integrate higher-order thinking skills

2003

Market Street School

7:00 p.m.

September 22,

- 4.4 To learn how to facilitate students to teach themselves and others (cooperative learning, etc)
- 4.5 To learn how to teach students to solve problems via a variety of tools and knowledge
- 4.6 To learn how to teach across many disciplines
- 4.7 To learn teaching methods which promote increased student achievement
- 4.8 To gain knowledge of how to adapt instruction to the individual needs of all students,
- 4.x (any other related goals)

5. Communication Skills

- 5.1 To learn how to apply technologies as effective communication tools
- 5.2 To present to various publics
- 5.3 To enhance speaking skills (students, parents, peers)
- 5.4 To enhance writing skills (students, parents, peers)
- 5.5 To improve non-verbal communication skills
- 5.6 To discover ways to increase parental involvement in parent-teacher conferences
- 5.x (any other related goals)

6. Interpersonal Skills

- 6.1 To learn how to apply technologies as effective interpersonal tools
- 6.2 To learn how to coach others to achieve and succeed
- 6.3 To learn how to coordinate or direct the efforts of others
- 6.4 To learn how to facilitate groups (students, peers) to accomplish established goals
- 6.5 To learn how to motivate self and others

7. Management & Administrative Skills

- 7.1 To learn how to apply technologies as effective management tools
- 7.2 To learn how to apply available resources to school improvement
- 7.3 to learn how to collect data to use in planning and problem solving
- 7.4 To learn how to create conditions and environments for productive performances
- 7.5 To learn how to establish vision that encourages performances of self and others
- 7.6 To learn planning and organizational skills that improve self and others
- 7.x (any other related goals)

8. Skills to Meet the Needs of Special Students

- 8.1 To learn how to apply technologies as effective intervention tools
- 8.2 To learn how to adapt instruction to all skills levels
- 8.3 To learn how to increase my awareness of students with special needs
- 8.4 To learn how to sensitize all students to the needs of individuals
- 8.5 to understand social/emotional needs of students and others

9. School District and/or Building Specific Goals

- 9.1 To learn how to increase student achievement
- 9.2 To learn how to prevent academic risk in the early grades
- 9.3 To find ways of maximizing both student learning and financial efficiency
- 9.x (any other related goals)

2003

Market Street School

7:00 p.m.

September 22,

2003

Market Street School

7:00 p.m.

September 22,

2003

Market Street School

7:00 p.m.

September 22,

2003

Market Street School

7:00 p.m.

September 22,

2003

Market Street School

7:00 p.m.

September 22,

Center for the Teaching Profession

FEE STRUCTURE:

The following is a list of the new fee structure for Certification/Licensure effective January 1, 2001:

8 Year Certificate	96.00
Permanent Certificate	120.00
1 Year Temporary	12.00
1 Year Substitute	12.00
5 Year Substitute	60.00
2 Year Provisional License	24.00
5 Year Professional License	60.00
New 2 Year Out of State License	24.00
Evaluation Fee	<u>50.00</u>
Total	74.00
New 4 Year Out-of-State Certificate	48.00
Evaluation Fee	<u>50.00</u>
Total	98.00
New 5 Year Out of State License	60.00
Evaluation Fee	<u>50.00</u>
Total	110.00
Each additional Certificate/License	10.00
Same Effective Year	
Adult Education	12.00
1 Year Educational Aide	12.00
1 Year Student Monitor	12.00
4 Year Educational Aide	48.00
Correction or Duplicate	10.00

2003	Market Street School	7:00 p.m.	September 22,
	Adding a Teaching Field		10.00
	5 Year School Treasurer		60.00
	5 Year Business Manager		60.00
	Non-Tax		120.00
	Pupil Activity Supervisor Validation		21.00
	Alternative Educator License		24.00
	Updated Thursday, January 17, 2002		

New Richmond Exempted Village School District

WHEREAS, Ohio Revised Code 3319.22 mandates that each board of education shall establish a local professional development committee, and

WHEREAS, each local professional development committee will determine whether coursework that a district teacher proposes to complete meets the educator license standards promulgated by the State Board of Education; and

WHEREAS, the New Richmond Exempted Village School District Board of Education’s Collective Bargaining Agreement with the teachers’ association does not specify or dictate the establishment of the local professional development committee;

NOW THEREFORE BEIT RESOLVED by the New Richmond Village School District Board of Education that a local professional development committee (LPDC) shall be established pursuant to O.R.C. 3319.22 in accordance with the following:

SECTION I

The LPDC shall have a district level scope.

