

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #2

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OFFICE OF THE SECRETARY OF STATE
SECRET

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: West Virginia Department of Education TITLE NUMBER: 126

RULE TYPE: Legislative; CITE AUTHORITY 18-2-6

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 PROPOSED: 160 (Policy 5900)

TITLE OF RULE BEING PROPOSED: Beginning Educator Internship Program

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 June 13, 1991 AT 12:00 noon. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Dr. James R. Lewellen
West Virginia Department of Education
Capitol Complex, Bldg. 6, Room 337
Charleston, WV 25305

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

Barbara L. Estep

May 3, 1991

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

FISCAL NOTE WORKSHEET
(Submit 4 copies)

HD NO _____ DRAFT NO _____ BILL NO 2366 RESOLUTION NO _____

SUBJECT Beginning Teacher Internship FUND _____

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	\$	\$	\$ 358,380	\$ 300,000	\$ 300,000
PERSONAL SERVICES	\$	\$	\$ 358,380	\$	\$
CURRENT EXPENSES					
REPAIRS AND ALTERATIONS					
EQUIPMENT					
OTHER					
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

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

543 new teachers translates to 543 mentors: 543
 $\times \$600.00$ stipend per mentor
325,800.00
 543 mentor \times \$60.00 per mentor for = 32,580.00
 training and orientation \$358,380.00

Next and thereafter - - 500 \times 600.00 per mentor - \$300,000.00

IMPACTS
FISCAL:

STATE STAFF:

DATE

AGENCY

AUTHORIZED REPRESENTATIVE

1-30-91

West Virginia Department of Education

3132q/3161q se

Executive Summary

Replacement to Policy 5900: Beginning Educator Internship Program

Purpose

Policy 5900 describes the scope, purpose, and program requirements for a systematic program of assistance for beginning teachers.

Background

This program was initially proposed by the "Advisory Council," the predecessor to COPE. Such programs are now in place as a result of Policy 5900. However, the current policy is not congruent with S.B. 1. Consequently, the replacement policy is being forwarded and recommended. COPE has reviewed and endorsed replacement Policy 5900.

Recommended Revisions

- The replacement policy does the following:
 - adheres very closely to S.B. 1 and
 - allows for more flexibility than its predecessor

Impact

Instruction

Instructional services for students should be enhanced since the interns' ability to deliver and assess instruction and learning will be improved.

Leadership Impact

Teachers should become more informed and prudent decision-makers and communicators. Also, less time will be used for recruitment since such programs positively affect retention.

Financial Impact

The policy requires joint planning periods (for intern and mentor), released time for mentors, and a minimum \$600 stipend for each mentor. Program costs are approximately \$300,000.00 per year (see attached fiscal note).

Staff Development Impact

Professional development programs are to be provided by the center for professional development.

Administrative Impact

Building principals should become more focused on assisting the beginning teacher's transition from training to the work place. Also, more administrative time will be required of the principal to insure success of the program in his/her role as chair of the support team.

Title 126
Legislative/Procedural Rule
Chapter 18-2-6
Series 160
Policy 5900

Title: Beginning Educator Internship Program

Section 1. General

1.1 Scope: These legislative/interpretive rules establish the guidelines for developing and implementing a beginning educator internship program.

1.2 Authority: WV Code 18-2-6

1.3 Filing Date: _____

1.4 Effective Date:

1.5 Repeal of Former Rule: None. This is a replacement policy.

Section 2. Scope

Every person to whom a professional teaching certificate is awarded after the first day of January, one thousand nine hundred ninety-two, shall successfully complete a beginning teacher internship program under the provisions discussed below, except such persons who were awarded a professional teaching certificate on the basis of at least five years teaching experience in another state.

Section 3. Purpose

To provide a continuum of growth from the preservice to the professional teaching level.

Section 4. Monitoring

Monitoring of the program requirements will be conducted via the accreditation system outlined in §18-2-E5.

Section 5. Technical Assistance

Multiple methods of assistance will be provided by the appropriate office/unit within the State Department of Education.

Section 6. Program Requirements

Requirement 1:

A professional support team shall be comprised of the following: 1) the school principal, who shall be the chair of the professional support team, 2) a member of the county professional staff development

council, and 3) an experienced classroom teacher at the school who teaches the same or similar subject and grade level as the beginning teacher (if possible), and who shall serve as a mentor for the beginning teacher.

Requirement 2:

An orientation program for the beginning teacher shall be conducted prior to the beginning of the instructional term, but within the employment term, supervised by the mentor teacher.

Requirement 3:

Joint planning periods, when possible, shall be scheduled for the mentor and beginning teacher throughout the school year.

Requirement 4:

When possible, the mentor shall observe the beginning teacher's classroom teaching skills for at least one hour per week during the first half of the school year. Observation time may be reduced at the discretion of the mentor to one hour every two weeks during the second half of the school year.

Requirement 5:

Weekly meetings between the mentor and the beginning teacher shall occur at which the mentor and the beginning teacher discuss the performance of the beginning teacher and any needed improvements. These meetings may be reduced, at the discretion of the mentor, to biweekly meetings during the second half of the school year.

Requirement 6:

Monthly meetings of the professional support team shall occur to discuss the performance of the beginning teacher. These meetings may include all mentor members of all professional support teams at the school if helpful in the judgement of the participants.

Requirement 7:

In-service professional development programs shall be provided through the professional development project of the center for professional development for beginning teachers and for mentors, both of which will be held in the first half of the school year.

Requirement 8:

The mentor teacher shall be released from regular duties, as agreed to by the principal and the mentor teacher, and a yearly stipend of at least six hundred dollars for the mentor teacher for duties as a mentor teacher.

Requirement 9:

A final evaluation of the performance of the beginning teacher shall be completed by the principal on a form developed by the state board of education. The final evaluation form shall be submitted by the principal to the county school superintendent and shall include one of the following recommendations:

- (a) Full professional status: A recommendation of full professional status indicates that the beginning teacher has successfully completed the internship program and in the judgement of the principal has demonstrated competence as a professional educator;
- (b) Continuing internship status: A recommendation of continuing internship status indicates that in the judgement of the principal the beginning teacher requires further supervision and further employment in the district should be conditioned upon successful completion of an additional year under a beginning teacher internship program; or
- (c) Discontinue employment: A recommendation to discontinue employment indicates that in the judgement of the principal the beginning teacher has completed two years of employment under supervision in a beginning teacher internship program, has not demonstrated competence as a professional educator and will not benefit from further supervised employment in the district.

The provisions of this policy do not operate to guarantee contract renewal or employment of any teacher by the county board of education. (See §18A-2-8.)

Section 7. Effective Date

County policies and programs shall be in effect by August 1, 1991.

JRL/se:3128q JL20
rk:Rev. 4-2-91/2172A

Comment Log

Beginning Educator Internship Program

Policy 5900

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	COMMENTS
Section 2. Scope	
Section 3. Purpose	

Policy Sections Where Proposed Revisions Are Located	COMMENTS
Section 6. Program Requirements	

Submit comments by June 3, 1991 to:

Dr. James R. Lewellen
West Virginia Department of Education
Capitol Complex
Building 6, Room 337
Charleston, WV 25305

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