



**PUBLIC HEARINGS ON POLICIES 5100, 5202 AND 5500**

**DATES, SITES AND PROCEDURES**

**APRIL 29, 1997**

<b><u>RESA</u></b>	<b><u>BUILDING</u></b>	<b><u>ADDRESS/TELEPHONE</u></b>	<b><u>WVDE STAFF</u></b>
I	Independence JHS	P.O. Box 1171, Sophia 304-683-4542	Keith Smith
II	Cabell-Midland HS	U.S. Route 60, Ona 304-743-7400	Carolyn Arrington
VI	Wheeling Park HS	RD 4 Park View Rd., Wheeling 304-243-0400	Bill Luff
VIII	James Rumsey VT	RFD 6 Box 268, Martinsburg 304-754-7925	Barbara Jones

**MAY 1, 1997**

III	Capital HS (Room 118)	1500 Greenbrier, Charleston 304-348-6500	Mike Valentine
IV	Fayetteville HS	515 W. Maple, Fayetteville 304-574-0560	Lenore Zedosky
V	Parkersburg So. HS	1511 Blizzard Dr. Parkersburg 304-420-9610	Carolyn Meadows
VII	E. Fairmont HS	1 Orion Lane, Fairmont 304-367-2123	Adam Sponaugle

**HEARING PROCEDURES**

1. Doors will be open by 6:00 p.m. Hearing begins at 7:00 p.m.
2. All persons desiring to speak must sign in between 6:15 and 6:45. Speakers will receive a maximum of five minutes for their remarks. Speakers must provide a written copy of their remarks.
3. Smoking is not permitted at any of the hearing sites.

EXECUTIVE SUMMARY  
WEST VIRGINIA BOARD OF EDUCATION

POLICY NUMBER AND TITLE: 5500  
County Professional Staff Development Councils

PUBLIC COMMENT PERIOD ENDS: May 16, 1997 ADOPTED: \_\_\_\_\_

BACKGROUND

Since November 1996 a committee of West Virginia public school and higher education personnel have been preparing a replacement policy for Policy 5500 County Professional Staff Development Councils. The committee was co-chaired by Dr. Roscoe Hale, Marshall University Professor, and Peggy Hawse, a Hardy County Elementary Principal. The intent of the committee was to review the existing Policy 5500 and make changes to ensure student learning.

PURPOSE

Schools exist to facilitate student learning. Ongoing professional staff development for all personnel is essential to enhancing improved teaching and student learning. Professional staff development should be a continuous, developmental process ultimately based on staff needs.

IMPACT

Each county board of education shall schedule annually at least three noninstructional days of staff development for professional staff. At least two of the three days or their equivalent, must be scheduled prior to January 1. High standards for the design and delivery of high quality professional/staff development shall include, but not be limited to, the following issues: county responsibility, principles of operation, general implementation process, and monitoring.

FISCAL IMPACT

The county board of education shall make available an amount at least equal to one tenth of one percent of the amount provided in accordance with section four, article nine - Chapter eighteen of this code and credit such funds to an account to be used by the professional staff development council to fulfill its objectives.

EDUCATORS FOR WEST VIRGINIA'S FUTURE  
EXECUTIVE SUMMARY OF REVISED POLICY 5500  
COUNTY STAFF DEVELOPMENT COUNCILS

- Maintains the current legislation that each county board of education shall schedule annually at least three noninstructional days of staff development for professional staff.
- Recommends counties go above and beyond this three day minimum to provide additional staff development opportunities through banked time.
- Recommends the professional staff development council prepare an annual budget that details all expenses and revenues including staff support for county board approval.
- Recommends that any funds remaining in the staff development account be used for staff development.
- Recommends a principles of operation process that includes a needs assessment, and systematic evaluation.
- Recommends that emphasis be placed on West Virginia educational priorities in deciding staff development offerings.
- Allows for alternative designs and delivery of staff development such as the use of technology and continuing education units.
- Allows an educator to design an individualized staff development plan in lieu of the programs offered by the staff development council.
- Provides a list of types of items that can be included in an individual plan such as college credits, state and regional training.
- Requires county professional staff development councils to standardize the amount of staff development credit granted for staff development.
- Does not excuse staff members who utilize sick or personal leave from completing the eighteen clock hours.
- Strengthens existing monitoring system to be conducted via the accreditation system.

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TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

SERIES 149  
COUNTY PROFESSIONAL STAFF  
DEVELOPMENT COUNCILS (5500)

**§126-149-1. General.**

1.1. Scope - This legislative rule established the General Implementation Process for staff development activities in the 55 county school systems. This staff development program provides for job related training for school personnel on three noninstructional days (eighteen clock hours) in the school calendar.

