

WEST VIRGINIA  
SECRETARY OF STATE  
KEN HECHLER  
ADMINISTRATIVE LAW DIVISION

Form #2

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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

RULE TYPE: Legislative; CITE AUTHORITY WV Code 18A-3-9

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: 150 A (Policy 5500.02)

TITLE OF RULE BEING PROPOSED: County Service Personnel Staff

Development Councils

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON August 3, 1992 AT 4:45 p.m.

ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Tony Smedley  
West Virginia Department of Education  
Building 6, Room 337  
1900 Kanawha Blvd., E.  
Charleston, WV 25305

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

Barbara L. Estep  
June 29, 1992

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

2.70

FISCAL NOTE WORKSHEET

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

SUBJECT Policy 5500.02: Staff  
County Service Personnel Staff Development Councils 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

Title 126  
LEGISLATIVE RULE  
WEST VIRGINIA BOARD OF EDUCATION  
CHAPTER 18A-3-9  
SERIES 150 A  
POLICY 5500.02

Title: County Service Personnel Staff Development Councils

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Section 1. General

1.1 Scope - This legislative rule establishes the General Implementation Process for staff development activities in the 55 county school systems. This staff development program provides for job related training for service personnel on three noninstructional days in the school calendar.

- 1.2 Authority - 18A-3-9
- 1.3 Filing Date -
- 1.4 Effective Date -

Section 2. Purpose

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 county and state goals.

Section 3. County Responsibility

3.1 Each county board of education shall schedule annually at least three noninstructional days of staff development for service personnel. 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 Service Personnel 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 five, article nine a, Chapter eighteen of the 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 and may consider 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 service personnel staff development policy.

4.1 All staff designated in 3.1 shall participate in at least eighteen hours of job related staff development each year. Job related means that programs available to all service personnel are relevant to: (1) their areas of assignment; and (2) their job classification and job description.

#### 4.2 The Staff Development Program

To promote personal growth and lifelong learning for service personnel, the staff development activities should:

- a. Be based on predetermined needs of service personnel;
- b. Reflect state and local board of education goals and policies;
- c. Include activities which provide for individual as well as group needs;
- d. Include individual, school-level and county-level learning opportunities; and
- e. Include a systematic evaluation process.

#### Section 5. General Implementation Process

5.1 The county superintendent or his/her designee shall hold an advisory, nonvoting role on the Service Personnel Staff Development Council.

5.2 The Service Personnel Staff Development Council shall have final authority to propose staff development programs for their peers based upon rules established by statute.

5.3 The Service Personnel Staff Development Council shall be comprised of two employees from each category of employment: secretarial, custodial, maintenance, transportation, school lunch, and aides.

5.4 Nominations of service personnel to serve on the county Service Personnel Staff Development Council may be submitted by the six groups identified in Section 5.3 of this policy to the superintendent, who shall prepare and distribute ballots and tabulate the votes of the county's service personnel voting on the persons nominated.

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

5.6 Two or more counties may elect to cooperate in the same staff development program.

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

5.8 Each staff development participant, in concert with his/her immediate supervisor, may develop an individual staff development plan to be used in implementing his/her staff development activities. An employee's performance evaluation must be used in this process. However, the employee's evaluation remains confidential.

5.9 The county superintendent or his/her designee shall:

- a. supervise the development of staff development program objectives by the Service Personnel Staff Development Council;
- b. coordinate the implementation of the staff development plan;
- c. disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all service personnel in the county; and
- d. maintain records of enrollment, scheduling, and evaluation of each staff development activity.

5.10 The proposed program for staff development shall be approved by the county board of education prior to implementation.

## Section 6. Monitoring and Evaluation

6.1 Monitoring of the policy shall be conducted via the accreditation system described in §18-2E-5.

6.2 Every three years the Service Personnel Staff Development Council shall evaluate the effectiveness of the staff development program and activities in meeting the needs of service personnel. For evaluation purposes, a staff development year shall be July 1 through June 30.

COMMENT LOG  
County Service Personnel Staff Development Councils  
Policy 5500.02

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

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

ADDRESS \_\_\_\_\_

Policy Sections	C O M M E N T S
Section 1. General	
Section 2. Purpose	
Section 3. County Responsibility	
Section 4. Principles of Operations	

C O M M E N T S

Section 5. General  
Implementation Process

Section 6. Monitoring and Evaluation

Submit comments by July 21, 1992 to:

Tony Smedley  
West Virginia Department of Education  
Building 6, Room 337  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0330

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