SECTION II

The LPDC shall consist of three (3) teachers and two (2) administrators for a total of five (5) members

SECTION III

The exclusive bargaining representative shall have discretion in choosing the three (3) teacher members to serve on the LPDC.

SECTION IV

The Superintendent will designate the two (2) administrative personnel to serve on the LPDC.

SECTION V

LPDC members will serve for a three (3) year term provided they remain employed by the Board.

SECTION VI

Teaching vacancies shall be filled by designation of the exclusive bargaining representative. The superintendent shall appoint members to fill administrative vacancies.

SECTION VII

Meetings shall be scheduled at least quarterly. Additional meetings may be scheduled as required. All meetings shall take place outside normal student instructional hours at the convenience of committee members.

SECTION VIII

The committee will promulgate bylaws, procedures, and policies to be recommended for adoption by the Board of education. Such procedures must include an appeals process and process for the conduct of elections.

SECTION IX

Minutes shall be kept at each meeting with reports to the Board on a quarterly basis.

Local Professional Development Committee By-Laws

Establishing Local Professional Development Committee as mandated by Ohio Revised Code 3319.22.

Article 1. Name, Scope, and Mission

Section 1. Name of Committee

New Richmond Exempted Village School District Local Professional Development Committee is hereby established pursuant to O.R.C. 3319.22. Hereafter in this document, the committee shall be referred to as LPDC.

Section 2. Scope of Committee

The LPDC shall have a district-level scope.

Section 3. Mission and Purpose

The mission of the LPDC shall be to review professional development goals for certification and license renewal for the New Richmond Exempted Village School District educators as they assist the community in preparing its members for lifelong learning and productive living.

The purpose of the LPDC is to oversee and review course work and other professional development activities for certificate renewal and licensure. Such activities shall evidence the following: improvement of student learning, progress toward individual professional growth, and the alignment with the district's and/or buildings' stated goals.

Article II. Membership, qualifications, Training, and Compensation

Section 1. Membership

The LPDC shall consist of three (3) teachers and two (20 administrators for a total of five (5) members.

2003

The exclusive bargaining unit shall have discretion in choosing the three (3) teacher members to serve on the LPDC. A “teacher” shall be defined as an individual represented by the exclusive bargaining unit.

The superintendent will designate the two (2) administrative personnel to serve on the LPDC. An “administrator” shall be defined as an individual currently working under an administrative contract.

Section 2. Qualifications

All members shall have completed at least one full year of employment in the district and at least three years of education experience overall prior to being selected to serve on the LPDC.

Section 3. Training

All new members will be required to “shadow” the outgoing member they are to replace for at least one semester prior to the official beginning of their term. They will be trained for their new position by reviewing pertinent materials provided to them by the LPDC and through the shadowing experience, which includes, but is not limited to attending all required meetings.

Section 4. Compensation

Educator participating on the LPDC will be compensated in accordance with the negotiated agreement. Committee members are also eligible to submit their work for LPDC towards Professional development Units as part of their own proposal of certificate or license renewal.

Article III. Terms of Office and Vacancies

Section 1. Term of Office

Members shall serve for three years, with either one or two members, rotating off the committee each year, according to a schedule established by the original committee members. Any member may serve no more than two (2) consecutive terms. New member shall be appointed on or before the third Monday of January prior to the beginning of their term.

Officers shall serve terms of one year, with no barrier to re-election. A “year” shall begin July 1 and end June 30.

