

# Garfield Heights City Schools LPDC

Minutes of LPDC Meeting:

December 3, 2019

**Present:** **Kim Barber:** High School Representative, **\*Rob Keshock:** William Foster Representative, **Nora Lopez:** Elmwood Representative, **Leah Keefe:** Middle School Representative, **Julie Frederick:** Maple Leaf Representative, **Sean Patton:** Central Office Representative, **Jill Frimel,** Administrative Designate, **Ashlee Ward,** Administrative Designate

*\*Chairperson*

**Not Present:** **Bryan Petsche,** Administrative Designate

## IPDPs (Individual Professional Development Plans) Presented and Approved:

**Elmwood:** none  
**William Foster:** **K. Davis**  
**Maple Leaf:** none  
**Middle School/L. Ctr:** none  
**High School:** **J. Dunbrook**  
**Administration:** none

## IPDPs Presented and NOT Approved:

none

## Verifications Presented and Approved:

**Elmwood:** **M. Neluna** (40 contact hrs: EOA--LETRS Program Units 1 and 2 12/18)  
**William Foster:** none  
**Maple Leaf:** none  
**Middle School/L. Ctr:** **S. Bailor** (2 sem. Hrs: Dominican University of California EDUX 9965 Teacher Empowered Learning 5/19)  
**High School:** none  
**Administration:** none



**Activity Proposals Presented and Approved:**

**Elmwood:**                **J. Portik** (3 sem hrs: Dominican University of California-- EDUO 9101: Fundamentals of Google Docs and Drive **and** 3 sem hrs: Dominican University of California-- EDUO 9104: Teaching and Learning with IPad)

**William Foster:**        none

**Maple Leaf:**            **C. Baxter** (4 sem hrs proposed -- 2 sem hrs: Ashland University--EDU6120B3: Gifted and the General Education Teacher 1 **and** 2 sem hrs: Ashland University--EDU6120C3: Gifted and the General Education Teacher 2)

**Middle School/L. Ctr:** none

**High School:**            none

**Administration:**        none

**District-Wide:**            none

**Activity Proposals Presented and NOT Approved:**

n/a

**License Renewals Processed:**

**Elmwood:**                none

**William Foster:**        none

**Maple Leaf:**            none

**Middle School/L. Ctr:** none

**High School:**            none

**Administration:**        none

**Notifications of Application for Advanced License:**

**Elmwood:**                none

**William Foster:**        none

**Maple Leaf:**            none

**Middle School/L. Ctr:** none

**High School:**            none

**Verification Forms for Educator Leaving / Entering District:**

**Entering:**

none

**Leaving:**

none



**Notes:**

- 1. Application hold time -- ODE limits hold times for applications to 60 days. Applicants who fail to submit required eligibility documentation within 60 days will receive a message stating the Department is declining their applications. Applicants are charged a non refundable \$25 processing fee for each application declined by the Department. PLEASE NOTE that when an e-signer declines or does not sign an application for any reason, the candidate is not charged a processing fee. Applicants may resubmit their applications with the required information.**
- 2. Advanced License Renewal Policy: If you are NOT renewing your Senior or Lead Advanced license, then you will need to renew your past/expired Professional license. Those of you who choose to renew the Senior or Lead Advanced licenses will have to complete the Master Teacher program, again, and then provide documentation of completion to ODE at the time of the renewal. ODE will NOT process your license without it. If you attempt to renew the advanced license without completing the Master Teacher program, there will be a FEE charged for incorrect license application processed. Please share your license renewal information with your LPDC representative accordingly.**
- 3. ODE Policy: As of February 28, 2015, license applicants will be able to upload official documentation in the form of college transcripts to their license renewal application instead of mailing paper documents.**
- 4. The process for ALL license renewal applications at ODE is now digital. You can access your license renewal applications by signing into your SAFE account at ODE. Also, ODE will NOT be mailing paper licenses to the applicant. Licenses are available for download ONLY once the renewal process is complete.**
- 5. All forms, IPDPS, Activity proposals, etc. to be approved by the LPDC at a monthly LPDC meeting MUST be submitted in PD Express or to your LPDC Representative the day BEFORE the scheduled monthly meeting.**
- 6. You must have an approved IPDP on file in order to have any professional development approved by the LPDC.**
- 7. If you have any IPDP / Activity Proposal / Verifications addressed in any LPDC meeting minutes, please PRINT the minutes for your own personal professional file. You will need to supply the proof of professional development at license renewal time.**



***All verifications must include proof of an ORIGINAL college transcript.  
Transcripts will not be returned to staff due to archiving for ODE auditing.***

- 8. ALL staff members please read the Monthly LPDC minutes after each meeting to make sure proposed IPDPs, Activity Proposals, Verifications and other business has been addressed /approved.***
- 9. The LPDC would like to encourage all staff members to monitor the accuracy of your credentials. This can be done by accessing the ODE Website and viewing your information.***
- 10. We are required by law to report identification attached to all decisions. For any IPDPs, Activity Proposals or Verifications which are denied, state ID numbers will be provided. See your representative as to why the decision was made. If you choose to appeal a decision, please submit an appeal form found at the LPDC website.***
- 11. All LPDC forms, helpful information and PD Express can be located at the GHCS district Website under the LPDC location.***

