

WEST VIRGINIA  
SECRETARY OF STATE

NATALIE E. TENNANT

ADMINISTRATIVE LAW DIVISION

Form #5

Do Not Mark In This Box

FILED

2011 DEC 16 AM 11:41

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W. Va. Constitution, Article XII, §2 and W. Va. Code §18-2-5 and  
§§18-5A-1 through 3

RULE TYPE: PROCEDURAL \_\_\_\_\_ INTERPRETIVE \_\_\_\_\_

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W.Va. Code §§29A-3B-1, et seq.; W.Va. Board of Education  
v. Hechler, 180 W.Va. 451; 376 S.E.2d 839 (1988).

AMENDMENT TO AN EXISTING RULE: YES X NO \_\_\_\_\_

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 11A

TITLE OF RULE BEING AMENDED: Local School Improvement Councils: Engaging  
Parents, Families, Students, Business and Community in Education (2200)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS January 17, 2012.



Charles K. Heinlein  
Deputy State Superintendent of Schools

**EXECUTIVE SUMMARY**  
**WEST VIRGINIA DEPARTMENT OF EDUCATION**

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**Policy Number and Title:** Policy 2200, Local School Improvement Councils: Engaging Parents, Families, Students, Business and Community in Education

**Background:** Legislation authorizing Local School Improvement Councils (LSICs) was enacted in 1990. The intent of this policy is to provide guidelines for establishing effective Local School Improvement Councils (hereinafter LSIC) that achieve their legislative purpose (W.Va. Code §18-5A-1). LSICs are the vehicle to promote the broader school community in efforts that support local initiatives to impact school effectiveness.

**Major Revisions or Reason for New Policy:** This action is a repeal of former Policy 2200 replaced with new language.

**Impact:** WVBE Policy 2200 creates the expectation for Local School Improvement Councils to be vital partners and resources for all public schools in West Virginia.

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**Response to Comments:** During the public comment period, nine comments were received from two individuals. One comment regarding opening meetings was accepted and incorporated into the policy.

**Local School Improvement Councils: Engaging Parents, Families, Students, Business and Community in Education: Policy 2200**

**External Stakeholders**

Gayle C. Manchin

Wade Linger

Priscilla Haden

Emily Papadopoulos

Dale Lee

Judy Hale

Justin Raber

Dana Waldo

**Internal Stakeholders**

Dr. Amelia Courts

David Price

Chuck Heinlein

Betty Jo Jordan

Shelly Stalnaker

Liza Corderio

FILED

TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION  
SERIES 11A

2011 DEC 16 AM 11:41

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**LOCAL SCHOOL IMPROVEMENT COUNCILS: ENGAGING PARENTS, FAMILIES,  
STUDENTS, BUSINESS AND COMMUNITY IN EDUCATION (2200)**

**§126-11A-1. General.**

1.1. Scope. - This rule provides guidelines for the development of Local School Improvement Councils (LSICs) that promote parent, family, student, business and community engagement.

1.2. Authority. - W. Va. Constitution, Article XII, §2 and W. Va. Code §18-2-5 and §§18-5A-1 through 3.

1.3. Filing Date. - December 16, 2011.

1.4. Effective Date. - January 17, 2012

1.5. Repeal of a Former Rule - This legislative rule repeals and replaces W. Va. 126CSR11A "Parent Involvement in Education" (2200) filed March 13, 2008 and effective July 1, 2008.

**§126-11A-2. Purpose.**

2.1. Everyone in a community benefits from effective schools. The West Virginia Board of Education (hereinafter WVBE) believes that parent, family, business, and community engagement at early childhood, middle and adolescent levels is absolutely fundamental to a healthy system of public education. The WVBE further believes education is a shared responsibility. When parents, families, businesses, and members of the community are involved with schools, all children benefit. Adult participation sends the message that school is important and the work children do there is worthy of adult attention. Research on community and family involvement with schools has consistently shown that such involvement adds to the quality of the schools involved and makes a difference in children's behaviors and academic achievement.

2.2. The intent of this policy is to provide guidelines for establishing effective Local School Improvement Councils (hereinafter LSIC) that achieve their legislative purpose (W.Va. Code §18-5A-1). LSICs are the vehicle to promote the broader school community in efforts that support local initiatives to impact school effectiveness. LSICs shall assist the school and system in ensuring parental, family, business and community involvement is embedded in all aspects of the school and county strategic plan. LSICs help develop and promote the school and system vision for excellence by being a catalyst for innovation.