1.2. Authority - W.Va. Constitution, Article XII, §2 and  
W.Va. Code §§18-5-15, 18-2-5 and 18A-3-8.

1.3. Filing Date -

1.4. Effective Date -

**§126-149-2. Purpose.**

2.1. Schools exist to facilitate student learning. Ongoing professional staff development for all personnel is essential to enhancing improved teaching and student learning. Professional staff development should be a continuous, developmental process ultimately based on staff needs. High standards for the design and delivery of high quality professional/staff development shall include but not be limited to the following issues: county responsibility, principles of operation, general implementation process, and monitoring.

**§126-149-3. County Responsibility.**

3.1. Each county board of education shall schedule annually at least three noninstructional days of staff development for professional staff. At least two of the three days or their equivalent, must be scheduled prior to January 1. Exceptions to the schedule and/or staff development content, may be granted for innovative programs and/or delivery upon the written request of the county superintendent to the state superintendent.

3.2. County boards of education shall establish a professional staff development

3.3. The county board of education shall make available an amount at least equal to one tenth of one percent of the amount provided in accordance with section four, article nine - Chapter eighteen of this code and credit such funds to an account to be used by the professional staff development council to fulfill its objectives. The council shall prepare for review and approval by the county board of education an annual budget that details all expenses and revenues including staff support. Any funds remaining in this account at the end of the fiscal year shall remain in this account and be used solely for staff development. The county board of education will have final approval for all disbursements. This does not preclude the use of other funding sources for additional staff development.

3.4. At the first professional staff development council meeting immediately following the county board of education's approval of their annual budget, the county superintendent or his/her designee shall provide the professional staff development council with the funding computation provided in Section 3.3 of this policy.

3.5. In order to meet the growing demands of school, county, state, and national priorities, counties are encouraged to seek ways to provide additional opportunities for staff development above and beyond the minimal number of eighteen clock hours. Some strategies include, but are not limited to, the following: the use of banked time, extending the school calendar, seeking grant funding sources to cover costs of additional staff development, and the use of community resources.

#### **§126-149-4. Principles of Operation.**

4.1. County boards of education shall incorporate the following components and governing principles of operation in their county staff development policy.

4.1.1. The process of planning school and/or county staff development initiatives to promote teaching and learning, shall include but not be limited to the following:

- a. Individual school, county, regional, state, national and international priorities.
- b. Multiple input sources such as state board goals and objectives, student test scores, faculty senate recommendations, and county board policies to identify program needs.
- c. Needs based objectives.
- d. Activities that provide for individual needs as well as groups such as local school improvement councils, faculty senates and school curriculum teams.

e. A systematic evaluation process for the delivery, quality, and impact of staff development.

f. Provisions for follow-up staff development when the objective(s) are beyond awareness level.

g. Possible use of alternative forms of delivery (ie., technology, publications, conference presentation, continuing education units).

4.2. All professional staff shall participate in eighteen clock hours of job related staff development each year. Twelve of the eighteen clock hours shall be directly relevant to: 1) educational priorities for West Virginia to include, but not limited to implementation of regulations, trends, and issues at the local, regional, state, national, and international levels (ie. Multicultural education, new instructional materials education, and AIDS education); 2) the areas of study in which they are currently teaching; 3) the teaching strategies appropriate to those areas of study; 4) classroom management skills; 5) techniques appropriate for learners with various exceptionalities and learning styles; 6) alignment of instructional goals and objectives with effective strategies, methods and/or techniques, or 7) student and program evaluation methods and instruments (2510).

4.3. In lieu of participation in programs offered by the staff development council on designated staff development days, a participant may elect to design in collaboration with his or her supervisor an individual staff development plan to be approved by the local county staff development council. The plan must be in writing, and submitted to the staff development council along with pertinent supportive information and data such as course and conference descriptions, itineraries, and the relationship of the proposed plan to the participant's duties and needs, school needs and objectives and means of evaluating the plan. The plan may be developed in conjunction with an employee's performance evaluation or the professional growth and development plan. Such plans may include, but shall not be limited to:

4.3.1. College Credit

4.3.2. Professional conferences.

4.3.3. Training offered by the Regional Educational Service Agency (RESA) and the Center for Professional Development

4.3.4. Peer Observations

4.3.5. Educational Travel

- 4.3.6. Research
- 4.3.7. Home and/or work site visitations
- 4.3.8. Special projects or activities in the following categories:
  - a. Leadership and team building
  - b. Instructional strategies
  - c. Subject content
  - d. School mission and goals
  - e. Technology
  - f. Assessment
  - g. Special needs students
  - h. School or county based programs
  - i. Curriculum development
  - j. Professional publication
  - k. Educational projects

4.4. County professional staff development councils shall standardize the amount of staff development credit granted for staff development plans for individual schools and persons within the county.

4.5. Staff members, who utilize sick or personal leave on noninstructional days scheduled for staff development are not excused from completing the eighteen clock hours of staff development. They may replace the missed eighteen clock hours through an individual staff development plan. If the individual staff development plan is completed outside normal working hours, upon completion of the plan, the staff member's sick or personal leave day shall be restored. A staff member who has no accrued personal leave will be paid his or her regular salary for making up missed clock hours of staff development outside normal working hours.

