

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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1992 AUG 27 11 8 31
OFFICE OF 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: WV Code 18A-3-9

RULE TYPE: PROCEDURAL _____ INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES _____, NO X

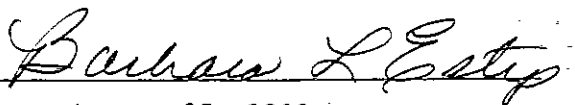
IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

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

TITLE OF RULE BEING ADOPTED: County Service Personnel Staff
Development Councils

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS September 26, 1992


August 25, 1992

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

Policy 5500.2: Staff
SUBJECT 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

Executive Summary

Policy 5500.02

County Service Personnel Staff Development Councils

Purpose

The purpose of Policy 5500.02 is to establish a continuing, developmental and comprehensive system of training based on the needs of service personnel.

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 Policy for 5500.

In March, 1992, House 4552 was enacted and a section (§18A-3-9) of that bill states, "...a service personnel staff development council comprised of representation from the various categories of service personnel employment shall be established in accordance with rules adopted by the state board of education." As a result of that statutory mandate Policy 5500.02 is being forwarded and recommended.

Proposed Revisions

At the June, 1992 Board Meeting this policy was approved for distribution for public comment. Six comments were received (see attached summary). The following change was made in response to the comments received.

The use of the term "hours" is recommended to clarify the undefined number of clock hours which are possible in a three day period. This change also gives the local school system more flexibility in providing staff development activities at times that meet the unique needs of service personnel employees.

Impact

Instruction

None

Leadership

County service personnel staff development councils will use their professional expertise and insight to develop, implement, and deliver staff development programs which meet the needs of service personnel.

Financial Impact

County service personnel staff development councils will have a specific, identified funding source - one tenth of one percent of the amounts provided in accordance with section five, article 9-a, chapter eighteen of the code to fulfill its objectives.

Staff Development Impact

Program content will reflect local needs and desires.

Administrative Impact

None

TS/se:3898q 0074q

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

RECEIVED
1992 AUG 27 AM 9 31

Title: County Service Personnel Staff Development Council
FILED WEST VIRGINIA
SECRETARY OF STATE

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.

1.2 Authority - 18A-3-9

1.3 Filing Date - August 26, 1992

1.4 Effective Date - September 26, 1992

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 18 hours of staff development for service personnel. At least 12 of the 18 hours must be scheduled prior to January 1. Exceptions to the schedule may be granted by the county superintendent for innovative programs.

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 Any service personnel employee 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.

S/B17
(1438A/0362A) - 7/19/89
2955q/3880q:se:7/27/92

COMMENT SUMMARY

Policy 5500.02:
County Service Personnel Staff Development Councils

Comments Received During Comment Period

Six comments were received. Overall, the comments are in support of the policy. However, there are concerns regarding the three days of training eighteen hours of training, and the use of the noninstructional days.

The issues reflected in the public comments are whether "days" should be utilized rather than "hours", and that Service personnel should not be confined to training during noninstructional days.

Recommended Changes

The use of the term "hours" is recommended to clarify the undefined number of clock hours which are possible in a three day period. This change also gives the local School system more flexibility in providing staff development activities at times that meet the unique needs of service personnel employees.

TS/se:3971q 0074q



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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

JUN 10 8 51 AM '93

FILED

TO: Barbara Fox

AGENCY: Board of Education

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: May 17, 1993

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 150A TITLE: 126 Board of Education

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

✓ THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Barbara L Fox

TITLE OF PERSON SIGNING: Exec. Secretary

DATE: June 7, 1993

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.

7:17

10:10

10:10