2.2.a. Parents, as used in this policy, means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

2.2.b. Family includes family members (e.g. guardians, parents, aunts, brothers, grandparents) and significant others whose involvement may be important to the child.

2.2.c. Community refers to all of the individuals who reside in a common locality including: residents, businesses, social organizations and networks, faith-based organizations, and civic leaders.

### **§126-11A-3. Organization of Local School Improvement Councils.**

3.1. Local School Improvement Councils LSICs represent the voice of the community's education stakeholders. Thus members contribute diverse expertise and insight to address complex issues and propose solutions that ultimately benefit students.

3.1.a. W. Va. Code §18-5A-2 defines the members of LSICs. While these members are entitled to vote, nothing prohibits expanding the membership of LSICs to include non-voting members or to request other stakeholders to participate in meetings of the LSIC.

3.1.b. Principals are encouraged to elect new LSIC members in May or June so that LSIC members are in place by July 1 and can play an active role in summer activities, strategic plan development, orientations and transition activities, etc. However, the school principal shall arrange for LSIC election of members to be held prior to the fifteenth day of September of each school year (W.Va. Code §18-5A-2).

3.1.c. The school principal shall ensure that all LSIC members receive appropriate training regarding the roles and responsibilities of LSIC members to create a highly effective LSIC. The West Virginia Department of Education (hereinafter WVDE) has developed online materials that may be used for LSIC member training sessions.

3.2. As soon as possible after the election of LSIC members, school principals are encouraged to convene the first meeting of the LSIC (as soon as practicable after July 1 of the current school year). However, the principal shall convene an organizational meeting of the LSIC (W. Va. Code §18-5A-2) no later than the first day of October of each school year. At this first meeting, the LSIC elects from its membership a chair and two members to assist the chair in setting the agenda for each LSIC meeting. The principal of the school shall not serve as the LSIC chair.

3.2.a. The LSIC must meet at least once every nine weeks or equivalent grading period at the call of the chair or by three fourths of its members.

3.2.a.1. All meetings of the LSIC must be open to the public in compliance with the provisions of the Open Governmental Proceedings Act (W. Va. Code §6-9A-2(6)).

3.2.b. Each LSIC shall adopt a set of bylaws or meeting procedures. The WVDE provides resources and technical assistance for conducting effective LSIC meetings.

#### **§126-11A-4. Required Activities for All Local School Improvement Councils.**

4.1. Each LSIC is vested with specific statutory and policy responsibilities and authorities that convey an expectation for high ethical behavior.

4.2. Each LSIC shall annually develop and deliver a report to the countywide council on productive and safe schools (W. Va. Code §18-5A-2 (l)).

4.3. Each LSIC may propose alternatives to the operation of the public school which will meet or exceed the high quality standards established by the WVBE and will increase administrative efficiency, enhance the delivery of instructional programs, promote community involvement, or improve the educational performance of the school generally.

4.3.a. The alternatives proposed by the LSIC may include matters which require the waivers of policies or rules promulgated by the WVBE or county board or state superintendent interpretations (W. Va. Code §18-5A-3). The WVBE has established procedures to receive waiver requests and take appropriate action.

4.3.b. The LSIC may also submit a written statement, with supporting reasons, to the legislative oversight commission on education accountability (hereinafter LOCEA) recommending a waiver of statute or legislative rule. LOCEA shall review and determine whether a recommendation should be made to the Legislature to waive such statute or rule.

4.4. Every school must develop and implement a five year school strategic plan (WVBE Policy 2510, Section 12.2.1). The plan must be prepared and monitored by the LSIC and other stakeholders as appropriate under the leadership of the school principal and in cooperation with faculty senate, school technology team and school curriculum team.

4.4.a. The five-year school strategic plan specifies how the school intends to increase student achievement and positively impact other student outcomes. The plan must be developed and implemented using a continuous improvement process, be based on all available data regarding student achievement and align with the goals of the district Five-Year System Strategic Plan.

4.4.b. The LSIC shall assist the school in embedding parental, family, business and community involvement strategies in all aspects of the strategic plan.

4.5. Each LSIC shall meet at least annually with the county board of education (W. Va. Code §18-5A-2(i) and W. Va. Code §18-5-14). The LSIC chair, or designee, shall be prepared to address any matters as may be requested by the county board and may provide any other information, comments or suggestions the LSIC wishes to bring to the county board's attention.

