



HD NO \_\_\_\_\_ DRAFT NO \_\_\_\_\_ BILL NO \_\_\_\_\_ RESOLUTION NO \_\_\_\_\_

SUBJECT Policy 5500: Staff  
Development for Public School Personnel in WV FUND NO FISCAL IMPACT

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

COST 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 AND ITEM 3 GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$	\$	\$	\$	\$
PERSONAL SERVICES	\$	\$	\$	\$	\$
CURRENT EXPENSES					
REPAIRS AND ALTERATIONS					
EQUIPMENT					
OTHER					
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$
3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):					

IMPACTS  
FISCAL:

STATE STAFF:

DATE \_\_\_\_\_ AGENCY \_\_\_\_\_ AUTHORIZED REPRESENTATIVE \_\_\_\_\_

WV Department of Education

## Executive Summary

### Proposed Revisions to Policy 5500: Staff Development for Public School Personnel in WV

#### Purpose

Policy 5500 describes the purpose, responsibilities, principles of operation, and composition of the county staff development councils.

#### Background

In the fall of 1975, a state-wide task force was appointed. Members were representative of all major educational agencies as well as the public at large. Their role was to assess current staff development efforts and to recommend a program which would be job related and individualized.

The task force organized its operating procedures into phases in which they learned about staff development programs throughout the state and nation, assessed the status of staff development in the state, used assessment data to design their recommendations, and prepared a series of objectives for implementing those recommendations. That task force's recommendations and data base continue to provide the support for the proposed modifications to Policy 5500.

#### Recommended Revisions

The proposed revisions were based on S.B. 1 mandates and the recommendations of a panel of WV educators. The following revisions are proposed:

1. The purpose is updated and refined.
2. Paraprofessionals are added to the client group.
3. A funding source is identified.
4. Specific program guidelines are stated.
5. The composition of each county council is precisely described.
6. The role of faculty senates and the Center for Professional Development is outlined.

#### Impact

##### Instruction

None

Leadership

County councils will have more latitude and autonomy. In addition, faculty senates will have program input.

Financial Impact

County councils will not have a specific, identified funding source.

Staff Development Impact

Program content will reflect local needs and desires.

Administrative Impact

None

JRL/se:3224g 0074g

Title 126  
LEGISLATIVE RULE  
WEST VIRGINIA BOARD OF EDUCATION  
CHAPTER 18-2-8  
SERIES 149  
POLICY 5500

Title: Staff-Development-for-Public-School-Personnel-in-West-Virginia  
County Professional Staff Development Councils

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Section 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 in the school calendar.

- 1.2 Authority - 18-5-15, 18-2-5, §18A-3A-2
- 1.3 Filing Date -
- 1.4 Effective Date -
- 1.5 Repeal of Former Rule - None

Section 2. Purpose

~~The purpose of this policy is to establish a continuing, developmental, and comprehensive system of training based on the need to implement Policy 2510. This goal is based on the assumption that Schools exist to facilitate student learning, and an ongoing staff development program for all personnel is essential to enhancing student learning. Staff development should be a continuous, developmental process ultimately based on staff needs to meet this goal. Scheduling of staff to provide sufficient time for educators to implement what they have learned, and to ensure that those days are not lost to other causes. Schools exist to facilitate student learning, and an ongoing staff development program for all personnel is essential to enhancing student learning. Staff development should be a continuous, developmental process ultimately based on staff needs to meet this goal.~~

Section 3. County Responsibility

~~3.1 Each county board shall schedule annually at least three (3) noninstructional days of professional development of which at least two of these days or the equivalent time thereof, are used for the development of all professional staff and instructional aides prior to January 1 of each year. Exceptions for innovative programs may be granted upon request in writing to the state superintendent of schools.~~

3.1 Each county board of education shall schedule annually at least three noninstructional days of staff development for professional staff, instructional aides, and paraprofessionals. At least two of the three days or their equivalent must be scheduled prior to January 1. Exceptions to the schedule 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 staff development council and shall implement a comprehensive system of staff development.

3.3 The county board of education shall make available an amount 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 council to fulfill its objectives. The county board of education will have final approval for all disbursements. This does not preclude the use of other funding sources.