Section 2. Vacancies

Teaching vacancies shall be filled by designation of the exclusive bargaining unit. The Superintendent shall appoint members to fill administrative vacancies.

If a member finds it necessary to resign before their term is completed, a new member shall be selected to fulfill that term. Mid-term replacements are exempted from both the shadowing requirement and the one-year wait before starting a second term.

Article IV. Roles and Duties of Committee Members

2003

Section 1. Roles and Duties of Officers

The committee shall choose two officers at the first meeting of each year.

The Chairperson shall:

- Conduct LPDC meetings.
- Communicate information
- Represent the LPDC at meetings of other stake holder organizations.
- Ensure vacancies on the LPDC are filled in accordance with selection rules.

The Recorder shall:

- Maintain minutes of all committee actions. These minutes shall be recorded, distributed to members for review prior to the next meeting and filed at the Superintendent's office.
- Notify applicants of IPDP status.
- Conduct any necessary correspondence for the committee.

Section 2. Duties of Committee Members

All committee members shall have the following responsibilities:

- Elect one of their members to act in the absence of the chair.
- Serve as staff information resources and facilitators of professional development.
- Attend all committee meetings.
- Serve as a reviewer of district IPDP for certificate/licensure renewal.

Article V. Meetings

Section 1. Frequency of Meetings

Meetings shall be scheduled at least quarterly. Additional meetings may be scheduled as required. All meetings shall take place outside normal student instructional hours at the convenience of committee members.

Section 2. Quorum

A quorum shall be three (3) of the five (5) committee members to conduct LPDC business. At least two teachers and one administrator must be present to conduct a meeting.

Section 3. Voting

An official vote must be a majority of member present in agreement on any action.

Section 4. Conflict of Interest

A committee member shall excuse him/herself from reviewing his/her own IPDP or activity proposals or in any other occasion of conflict of interest.

Section 5. Confidentiality of Meetings

All discussions, voting and records regarding reviews and evaluation shall be kept as confidential as permitted by law.

Article VI. IPDP Submission and Approval Procedure

Section I. Definitions

2003

The individual Professional Development Plan (IPDP) is an educator's proposed program for professional growth towards his/her next renewal of certificate or license.

Professional Development Units (PDUs) are units of credit earned toward certificate or license renewal, or in pursuit of additional licensure. One PDU represents, in most cases, 10 clock hours spent in professional development.

Section 2. Procedure and Timeline for IPDP Submission

Two copies of the initial IPDP shall be submitted to the Superintendent's office by October 1 for review and pre-approval by the LPDC. A file will be opened in that educator's name at this time.

The educator will receive a copy of their IPDP indicating acceptance, return for further clarification, or denial no later than November 1. The other copy will be kept on file. A returned or denied IPDP will be accompanied with a brief explanation of the reasons for that designation.

The educator may begin implementation of the IPDP at any time after his/her most recent certificate or license renewal, on the understanding that PDUs will not be issued or recorded until the IPDP has been approved by the LPDC.

If an IPDP is returned for further development, it should be resubmitted (in duplicate) no later than ten working days before the date of the next meeting of the LPDC. A copy of the revised IPDP will then be returned within 10 working days indicating acceptance, return for further clarification, or denial. The other copy will replace the earlier version in the educator's file.

Section 3. Procedure for PDU submission

Verification of Professional Development Units (PDUs) shall be submitted to the LPDC for each completed activity. The LPDC will then evaluate the activity for credit at the next scheduled meeting and the educator will receive notification within 10 working days of the meeting.

Professional Development Units for self-directed education or activities must be approved by the LPDC prior to starting the activity.

Section 4. Maintenance and Review of IPDPs

A copy of each active IPDP (or most recent revision if not yet accepted) will be kept on file at the Superintendent's office.

Educators with IPDPs may choose to have an annual review of their plan, on the understanding that those IPDPs closer to completion will have priority.