**§126-149-5. General Implementation Process.**

5.1. Each county will have a professional staff development council that shall have final authority to propose staff development programs for their peers.

5.2. The professional staff development council's proposed program shall be presented to the county board of education as an information item prior to its implementation. The professional staff development council will also present the annual evaluation report at the end of the school year.

5.3. Each county professional staff development council shall consist of between nine and fifteen members at the discretion of the county superintendent based on the size of the county.

5.4. The professional staff development council shall be comprised of proportional representation from the major school levels and from vocational education, special education, and other educators in proportion to their employment numbers in the county.

5.5. Teacher nominations to serve on the county professional staff development council may be submitted by the faculty senates of the district to the superintendent who shall prepare and distribute ballots and tabulate the votes of the county's instructional personnel voting on the persons nominated.

5.6. Election to the professional staff development council shall be made on a staggered three-year sequence. No staff development council member may serve more than two consecutive terms. Vacancies occurring during an elected term will be filled by the professional staff development council according to 5.4 until the next election.

5.7. The county superintendent or his/her designee shall hold an advisory, nonvoting role on the professional staff development council and shall: provide input in design of the staff development council's program; coordinate the implementation of the staff development council's program after approval of the plan by the council and presentation of the plan to the county board of education; distribute information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all professional personnel within the county; maintain records of enrollment, scheduling, and evaluation of each staff development activity; and compile those records into an annual report for submission to the professional staff development council.

5.8. At the first meeting of the professional staff development council in each school year (July 1-June 30), the members of the council shall elect a chair by majority vote. The

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chair shall preside over all staff development council meetings; present, prior to implementation, any program approved by the staff development council to the county board of education; and present the annual evaluation report to the county board of education.

5.9. The professional staff development council shall meet at least quarterly each year. The county staff development council may elect to use funds appropriated in 3.3. to pay council members time and/or expenses. (ie., substitute teachers, class coverage). The county board shall provide at least two hours of release time as long as fund are available.

5.10. Two or more county professional staff development councils may be involved in cooperatively planning, funding, and implementing county, regional, and/or state coordinated staff development initiatives. The professional staff development council and the service personnel staff development council within a county may cooperatively plan, fund, and implement staff development programs in the county.

**§126-149-6. Monitoring.**

6.1. Monitoring of the implementation of Policy 5500 - County Professional Staff Development Council shall be conducted via the accreditation system described in §18-2E-5.

6.2. A report of the evaluation of the process, design, delivery, content, quality and impact of county and school staff development shall be compiled by the county superintendent or his/her designee and the report shall be given to the county board of education and the report shall be available to the public and to accreditation system review team members. The annual report identified in 5.7. shall be available.

**FISCAL NOTE WORKSHEET**  
(Submit 4 Copies)

D NO \_\_\_\_\_ DRAFT NO \_\_\_\_\_ BILL NO Policy 5500 RESOLUTION NO \_\_\_\_\_

SUBJECT County Professional Staff Development Councils FUND \_\_\_\_\_

SOURCE OF REVENUE:  GENERAL FUND  SPECIAL  OTHER (SPECIFY) \_\_\_\_\_

COST OF ESTIMATE BASED ON:  AN ORIGINAL ESTIMATE  BUDGET BILL  OTHER (SPECIFY) \_\_\_\_\_

INCOME ESTIMATE BASED ON:  AN ORIGINAL ESTIMATE  BUDGET BILL  OTHER (SPECIFY) \_\_\_\_\_

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

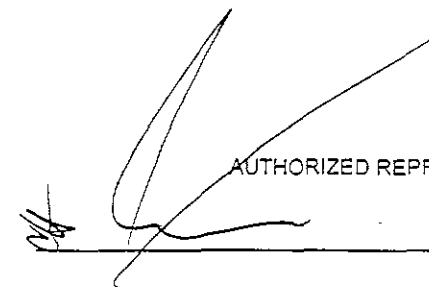
EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
ESTIMATED TOTAL REVENUES	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-

EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

TE

AGENCY

AUTHORIZED REPRESENTATIVE



**RESPONSE**

Policy 5500: County Professional Staff Development Councils

Directions: Please use this form to comment on proposed Policy 5500: County Professional Staff Development Councils

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Individual/Organization: \_\_\_\_\_

Address:

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Comments on Policy 5500: County Professional Staff Development Councils

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**§126-149-1. General**

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**§126-149-2. Purpose**

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**§126-149-3. County Responsibility**

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**§126-149-4. Principles of Operation**

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RESPONSE

Policy 5500: County Professional Staff Development Councils

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**§126-149-5. General Implementation Process**

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**§126-149-6. Monitoring**

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**RETURN BY MAY 16, 1997**

Robert Harrison, Director  
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Charleston, WV 25305-0330