



Management Council of the Ohio Education Computer Network
Staff Development Committee

MCOECN Professional Development Plan
(Last updated April 13, 2009)

MCOECN Statewide Professional Development Committee:

Bruce Hawkins, Chairman
Jim Vincent (SE Region)
Vicki Wilcox (Central Region)

Mike Crumley (SW Region)
Brenda Krol (NE Region)
Jennifer Schwartz (NW Region)

MISSION

The Management Council of the Ohio Education Computer Network provides leadership for effective and efficient information technology for the learning community in Ohio.

VISION

The MCOECN is the leader in educational information and technology services.

Role of the Staff Development Committee for the Management Council of the Ohio Education Computer Network

Rule 3301-3-7 of the Ohio Administrative Code states the following CEU requirements for the OECN:

“All information technology center staff whose job assignments are related to the support of technology or technology services shall engage in an ongoing program of inservice in the areas of assignment. Each staff member shall earn a minimum of one and one-half CEU’s per year, with a minimum of eight CEU’s earned during any four-year period of employment. Other training in lieu of CEU’s may be used if approved by the department or its designee. CEU requirements for part-time personnel shall be pro-rated.”

For those employees of the OECN who carry a certificate or license also meet the requirements for renewing or upgrading their certificate/license. It is the intention of the Staff Development Committee of the Management Council of the OECN to assist each of the ITC’s in documenting the necessary information for their staff members. It is also the intention of this committee to assess the various staff development opportunities that currently exist to determine if they match the needs of employees within the OECN. If additional staff development programs are needed, the Management Council of the Ohio Education Computer Network will assist in the offering of additional programming.

The Staff Development Committee of the Management Council of the Ohio Education Computer Network will address the following three areas:

1. Establish the format for the staff development program including the requirements for continuing education units (CEU's) and the procedures for the regional staff development committees in each of the five regions of the Management Council.
2. Serve as the appeals board for any OECN employee who feels the Staff Development Committee at the regional level has not made an appropriate decision on that individual's staff development plan or in the awarding of continuous education units.
3. Evaluation of the procedure. The statewide Staff Development Committee for the Management Council will meet twice each year to review staff development procedures and policies and determine if changes need to be implemented. Additional meetings via video or audio may be held if necessary and approved by CEO.

Staff Development Committees at the Regional Level of the Management Council of the Ohio Education Computer Network

In each of the five Management Council regions (Northwest, Northeast, Central, Southeast, Southwest) any region having five or fewer ITC's will have five members on their regional staff development team. Any region having more than five ITC's will have seven members on their regional staff development team. The Management Council, including INFOhio and other Management Council staff members, will have one representative on the Central regional team. Each ITC will have one representative on their regional team and the ITC's from each region may appoint the additional member to meet the maximum of five or seven team members per region.

Since there are more non-licensed employees, it is strongly recommended that each region have a majority of their team (three for five member teams and four for seven member teams) who do not need CEU's or staff development for license renewal or upgrade. The remaining two or three members will be those needing such programs for license renewal or upgrade.

It is also recommended each regional team have the following OECN staff positions represented:

- Fiscal Services
- Student Services
- Technical Services
- Educational Programs
- Other or At Large

The chair and vice-chair of each regional team will be elected annually. These teams will meet three times each year with a required quorum of more than half of the team members present.

Selection/Responsibilities

- Chairperson:** Elected yearly by the regional staff development team.
- Responsibilities: Conduct the Regional Staff Development Committee meetings. Communicate information to members of the Regional Staff Development Committee. Serve as a liaison to the data entry clerk at the Management Council of the OECN. Notify applicants of approval/resubmission status of individual development plans and/or proposals for CEU's.
- Vice Chairperson:** Elected yearly by the regional staff development team.
- Responsibilities: Carry out responsibilities of the chairperson in his/her absence or upon request.
- Recorder:** Elected yearly by a majority of the staff development team.
- Responsibilities: Maintain minutes/time sheets of action taken during staff development committee meetings. Serve as a liaison to the administrative assistant of the Management Council of the OECN.
- Data Entry Clerk:** The administrative assistant of the Management Council of the OECN.
- Responsibilities: Maintain the backup of current information for all OECN employees in the State of Ohio.

Committee Procedures

The regional staff development teams will meet three times per year in regular meetings and at other times for emergent matters. Such emergencies may be the awarding of CEU's for individuals who need a certificate/license before the next scheduled meeting. These emergent meetings may be held in person or by electronic mean. The regional staff development team shall keep confidential all reviews, evaluations, and discussions of the individual staff development plan and/or course/activity proposals. No documents submitted for consideration by the regional staff development team shall be used as examples without written permission from the party involved. All minutes may be made available to the public through the Management Council of the OECN offices. An official vote must be the majority of members present in agreement in any action. A member's abstention will only be allowed if the vote will personally impact that individual or a family member.