Educators in their last year of an active certificate or license are required to meet with the LPDC by the time of the fall quarter meeting to ensure the goals of their IPDP will be successfully met in time for renewal.

Article VII. IPDP Requirements guidelines

Section 1. Who is required to submit an IPDP

Any educator who does not possess a permanent certificate is required to submit an IPDP as part of the renewal process. It is strongly suggested that this IPDP is submitted as early as possible in the

2003

life of the educator's current certificate or license. Initial submissions should be made by October 1 when an IPDP is required.

Section 2. Requirements

In order to obtain or renew a 5-year license, an educator is required to complete eighteen (18) PDUs as part of their Individual Professional Development Plan (IPDP). This work may begin at any time after the starting date and must be approved before the ending date of the current certificate or license.

One-time renewals of certificates under 1987 guidelines will be handled by the LPDC according to the Ohio department of Education policies. An IPDP is not required for certificate renewal.

Upgrades of certificates under 1987 guidelines will be handled by the Ohio Department of Education. An IPDP is not required for certificate upgrade.

Section 3. Required Forms

Copies of required forms shall be kept, along with a copy of these bylaws, in each building's main office as well as in the Superintendent's office

Section 4. Appeals

Appeals to the denial of an IPDP or PDU shall be submitted in writing to the LPDC within working days.

All appeals will be heard by a three (3) member Appeals Committee comprised of the following:

- One person chosen by the applicant
- One person chosen by the LPDC
- One person mutually agreed upon by both parties

The LPDC Appeals Committee will review all appeals and return decisions to the LPDC and applicants within 10 working days.

If there is need for further appeal, the appeal should be made to the Ohio Department of Education – Division of Professional Development and Licensure.

Article VIII. Reciprocity

The LPDC will accept other district's approved IPDPs. Educators new to the district should request that their former district send their IPDP file to the Superintendent's office.

Any previously approved PDUs will be accredited by the LPDC, and subsequent PDUs will be submitted to the LPDC for approval.

Exceptional cases are subject to LPDC review and the subsequent appeals process.

Article IX. Amending these By-Laws

The LPDC shall amend procedures and guidelines as deemed necessary.

2003

By-laws, procedures, and guidelines shall be reviewed by the LPDC every three years.

Proposed amendments shall be read one meeting prior to a vote at the next meeting.

The LPDC guidelines, operating procedures and forms shall be submitted to the School Board and Exclusive Bargaining Unit for comment prior to adoption.

Roll call: Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Adamson, yea; Mr. Zimmerman, yea; Mr. Shepherd, yea. Motion carried.

2004-38 Moved by Mr. Heflin, seconded by Mr. Hawkins, to approve the tuition-free attendance of foreign exchange student, Yoshika Murata, residing at 3021 Twin Ridge Road, New Richmond, Ohio, through the AYUSA International organization. Roll call: Mr. Zimmerman, yea; Mr. Shepherd, yea; Mr. Adamson, yea; Mr. Hawkins, yea; Mr. Heflin, yea. Motion carried.

2004-39 Moved by Mr. Hawkins, seconded by Mr. Shepherd, to enter into executive session for the purposes of considering the following: the appointment, employment, dismissal, promotion, demotion or compensation of a public employee, in accordance with Ohio Revised Code 121.22 (G)(1); and property in accordance with ORC 121.22 (G)(2). Roll call: Mr. Heflin, yea; Mr. Adamson, yea; Mr. Zimmerman, yea; Mr. Shepherd, yea; Mr. Hawkins, yea. Motion carried.

Mr. Zimmerman declared the [regular](#) meeting moved into executive session at 9:38 p.m.

Mr. Zimmerman declared the executive session adjourned and the [regular](#) meeting reconvened at 10:56 p.m.