#### Section 4. Principles of Operation

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

4.1 All professional staff designated in 3.1 shall participate in at least twelve hours of job related staff development each year. Job related means that programs available to all teachers are directly relevant to: (1) the areas of study which they are currently teaching; (2) the teaching strategies appropriate to those areas of study; (3) classroom management skills; (4) techniques appropriate for learners with various exceptionalities and learning styles; and (5) alignment of learning outcomes with instructional strategies, materials and resources, and student and program evaluation methods and instruments. (2510)

~~4.2 Conducting-a-job-related-training-program-beginning-with an-orientation-for-professionals-new-to-their-position-at-the-beginning-of-the-school-year-on-their-assigned-areas-of-study-and-continuing through-the-first-year-of-employment.--(2510)~~

~~4.3 Conducting-orientation-meetings-for-all-teachers-who-will be-using-new-materials-when-counties-adopt-new-textbooks-programs.--(2510)~~

~~4.4 Assuring-that-staff-development-recommendations-from-the program-and-school-improvement-processes-are-considered-by-the-Staff Development-Council-in-the-development-of-its-recommended-staff development-programs.--(2510)~~

~~4.5 Assuring-that-development-training-programs-in-the prevention,-transmission,-spread-and-treatment-of-acquired-immune deficiency-syndrome,-are-made-available-to-all-school-personnel--County boards-shall-encourage-parental-attendance-and-notify-parents-in-written form-and-by-publication.--(S.B.-14)~~

~~4.6 Conducting-staff-development-training-in-the-development of-home-visitation-skills.~~

4.7 4.2 If With the approved approval by the principal, administrative head or other chief administrator, of the immediate supervisor, a teacher may use one noninstructional day during an employment term for the purpose of home visitation with the parent or guardian of his/her students. Home visitations will be equivalent to used to satisfy staff development activities may not exceed one day of staff development. The number of visitations deemed to be equivalent is to of one day shall be determined by the county staff development council. (S.B. 14)

4.3 Staff development shall be offered in the following areas:

- a. multicultural education (source: §18-5-15a );
- b. AIDS (source: Policy 2422.2);
- c. new textbook orientation (source: Policy 2510);
- d. new professionals (source: Policy 2510: S.B. 1)
- e. job related training for instructional aides (source: Policy 5140); and
- f. staff evaluation (source: Policy 5310).

4.4 The Staff Development Program

To promote teaching and learning, the staff development activities should:

- a. Include individual and site-based, as well as county level training.
- b. Use multiple sources such as state board goals and objectives, student test scores, faculty senate recommendations, and county board policies to identify program needs.
- c. Focus on needs based objectives.
- d. Include activities which provide for individual needs as well as groups such as local school improvement councils, faculty senates and school curriculum teams.
- e. Includes a systematic evaluation process.
- f. Include follow-up training when the objective(s) are beyond awareness level.

Section 5. General Implementation Process

~~5-1 The superintendent within each county, with the approval of the county board of education, shall appoint or designate a coordinator of staff development.~~

~~5-2 5.1 The county superintendent or his/her designee shall hold an advisory, nonvoting role on the staff development council. at the county board of education, shall administer the staff development program within the county.~~

~~5-3-1 Within each county board of education shall establish a staff development council shall be established by the county Board of Education.~~

~~5-4 5.2 The Staff Development Council shall have final authority to propose staff development programs for their peers based upon rules established by statute and the council on professional education. serve as an advisory body to the county superintendent.~~

5.5 5.3 The professional staff development council shall be comprised of proportional representation from the major school levels and from vocational, special education, and other specialities in proportion to their employment numbers in said county. Each county 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.

~~5.5 The county Staff Development Council shall be established according to the following:~~

~~a. The Staff Development Council shall be composed of:~~

- ~~-1--county-coordinator-of-staff-development~~
- ~~-1--county-administrator~~
- ~~-1--elementary-principal~~
- ~~-1--middle-school-or-junior-high-principal~~
- ~~-1--secondary-principal~~
- ~~-3--elementary-teachers~~
- ~~-2--middle-school-or-junior-high-teachers~~
- ~~-2--secondary-teachers~~
- ~~-1--special-education-teacher~~
- ~~-1--vocational-teacher~~
- ~~-1--representative-of-higher-education~~
- ~~-1 instructional-aide~~

~~16-total~~

~~b.~~

5.4 Teacher nominations to serve on the county 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. and principal representatives shall be nominated by their peers in an open nomination and elected by secret ballot.

~~c. A higher-education representative nominated by the county superintendent in cooperation with the colleges serving the county.~~

~~d. Persons filling vacancies on the Staff Development Council shall be nominated by the county superintendent faculty senate and approved by the county board of education.~~

~~e.~~

5.5 Appointments Election to the Staff Development Council shall be made on a staggered three-year sequence.

~~f.~~

~~The superintendent may appoint additional nonvoting members, but must maintain the original proportion of teachers to administrators.~~

~~5-6 The county council may request that the funding source cited in Section 8-1 herein be allocated for county staff development programs. This does not preclude the use of other funding sources.~~

5.6 ~~5-7~~ Two or more counties may elect to cooperate in the staff development program.