Appeals

A written appeals form shall be submitted to the regional staff development chairperson within 20 workdays of denial. All appeals will be reviewed within 30 days of filing with the chair. A person may request to be present at a meeting of the regional staff development team to explain the written appeal. A written request for inclusion on the agenda should be given to the regional staff development team chair at the time of the filing of the appeal. If the appeal is denied, the applicant may request a binding decision rendered by the statewide staff development committee of the Management Council of the Ohio Education Computer Network. The appeal will be heard by the CEO of the Management Council and the four members of the staff development committee of the MCOECN who are not from the region of the person filing the appeal.

Committee Responsibility

The regional staff development team will grant CEU credits to both certificated/licensed employees and to others who need CEU credits for employment with the OECN as required by the Ohio Administrative Code. The chairperson of each regional committee must complete the Regional LPDC Meeting Summary Form and post it to the forums with the meeting minutes within 30 days of each meeting. LPDC meetings conducted are subject to the Sunshine Law in the state of Ohio. Meeting agendas must be posted to the public at least 48 hours in advance.

Reciprocity

All regional staff development teams will accept previously granted CEU's presented by incoming employees provided documentation is submitted and valid. Employees who transfer from one ITC to another will start a new cycle for CEU accumulation just as a new employee would with the exception of any employee who is certified or licensed. In this case, the certified/licensed employee will want to obtain CEU verification from the ITC they are leaving and submit to the new ITC. The new ITC will need to continue to track the previous and future CEU accumulation for such new employees in order to verify the necessary paperwork for certification and licensure purposes. The CEU requirements for OECN members are as follows:

- Full-time employees as required by the Ohio Administrative Code must take 1.5 continuing education units (CEU) per year and no less than 8 CEU's over a four-year period.
- Employees hired during the year will have a number of required CEU's prorated by the number of days worked.
- Employees working part-time will have a number of required CEU's prorated by their full-time equivalency (FTE).

- Employees who are not assigned on a regular basis or are contracted on an as-needed basis are waived from the requirement of CEU's if they are less than .3 FTE (full-time equivalency).
- All members of the OECN who do not need CEU's for certification or licensure will be required to follow the rules established by the Staff Development Committee of the MCOECN.
- Those employees who do need CEU's for certification and licensure and are not under a collective bargaining agreement will also follow such procedures.
- Those employees who do need CEU's for certification or licensure and are working under a collective bargaining agreement may follow the procedures of the Management Council of the OECN if agreed upon by the collective bargaining unit representing the employee.

Amendments

Amendments to these procedures must have a majority vote of the Staff Development Committee of the MCOECN. Amendments will be reviewed at either of the two statewide committee meetings during the year or at any additional meetings which may be held.

Submission of Forms

1. Employee Data Sheet (green) – This is for new employee's to complete and submit to the LPDC person at their site (so they can be entered into the system).
2. Yearly Staff Development Plan (blue) – Completed forms should first be approved by the employee's supervisor and then submitted by October 1 for final approval to the LPDC representative at a different ITC within the same region.
3. Regional Appeal Form (tan)
4. Activity Verification Form (yellow) – This form should be approved by the employee's supervisor if the activity requires pre-approval. Forms should be submitted to the LPDC representative for approval at a different ITC within the same region.
5. Approval Verification Form for Employees Leaving or Transferring from an ITC (purple) – This form is optional and designed to help ITC's verify CEU's for employees that will be leaving and going to another educational entity.
6. Regional LPDC Meeting Summary Form – This form must be completed by the regional LPDC chair and posted to the MCOECN Forum with the meeting minutes within 30 days of each meeting.
7. License/Certification Renewals – Renewal rates and applications can be obtained through the ODE website. Completed forms should be signed by the regional chairperson and Bruce Hawkins. Renewal fees made out to the Treasurer, State of Ohio, and applications should be sent to Bruce Hawkins, 1365 New Gambier Road, Mount Vernon, Ohio, 43050, for submission to ODE for approval.

OECN Regional Appeal Form

Name of person requesting appeal: _____

Date: _____

It is the appellant's responsibility to select a certified or licensed educator or another OECN employer to serve as his/her choice on the Third Party Review panel. On the line below, please write the name of the person you have requested to serve.

Name	Home Address	Home Phone #
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Please supply the names of five other certified or licensed educators or other OECN employee whom you would not object to as being the third mutually agreed upon panel member.

Name	Home Address	Home Phone #

Regional Staff Development Team Appeals Notification

_____ Agreement has been reached on the selection of the panel members. They are as follows:

- _____ (Regional Staff Development Team choice)
- _____ (Appellant's choice)
- _____ (Mutual choice)

The Third Party Review will occur on (date) _____ at _____ am/pm.
You may be present at this review.

_____ Agreement has not been reached on the selection of panel members. On the back of this form, please supply us with five additional names.

Signature of RPDT Representative	Date	(Tan)
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Regional Staff Development Team Annual Staff Development Plan

Submit by July 1 of each school year.

Name _____ Date _____
ITC _____ Position _____

FTE (full-time equivalency) _____

Please Note: If your FTE changes after this form has been completed, please resubmit this form.