2004-40 Moved by Mr. Shepherd, seconded by Mr. Hawkins, to accept resignations from the following:

1. Marian Hayes, *classified employee*, effective August 28, 2003
2. Tangie Hollifield, *classified employee*, effective October 3, 2003
3. Amy Myers, Science Club Advisor, effective 2003/2004 school year
4. Andrea Schultz, NRMS Yearbook Advisor, effective 2003/2004 school year
5. Sandy Hicks, *classified employee*, effective September 5, 2003

Roll call: Mr. Zimmerman, yea; Mr. Adamson, yea; Mr. Heflin, yea; Mr. Hawkins, yea; Mr. Shepherd, yea. Motion carried.

2004-41 Moved by Mr. Hawkins, seconded by Mr. Adamson, to employ the following, pending certification, and submission of successful criminal background check and a negative TB test:

A. Certified Employees (2003-2004 School Year)

Vicki Corpuz, NRHS Math Teacher, full-time, one-year limited contract, pro-rated, BA, 131 semester hours, five (5) years experience, BA salary step five (5), effective September 12, 2003

Market Street School

7:00 p.m.

September 22,

2003

B. Classified Employees (2003-2004 School Year)

1. Julie Fetchak, Technology Assistant (Grant Funded Position), 5.5 hours per day, 188 days per year, one-year limited contract, pro-rated, assistants' salary step one (1), effective September 8, 2003
2. Linda Estepp, NRE Custodian/Food Service, full-time (half-time each position) twelve month, one-year limited contract, pro-rated, thirteen (13) years experience, custodial salary step four (4), effective September 15, 2003
3. Angela Biesenbender, Bus Driver, 4.3 hours per day, 188 days per year, one-year limited contract, pro-rated, zero (0) years experience, bus driver salary step one (1)
4. Melissa Sandlin, Bus Assistant, 5.5 hours per day, 188 days per year, one-year limited contract, pro-rated, one year (1) experience, assistants' salary step two (2)

C. Supplemental Contracts (2003-2004 School Year)

<u>Name</u>	<u>Positon</u>	<u>Pay Level</u>
Allison Ball	NRMS Yearbook Co-Advisor	Pay Level 2
Amy Myers	9-12 Science Department Chair	Pay Level 6
Andrea Schultz	NRMS Yearbook Co-Advisor	Pay Level 2
Andrew Carr	Pep Band Director	Pay Level 3

2003

Market Street School

7:00 p.m.

September 22,

<u>Name</u>	<u>Positon</u>	<u>Pay Level</u>
Lana Gilday	SADD Advisor	Pay Level 2
J. Patrick Crowley	Science Club Advisor	Pay Level 2
Jeffrey Zink	Freshmen Class Advisor	Pay Level 2
Malissa Cornette	Sophomore Class Advisor	Pay Level 2
Nicole Parker	Hi-Y Advisor	Pay Level 2
Sharon Nehls	NRHS CARE Team Advisor	Pay Level 4
Sharon Nehls	Spanish Club Advisor	Pay Level 0
Terri Flamm	Senior Class Advisor	Pay Level 3
Timothy Cook	District Art Show, LCE	\$75 stipend

D. Certified Substitutes (2003-2004 School Year)

- | | |
|---------------------|----------------------|
| 1. Sara Bloom | 6. Mishell Knoechel |
| 2. Peggy Frost | 7. Linda LaDow |
| 3. Debra Grindstaff | 8. Tara Miller |
| 4. Steven Grothaus | 9. Jane Stine |
| 5. Julia Kellerman | 10. Steve Strosnider |

