



Management Council of the Ohio Education Computer Network  
Staff Development Committee

**MCOECN Professional Development Plan**  
(Last updated September 10, 2003)

Vicki Wilcox  
Kim Koehler

Bruce Hawkins, CEO  
Dennis Horan  
Norma Stewart

Cindy Jessee  
Tina Williams-Brandon

---

## ***MISSION***

The mission of the Management Council of the Ohio Education Computer Network (MCOECN) is to provide a support structure to our membership for planning, promoting, facilitating, and operating effective and efficient information technology related services to the PK-12 learning community in Ohio.



---

## ***VISION***

MCOECN is *the* recognized entity for providing leadership for technology in the PK-12 education community in Ohio.

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

The OECN is unique in that all employees must document staff development each year. All OECN employees must have a minimum of 1.5 CEU's per year and a minimum of 8 CEU's in any four-year period. 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 DA Sites 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.

## **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 DA Sites will have five members on their regional staff development team. Any region having more than five DA Sites 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 Northwest regional team. Each DA Site will have one representative on their regional team and the DA Sites 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.

## **Reciprocity**

All regional staff development teams will accept previously granted CEU's presented by incoming employees provided documentation is submitted and valid. The CEU requirements for OECN members are as follows:

- Full-time employees as required by the Ohio Administrative Code must take 1.5 continuous 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.

## **Timeline for Submission of Forms**

1. Employee Data Sheet (green) – Regional Staff Development Team by the first of October each year
2. Yearly Growth Plan (blue) – Regional Staff Development Team by the first of October each year
3. Appeal Form (ivory)
4. Activity Verification Form (yellow)
5. Conference Attendance Request (use individual DA Site Form)
6. Approval Verification Form for License (gray)
7. Approval Verification Form for Employees Leaving or Transferring from a DA Site (purple)



## OECD Regional Appeal Form

Name of person requesting appeal: \_\_\_\_\_

Date: \_\_\_\_\_

It is the appellant's responsibility to select a certified or licensed educator or another OECD 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 #
------	--------------	--------------

Please supply the names of five other certified or licensed educators or other OECD 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)
----------------------------------	------	-------

# Regional Staff Development Team Yearly Staff Development Plan

**Submit by October 1 of each school year.**

Name \_\_\_\_\_ Date \_\_\_\_\_

FTE (full-time equivalency) requirement \_\_\_\_\_

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

DA Site \_\_\_\_\_ Position \_\_\_\_\_

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

4. Reviewed by director or supervisor \_\_\_\_\_  
Supervisor/Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

5. Employee's signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please make a copy of this form for your personal records.)

OFFICE USE ONLY (Last updated 04/05/04) (B1)

\_\_\_\_\_ Approval pending (See back of this form)  
\_\_\_\_\_ Approved by Regional Staff Development Team

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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

**Regional Staff Development Team  
Activity Verification**

Name \_\_\_\_\_ DA Site \_\_\_\_\_

**Return this form to your Regional Staff Development Team as soon as possible upon the completion of this activity. Indicate the type of activity and complete as directed:**

\_\_\_\_\_ **College Course Work:** Attach photocopies of official transcript or grade card to this form.

\_\_\_\_\_ **Workshops, Conferences, Clinics, Seminars:** Attach certificate of completion or agenda, brochure, outline of meeting indicating sessions attended.

- \_\_\_\_\_ **Computer-based Instruction**
- \_\_\_\_\_ **Manual/Book Study (\*Approval)**
- \_\_\_\_\_ **State/Regional Discussions**
- \_\_\_\_\_ **Professional Committee**
- \_\_\_\_\_ **Mentorship**
- \_\_\_\_\_ **Video/Audio Review**
- \_\_\_\_\_ **Presenter**
- \_\_\_\_\_ **Grant Writing**
- \_\_\_\_\_ **Other Projects (\*Approval)**

\*Director or Supervisor's Initials for Pre-Approved Activities \_\_\_\_\_

Specific Title or Proposed Area of Study	Date(s) of Activity	Clock Hours Requested* or College Credit Hours
---	---------------------	---

_____	_____	_____
_____	_____	_____

\*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 4/5/04)**

\_\_\_\_\_ Approved      \_\_\_\_\_ 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 self-instruction proof 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.**

**Approval Verification Form  
for Employees Leaving or Transferring  
from a DA Site**

This verifies that the attached Individual Staff Development Plan was approved on \_\_\_\_\_ and that (employee's name) \_\_\_\_\_ has completed \_\_\_\_\_ college/university semester hours and \_\_\_\_\_ local continuing education units (CEUs) toward the completion of this plan.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of DA Site LPDC Representative

\_\_\_\_\_  
DA Site LPDC Representative's Signature

Please note: If the employee completing this form is also the person that is the LPDC representative at the DA Site they are leaving, this form must be signed by the regional LPDC chairperson.

Management Council of the Ohio Education Computer Network  
8050 North High Street, Suite 150  
Columbus, OH 43235  
(614) 840-9810

(Purple)