#### **§126-11A-5. Expectations for Local School Improvement Councils: Desired Outcomes and Results**

5.1. When a community takes an interest in a school it shows and when a school truly is part of the community it shows. LSICs play a key role in establishing and maintaining that reciprocal relationship. By virtue of their position in the community, LSIC members have an established level of trust and respect; therefore, they can activate resources, rally support, effect change, and broadcast data and results.

5.2. Each LSIC shall operate from a concise and targeted action agenda that guides them in accomplishing and realizing their goals. The action agenda can be used to encourage collaboration with other school and community groups (e.g., PTA, PTO, boosters, faith-based community, civic groups) to achieve measurable outcomes.

5.2.a. The LSIC shall utilize data: student achievement, discipline, parent, student, staff and community surveys, the school's strategic plan, and other pertinent data to drive their action agenda.

5.2.b. The action agenda shall include high yield strategies that result in measureable school growth, improved student achievement, and innovation. These strategies shall foster the following guiding principles:

5.2.b.1. Providing a respectful, inclusive school community that welcomes all parents, families, community members and businesses to participate in all students' education.

5.2.b.2. Using many different modes of communication, including 21<sup>st</sup> century technology tools, to interact with parents and the broader community about education issues and ensuring parents, families, business and community members are encouraged to communicate with the school.

5.2.b.3. Developing more effective forms of school-to-home and home-to-school communications with all families each year about school programs and their children's progress.

5.2.b.4. Working together to support families' parenting skills and activities that prepare young children for school and promote ongoing achievement.

5.2.b.5. Providing information and ideas to parents and families about how to establish home environments to support children as students such as reading with children, engaging them in educational activities, helping them with homework and other curricular-related activities, decisions and planning.

5.2.b.6. Providing educational opportunities for educators about current research, model programs and best practices for engaging parents, families, and community members in improving student achievement.

5.2.b.7. Developing student leadership and student voice and celebrating successes of students to encourage student achievement.

5.2.b.8. Having high expectations for parents, families and community members to become partners in education to support school improvement and student success.

5.2.b.9. Involving businesses to enhance educational opportunities, career development, and experiential learning.

5.2.b.10. Collaborating with the community to connect students, families, and staff to expanded learning opportunities, community services, and civic participation. Ultimately strengthening school programs, family practices, and student learning and development.

5.2.3. The LSIC shall monitor and evaluate the implementation and impact of their action agenda. Outcomes of the action agenda shall be shared with the community and with the local board of education during the annual meeting between the board and the LSIC.

#### **§126-11A-6. School Leadership and Local School Improvement Councils.**

6.1. The school principal shall collaborate with the LSIC to establish, promote and maintain a safe and effective learning environment for all. It is the principal's responsibility to elevate the importance and voice of the LSIC.

6.1.a. The school's LSIC is a vital resource for connecting the school to families and the larger community.

6.1.b. The LSIC is a vehicle to activate or develop community partnerships and resources that support student learning and success.

#### **§126-11A-7. County Board of Education Responsibilities.**

7.1. Each county board of education shall meet with each LSIC at least annually. The local board identifies the issues they wish the LSIC to address (W.Va. Code §18-5-14(a)(1)(D)). The LSIC may also provide other information, comments or suggestions the council wishes to bring to the county board's attention. All information presented during the meeting shall also be submitted to the county board in writing.

7.1.a. Each county board shall report details of their meetings with LSICs to the state board at the conclusion of the school year, but no later than the first day of September each year (W. Va. Code §18-5-14 D (2)).

7.2. Each county board of education shall adopt and implement a policy that provides for parent, family, business and community involvement in the schools.

7.2.a. Each county policy shall promote parents, families, community and business members, through a variety of means, to become involved in children's education.

7.2.b. Each county policy shall meet the criteria for compliance with federal programs.

7.2.c. Each county policy shall be developed by a committee consisting of, but not limited to, classroom teachers, parents/family members of school-age children, community members, business members, principals and other school personnel. The committee shall be representative of a variety of schools and shall include representation from early, middle and adolescent levels.

7.2.d. Each county shall provide training for teachers, parents and administrators, in cooperation with state and local agencies that would help realize the objectives set forth in the county policy.



7.3. Each county board of education's strategic plan shall be developed utilizing a collaborative strategic planning committee comprised of education personnel, parents, family, students, business, and community members. The collaborative approach assures involvement of all stakeholders in the planning for students' success. The county's strategic plan shall reflect the importance of stakeholder involvement and advocacy as critical elements of students' academic success, healthy living and emotional well-being.

7.3.a. The five-year school system strategic plan specifies how the county school system intends to strengthen the county education program in order to increase student achievement and positively impact other student outcomes.