1. What growth targets will you emphasize in your staff development this year?
2. How will your staff development address the goals of the Continuous Improvement Plan?
3. Indicate type(s) of activities which you plan to complete.

_____ College Course Work
_____ Workshops, Conferences, Clinics, Seminars
_____ Committee Work
_____ Independent Activity Projects
_____ State/Regional Discussions

4. If you wish to be granted a waiver this year for exceeding any of the annual CEU limitations that are in place for each type of activity for the purpose of license/certification renewal only, please check here _____.

5. Reviewed by director or supervisor _____
Supervisor/Director's Signature _____ Date _____

6. Employee's signature _____ Date _____

(Please make a copy of this form for your personal records.)

OFFICE USE ONLY (Last updated 10/08/09) (B1)

Approval (Must be the LPDC Representative from a Different
ITC.) _____ Date _____

_____ Approval pending upon (See back of this form.)

Evaluation Rubric

Question #1 _____

_____ Give more detail to explain your intent

_____ Phrase in more complete/connected thoughts

Question #2 _____

_____ Give more detail to explain your intent

_____ Give more detail related to your job assignment

_____ Phrase in more complete/connected thoughts

Question #3 _____

_____ No activities indicated

Approval Verification Form for Employees Leaving or Transferring from an ITC

This verifies that the attached copy of the Individual Staff Development Plan was approved on _____ and that (employee's name) _____ of (ITC leaving) _____ has completed _____ college/university semester hours and _____ local continuing education units (CEU's) towards the completion of this plan. In addition, all CEU's accumulated and approved since (hire date) _____ through the employee's separation date of _____ are listed on the attached report for a total of _____ CEU's. A copy of this completed form is being forwarded to (name of new ITC) _____.

Date

ITC LPDC Representative's Signature

Please Note: If the employee completing this form is also the person that is the LPDC representative at the ITC they are leaving, this form must be signed by the regional LPDC chairperson. (If this is the case, please have them sign/date here.) _____

(Purple) (Last updated 03/30/06)

Regional LPDC Meeting Summary Form

Each regional committee is required to meet at least three times per year as stated in the MCOECN Statewide PD Plan. The following information should be completed and posted in the regional folder of the MCOECN Forums by the regional chairperson along with the meeting minutes within 30 days of each meeting.

Region:

Meeting Date/Time:

Meeting Format (audio, video, in-person):

Names of Attendees (please note the requirement is that more than half of committee members must be present in order to conduct a meeting):

Date/Time of Next Meeting:

Are there any issues or questions that your committee would like the Statewide Committee to address? If so, please explain:

Please list each committee person's name, email address, and ITC. Please indicate who is Chair, Vice-Chair, and Secretary. This information should be completed once per year after these positions are assigned and updated as necessary. Please Note: Regions with more than 5 ITCs are required to have 7 committee members. Regions with 5 or fewer ITCS are required to have 5 committee members.

Regional Staff Development Team Activity Verification

Name _____ ITC _____

Submit this form to your professional development representative as soon as possible and no later than 30 days after each fiscal year begins to receive credit for activities during the previous year.

- _____ **College Course Work** (Unlimited)
- _____ **Professional Conference (teleconference [video/audio], webcast, podcast, workshop, clinic, institute, academy, seminar)** (Unlimited) See CEU Guidelines for pre-approvals and activity verifications required.
- _____ **Self-paced, Computer-based Instruction** (Unlimited) *Pre-approval required
- _____ **Manual/Book Study** (Unlimited) *Pre-approval required
- _____ **State/Regional Discussions** (1 CEU per program type; 2 CEU's per year max)
- _____ **Professional Committee** (1 CEU per committee per year – including all sub-committees that fall under the same committee)
- _____ **Mentorship** (1 CEU per year)
- _____ **Video/Audio Review** (1 CEU per year)
- _____ **Presenter** (1 CEU per year)
- _____ **Grant Writing** (1 CEU per year)
- _____ **Other Projects** (1 CEU per year) *Pre-approval required

*Director or Supervisor's Initials for Pre-Approved Activities _____ Date _____

Specific Title/Proposed Area of Study	Date(s) of Activity	Clock Hours Requested/ College Credit Hours
_____	_____	_____
_____	_____	_____

Please Note: You may not count lunch or breaks. Specific hours will be granted according to guidelines of the Regional Staff Development Team.

Employee's signature _____ Date _____

Signature of Presenter/Facilitator for Committee Work
(if you do not have other documentation) _____ Date _____

Office Use Only (Y1) (Last Updated 10/08/09)

Approval (Must be the LPDC Person from a Different ITC.) _____

_____ Number of CEU's granted Date _____

_____ Approval pending upon (See back of this form)

Evaluation Rubric

Complete marked area (s) for final approval:

- _____ attachment, appropriate to activity needed
- _____ presenter/facilitator signature needed
- _____ appropriate evidence of self-instruction needed
- _____ needs more information/identification of type of study
- _____ needs more information/identification of title and/or area of study
- _____ indicate or clarify date(s)
- _____ amend hours to reflect actual involvement time

Please make a copy of this form for your personal records.