5.7 ~~5-8~~ Any regional education service agency or professional development center, at the direction of its Board of Directors, shall cooperate with the Staff Development Council of each local education agency within its service region in providing staff development.

~~5-9 Each county shall conduct a needs assessment in accordance with the provisions outlined in policy 2510 and 2320 for the submission of county plans for excellence.~~

- ~~a- The county coordinator of staff development shall prepare a summary of data from the needs assessments and submit them to the Staff Development Council and the county superintendent.~~
- ~~b- The Staff Development Council shall prioritize the assessed needs.~~
- ~~c- The Staff Development Council shall identify program objectives based on the assessed needs.~~
- ~~d- The program objectives shall be submitted to the county superintendent.~~
- ~~e- The county plan, submitted to the West Virginia Department of Education shall consist of program components for the job related training required of all personnel.~~

#### 5.8 Individual Responsibilities Staff Development Plan

Each staff development participant, in concern with his/her immediate supervisor, may develop an personal individual staff development plan to be used in satisfying his/her professional staff development. An employee's evaluation--data performance evaluation must be used in this process. ~~(effective 1989-90) The personal staff development plan is based on the employee's evaluation.~~ However; the employee's evaluation data remains confidential.

#### 5.9 ~~5-11~~ County Coordinator Responsibilities of the Superintendent or his Designee

- a. The county coordinator--of--staff--development superintendent or his/her designee shall 1) supervise the development of staff development program objectives by the Staff Development Council, as determined and 2) coordinate the implementation of the staff development plan.

- b. The county-- coordinator-- of-- staff-- development superintendent or his/her designee shall disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all personnel within the county.
- c. The county coordinator-- of-- staff-- development superintendent or his/her designee shall maintain records of enrollment, scheduling, and evaluation of each staff development activity.
- d. Submission of Plan: The proposed program plan prepared by the Staff Development Council for staff development shall be approved by the county board of education; prior to implementation. Submittal to the West Virginia Department of Education:

#### Section 6: Program Approval

6.1 Each county, subsequent to county board approval, shall submit to the West Virginia Department of Education its plan for implementing a program of staff development for public school personnel in West Virginia within the county. The plan shall include the composition of the Staff Development Council including the person designated as the county coordinator of staff development and a description of the process used to develop the county staff development program.

#### Section 7 6. Monitoring

7.1 6.1 Periodic, random, unannounced on-site reviews of the total ongoing programs of staff development within each county shall be conducted in conjunction with Policy 2320 monitoring. Monitoring of the policy shall be conducted via the accreditation system described in §18-2-5E.

7.2--The evaluation of approved staff development programs within the county plan shall be the responsibility of the Staff Development Council and the county superintendent and his staff. The results of the evaluation procedure shall be used for future program development.

7.3--The county superintendent shall submit a) written evaluation results to the Department of Education and b) information on programs offered and enrollments.

#### Section 8: Alternative Staff Development Council

8.1--Upon petition of ten percent of professional educators and an affirmative majority vote of all county professional educators voting, a professional staff development council shall be established. The professional educators may openly nominate and elect a nine to fifteen member council comprised of proportional representation from the major school levels and from vocational, special education and other specialties in proportion to their employment numbers in said county. Such council shall have final authority to propose staff development programs for their peers based upon rules established by statute and or the state board of education, and the council on professional education.

~~The county superintendent or a designee shall enjoy an advisory, nonvoting role on said council. The county board shall make available an amount equal to one-tenth of one percent of the amounts provided in accordance with section four, article nine-a, chapter eighteen of this code and credit such funds to an account to be used by the council to fulfill its objectives. The local board will have final approval of all proposed disbursements. (S.B.-14)~~

~~If a county opts to implement Section 8, it replaces only Section 5.5 of this policy. The other sections remain in force.~~

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draft 4/19/91

COMMENT LOG  
County Professional Staff Development Councils  
Policy 5500

Directions: Please use this form in commenting by section on the proposed policy revisions.

NAME OF INDIVIDUAL/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

Policy Sections Where Proposed Revisions Are Located	C O M M E N T S
Section 2. Purpose	
Section 3. County Responsibility	
Section 4. Principles of Operations	

Section 5. General Implementation	C O M M E N T S
Section 6. Program Approval	
Section 7. Center for Professional Development	

Submit comments by June 3, 1991 to:

Dr. James R. Lewellen  
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 Capitol Complex  
 Building 6, Room 337  
 Charleston, WV 25305

JRL/se:3227q