7.3.b. Each county's strategic plan shall include an ongoing, two-way communication system that includes feedback mechanisms for parents, families, students, communities and school staff.

**§126-11A-8. Severability.**

8.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

**FISCAL NOTE FOR PROPOSED RULES**

Rule Title: Policy 2200: Local School Improvement Councils: : Engaging Parents, Families, Students, Business and Community in Education

Type of Rule:     Legislative     Interpretive     Procedural

Agency:        West Virginia Department of Education

Address:        1900 Kanawha Boulevard, East  
                    Capitol Complex Building 6, Room 362  
                    Charleston WV 25305

Phone Number: 304-558-2118        Email: [bjjordan@access.k12.wv.us](mailto:bjjordan@access.k12.wv.us)

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**Fiscal Note Summary**

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

There is no fiscal cost or generation of revenue through West Virginia Board of Education Policy 2200: : Engaging Parents, Families, Students, Business and Community in Education
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**Fiscal Note Detail**

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "-" for decrease)	Next Increase/Decrease (use "-" for decrease)	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0	0	0
Personal Services	0	0	0
Current Expenses	0	0	0
Repairs & Alterations	0	0	0
Assets	0	0	0
Other	0	0	0
2. Estimated Total Revenues	0	0	0

Rule Title: Policy 2200: Local School Improvement Councils: : Engaging Parents, Families, Students, Business and Community in Education

3. **Explanation of above estimates (including long-range effect);**  
Please include any increase or decrease in fees in your estimated total revenues.

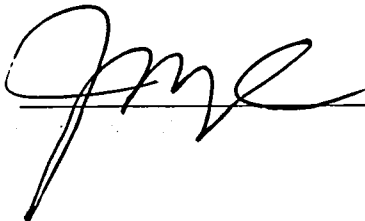
This rule, Policy 2200, has no fiscal impact.

**MEMORANDUM**

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

This rule, Policy 2200, has no fiscal impact

Signature of Agency Head or Authorized Representative

 \_\_\_\_\_

Date

 \_\_\_\_\_

Local School Improvement Councils: Engaging Parents, Families, Students, Business and Community in Education

COMMENT LOG

Action		Type	
N	No Response	-	Negative
NA	Not Accepted	+	Positive
A	Accepted	o	Neutral

DATE	INDIVIDUAL ORGANIZATION	COMMENTS	ACTION/TYPE	RATIONALE
§126-11A-1 General				
09-16	Andy Kriceley Publisher abkkriceley@timeswv.com Times West Virginian PO Box 2530 Fairmont WV 26554	I applaud the effort to improve the role and involvement of LSIC's in our public schools. One element that I would suggest is to add requirements	A/+	The WV Ethics Commission has issued two opinions that indicate LSICs are more than merely an advisory body and therefore must comply with provisions of the Open Governmental Proceedings Act.

		regarding Public meeting notice, Open records and Open meetings. Thank You!		
10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	No Comment		
10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	No Comment		
<b>\$126-11A-2 Purpose</b>				
<b>\$126-11A-3 Organization of Local School Improvement Councils</b>				
10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	3.1.a Amend section 7(b) of 18-5A-2 to not allow any parent who works at the school to serve on the LSIC Appoint 5th or 6th grade	NA/0	3.1.a Comment would require change to W. Va. code

		<p>student to LSIC of elementary schools. Appointment made by 3 teachers on LSIC.</p> <p>3.2. Require that the student representative be selected as chair or one of two members to assist chair.</p> <p>3.2.a The LSIC must meet at least twice every nine weeks or equivalent grading period. The first meeting must be held the first week of the period and the second meeting the last week of</p>		
	<p>NR/0</p>		<p>3.2 Nothing prohibits a student being selected as chair</p>	
	<p>NR/0</p>	<p>3.2.a Nothing prohibits an LSIC from meeting more frequently than once every nine weeks</p>		

		the period. Additional meetings per period may be called by the chair or three-fourths of its members.		
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**§126-11A-4 Required Activities for All Local School Improvement Councils**

10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	4.3 Reduce the amount of time for a county to respond to a waiver from two months to 10 days to give LSICs that capability to respond quickly to changing teacher and student needs.	NA/0	4.3 Comment would require change to W.Va. Code
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**§126-11A-5 Expectations for Local School Improvement Councils: Desired Outcomes and Results**