E. Intervention Tutors (2003-2004 School Year)
(\$18 per Hour)

Alan Slater	Amy Becker	Judith Bennett
Brian Benzinger	David Brandon	Jon Brandyberry
Cynthia Brittingham	Timothy Brown	Rhonda Cain
John Callebs	Amy Carey	Andrew Carr
Regina Chambers	J. Patrick Crowley	David Dixon
Wayne Endicott	Terri Flamm	William Gabriel
Shannon Graves	Susan Griffin	Gail Hall
William Harris	Douglas Helfin	Phillip Heflin
D. Andrew Helton	John Kinsinger	Donald Lakes
Richard Mahan	Caren Mahoney	Virginia Mischeff
Shirley Morand	Amy Myers	Sharon Nehls
Nicole Parker	James Reaker	Gerald Reardon
James Robinson	Gail Ryan	Deron Shinkle
Rodney Spears	Ronald Stang	Scott Steel
Lisa Taylor	Steven Thompson	Carla Tussey
Patricia Verwold	Teresa Wahl	Gail Weldon
Laani Wuest	Marvin Zeigler	Jeffrey Zink
Lana Gilday	Jane Stine	Janalene Murphy
Melinda Marsh	Teresa Wahl	Kelly Dunham
Michelle Jackson	Lori Richards	Janet Stewart
Bonnie Dannenberg	Carl Dannenberg	Cynthia Banfield
Jane Bevins	Kimberly Sherden	Judith Schaechter
Misty Cresap	Janet Gemma	Rosemary Wiebell
Bonnie Faubion	Bridget Bell	Susan Godsey
Carol Sandberg	Evelyn Banzhaf	Leisa Moore

2003

Market Street School

7:00 p.m.

September 22,

Ruth Ann Maus
Karen Walters

Dianne Kuehner
Patricia Conrad

David Smith
Rebecca Woodard

Shannon Beckett
Kimberly Fultz
Kathryn Paul
Melissa Wildey
David Stone
Gwenn Masterson

Meredith Zimmerman
Constance Hammer
Susan Kelly
Molly Moll
Jeffrey Folkens
Wm. Christopher Zimmerman

Karen Cahall
Rena Snouffer
Amy Smiddy
Amy Cholkas
John Bagley

F. Work Study Student Workers (2003-2004 School Year)
(2 hours per day at \$3 per hour)

1. Ron Bronson
2. Michael Hampton
3. Julia Taylor, effective August 27, 2003

G. Classified Substitute Employees (2003-2004 School Year)

- | | |
|--------------------|--------------------|
| 1. Lisa Vespie | 5. Richard Hardin |
| 2. R. H. Ross | 6. Betty Nort |
| 3. Ron Bird | 7. Angela Rothwell |
| 4. Melissa Darnell | 8. Sharlene Webb |

H. Lay Coaches (2003-2004 School Year)

1. Rob Wells, NRHS Freshmen Football Coach, Pay Level 9
2. Jim Ferris, NRHS Freshmen Girls Basketball Coach, Pay Level 9
3. Robert Murphy, JV Boys Basketball Coach, Pay Level 10

I. Home Instruction Tutors (2003-/2004 School Year)
(\$18 per hour, upon submission of a timesheet)

1. Rhonda Shelton
2. Lana Gilday
3. Jane Stine
4. Michelle Struckman

J. Saturday School Monitors (2003/2004 School Year)
(\$18/hour, upon submission of a timesheet)

1. Mollie Moll
2. Karen Walters
3. Amy Smiddy
4. Judith Schaechter
5. Sue Kelly
6. Rena Snouffer

Market Street School

7:00 p.m.

September 22,

2003

Amy Carey
Steven Thompson
James Reaker
Tina Grippa
John Cline
M. Lee Shepherd
Leisa Moore

Deron Shinkle
Gail Hall
Doglas Heflin
Allison Ball
Kay Walker
Bridget Bell
Evelyn Banzhaf

Carol Sandberg
Beverley Smith
Christen Davis
Sherry Northcutt
Lori Richards

Judith Schaechter
Cathy Singleton
Christine Transier
Susan Stoffel

Roll call: Mr. Zimmerman, yea; Mr. Shepherd, abstain, Mr. Heflin, abstain, Mr. Adamson, yea; Mr. Hawkins, yea. Motion carried.

2004-42 Moved by Mr. Hawkins, seconded by Mr. Zimmerman, to adjourn the [regular](#) meeting. Roll call: all yeas.

Mr. Zimmerman declared the [regular](#) meeting adjourned at 10:57 p.m.

Paul J. Zimmerman, President

Teresa S. Napier, Chief Financial Officer