10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	5.2.b How is school growth measured? How is student achievement measured? How is	NR/0	5.2.b Comment is more of a question rather than suggestion for policy
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		<p>innovation measured? In each case how will the action agenda proposed by the LSIC be assessed?</p> <p>5.2.b.1-10. How are each of these guiding principals benchmarked year-to-year? Are action items required for each guiding principle? Can the school report card that is issued be amended to include a section for each guiding principle to show how and what each school did in each area?</p>		
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**§126-11A-6 School Leadership and Local School Improvement Councils**



<p>10-10 Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304</p>	<p>6.1 How is a safe and effective learning environment assessed? How is the importance and voice of the LSIC assessed? Can we benchmark which schools have the most thorough and efficient LSIC?</p>	<p>NR/0</p>	<p>6.1 Comment is more of a question than suggestion for policy. It is not intent of policy to create a ranking/rating system of LSICs.</p>
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**\$126-11A-7 County Boards of Education Responsibilities**

<p>10-10 Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304</p>	<p>Delete 7.2 thru 7.3.b. Redundant as it mirrors the responsibilities of the LSIC.</p>	<p>NA/0</p>	<p>Sections of policy cited are necessary</p>
<p><b>\$126-11A-8 Severability</b></p>			
<p>10-10 Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304</p>	<p>No Comment</p>		

## Local School Improvement Councils: Engaging Parents, Families, Students, Business and Community in Education

### COMMENT LOG

Action		Type	
N	No Response	-	Negative
NA	Not Accepted	+	Positive
A	Accepted	o	Neutral

DATE	INDIVIDUAL ORGANIZATION	COMMENTS	ACTION/TYPE	RATIONALE
<b>§126-11A-1 General</b>				
09-16	Andy Kniceley Publisher abkniceley@timeswv.com Times West Virginian PO Box 2530 Fairmont WV 26554	I applaud the effort to improve the role and involvement of LSIC's in our public schools. One element that I would suggest is to add requirements regarding Public meeting notice, Open records and Open meetings.  Thank You!		
10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	No Comment		
<b>§126-11A-2 Purpose</b>				
10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	No Comment		
<b>§126-11A-3 Organization of Local School Improvement Councils</b>				
		3.1.a Amend section 7(b) of 18-5A-2 to not allow any parent who works at the school to serve on the LSIC  Appoint 5th or 6th grade student to		

10-10	<p>Tim McClung                  tim@wvedreform.com                  200 B                  27th St                  Charleston WV 25304</p>	<p>LSIC of elementary schools.                  Appointment made by 3 teachers on LSIC.</p> <p>3.2. Require that the student representative be selected as chair or one of two members to assist chair.</p> <p>3.2.a The LSIC must meet at least twice every nine weeks or equivalent grading period. The first meeting must be held the first week of the period and the second meeting the last week of the period. Additional meetings per period may be called by the chair or three-fourths of its members.</p>		
<b>§126-11A-4 Required Activities for All Local School Improvement Councils</b>				
10-10	<p>Tim McClung                  tim@wvedreform.com                  200 B                  27th St                  Charleston WV 25304</p>	<p>4.3 Reduce the amount of time for a county to respond to a waiver from two months to 10 days to give LSICs that capability to respond quickly to changing teacher and student needs.</p>		
<b>§126-11A-5 Expectations for Local School Improvement Councils: Desired Outcomes and Results</b>				
10-10	<p>Tim McClung                  tim@wvedreform.com                  200 B                  27th St                  Charleston WV 25304</p>	<p>5.2.b How is school growth measured? How is student achievement measured? How is innovation measured? In each case how will the action agenda proposed by the LSIC be assessed?</p> <p>5.2.b.1-10. How are each of these guiding principals benchmarked year-to-year? Are action items required for each guiding principle? Can the school report card that is issued be amended to include a section for each guiding principle to show how and what each school did in each area?</p>		
<b>§126-11A-6 School Leadership and Local School Improvement Councils</b>				
	<p>Tim McClung</p>	<p>6.1 How is a safe and effective learning environment assessed?</p>		

10-10	tim@wvedreform.com 200 B 27th St Charleston WV 25304	How is the importance and voice of the LSIC assessed? Can we benchmark which schools have the most thorough and efficient LSIC?		
<b>§126-11A-7 County Boards of Education Responsibilities</b>				
10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	Delete 7.2 thru 7.3.b. Redundant as it mirrors the responsibilities of the LSIC.		
<b>§126-11A-8 Severability</b>				
10-10	Tim McClung tim@wvedreform.com 200 B 27th St Charleston WV 25304	No Comment		