

**WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION**

Form #2

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FILED

JUN 13 3 07 PM '95

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 W.Va. Constitution, Article XII, §2
W.Va. Code §§18-2-5, 18A-3-2c
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: 164

TITLE OF RULE BEING PROPOSED: Beginning Principal Internships (5899)

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 July 20, 1995 AT 5 p.m.

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

Robert L. Harrison, Jr., Director
Office of Professional Development & Recognition
West Virginia Department of Education

Capitol Complex, Bldg. 6, Room B-252

1900 Kanawha Blvd., East

Charleston, WV 25305-0330

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

Victor A. Barone

Victor A. Barone
Director, Legal Services

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

4.60

FISCAL NOTE WORKSHEET
(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO HB2700 RESOLUTION NO _____

SUBJECT Beginning Principal Internships 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

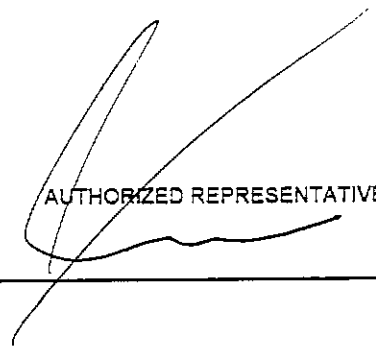
EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ 12,000.00	\$	\$ 12,000.00	\$	\$
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$	\$	\$
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

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

The Legislature appropriated \$12,000.00 to fund 20 Beginning Principal Mentors.

DATE
May, 1995

AGENCY
WV Department of Education

AUTHORIZED REPRESENTATIVE


EXECUTIVE SUMMARY

BACKGROUND

House Bill 2700 establishes Beginning Principal Internships for every person hired for the first time after July 1, 1995 in a county school system as an assistant principal, principal, or vocational administrator. West Virginia Policy 5310: Performance Evaluation of School Personnel Sections 15-18 establishes criteria for evaluation for administrators including assistant principals, principals, and vocational administrators. This policy is designed to implement the legislation in House Bill 2700 within the parameters of West Virginia Department of Education Policy 5310.

PURPOSE

The purpose of this policy is to assist persons hired for the first time as assistant principals, principals, or vocational administrators with the transition from their previous job assignment to their new role in the local county school district. The policy also creates a mentorship program using experienced principals to assist new principals during their first year and establishes guidelines for local county school districts in developing their Beginning Principal Internships.

IMPACT

This policy requires each county board of education to develop written procedures to establish a Beginning Principal Internship Mentor Program specifically designed to meet the requirements of the law and the needs of the county school system.

FISCAL IMPACT

The legislation requires the West Virginia Department of Education to award a grant of \$600.00 per Beginning Principal Intern Mentor to the local county school districts to cover the cost of the mentor program.

**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

**SERIES 164
BEGINNING PRINCIPAL INTERNSHIPS (5899)**

§126-164-1. General.

1.1. Scope. - This policy establishes a Beginning Principal Internship for every person hired for the first time in a county school system as an assistant principal, principal, or vocational administrator after July 1, 1995.

1.2. Authority. - Constitution XII, Section 2; W. Va. Code §18-2-5;
W. Va. Code §18A-3-2c.

1.3. Filing Date. -

1.4. Effective Date. -

§126-164-2. Purpose.

2.1. The purpose of this policy is to assist persons hired for the first time as assistant principals, principals, or vocational administrators with the transition from their previous job assignment to their new role in the local county school district. The policy also creates a mentorship program of experienced principals to assist these new administrators during their first year and establishes guidelines for local county school districts in developing their Beginning Principal Internships.

§126-163-3. Implementation.

3.1. County Board of Education - Each county board of education shall implement written administrative procedures based on the guidelines established by this policy.

§126-164-4. Operational Definitions.

4.1. Beginning Principal Interns are those persons hired for the first time in West Virginia for a county school system as an assistant principal, principal, or vocational administrator after July 1, 1995.

4.2. Beginning Principal Mentors are persons who have a minimum of five years of administrative experience as an assistant principal, principal, and/or vocational administrator, who were selected by the county superintendent, and who completed a staff development program approved by the West Virginia Department of Education prior to their employment as a mentor.

4.3. Orientation Programs afford a beginning principal intern the opportunity to become acquainted with the county school district and pertinent information relevant to the beginning principal's job. They are conducted prior to the beginning of the instructional term but within the employment term. They are developed by the county school system. If a beginning principal is hired during the instructional term, the orientation program shall be conducted during the instructional term.

4.4. Meetings are an integral part of the Beginning Principal and Mentor relationship. No less than three regular meetings per semester during the school year between the mentor and beginning principal are required.

4.5. Topics for Meetings should be developed jointly by the mentor and intern. Topics for each meeting may include, but are not limited to, the following: evaluation of personnel, budgeting, scheduling, instructional leadership, discipline, public relations, and conferencing skills.

4.6. Documentation of the Beginning Principal Internships should be included in the completion of the requirements of Policy 5310 - Performance Evaluations of School Personnel, Sections 15-18. Beginning Principal Intern Mentors must not be responsible for, or participate in, any evaluation or supervision of the beginning principal intern.

4.7. Stipends of \$600.00 will be made annually to each local county school district by the West Virginia Department of Education to cover the cost of employing Beginning Principal Intern Mentors for each beginning principal. Counties or Regional Educational Service Agencies may fund their own programs for Beginning Principal Internships extended beyond the first year, for beginning principals who have already completed a Beginning Principal Internship in another local county school district in West Virginia, or for county central office personnel.

§126--164-5. Guidelines.

5.1. Each county board of education's written procedures for the implementation of the beginning principal internships must include, but are not limited to the following.

5.1.1. A program overview that establishes a rationale for the Beginning Principal Internship Program.

5.1.2. A definition of a Beginning Principal Intern and a Beginning Principal Mentor that includes the minimum definitions contained in the policy.

5.1.3. Selection criteria for mentors that include the minimum requirement contained in the policy that the mentor is selected by the superintendent, has a minimum of five years of administrative experience as an assistant principal, principal, and/or vocational administrator; and is not responsible for, or a participant in, any evaluation or supervision of the beginning principal intern; and has completed an approved state department of education training program. Beginning Principal Mentors must be hired in a manner that is consistent with the local county's employment procedures.

5.1.4. An outline of the content of the Orientation Program to be conducted prior to the beginning of the instructional term but within the employment term. Topics for the orientation program must include but are not to be limited to the following: information about the county and the county school district; federal, state, and local policy information relevant to the beginning principal's job; and personnel information (eg. appropriate forms and procedures).

5.1.5. Criteria for scheduling meetings between the mentor and intern.

5.1.6. County specific information to assist the beginning principal mentor's discussion of the following meeting topics with the intern: evaluation of personnel, budgeting, scheduling, instructional leadership, discipline, public relations, and conferencing skills.

5.1.7. The procedure for documentation of the Beginning Principal Internship in the context of the county's procedures for Policy 5310 - Performance Evaluations of School Personnel, Sections 15-18.

5.1.8. Method of payment of the \$600.00 stipend.

COMMENT LOG
Beginning Principal Internships

Name: _____ Position: _____

Address: _____

Section 1: General	Comment:
Section 2: Purpose	
Section 3: Implementation	

Section 4: Operational Definitions	
Section 5: Guidelines	

PLEASE RETURN TO:

ROBERT L. HARRISON, JR., DIRECTOR
Office of Professional Development and Recognition
West Virginia Department of Education
1900 Kanawha Blvd. East
Capitol Complex, Bldg. 6, Room B-252
Charleston, West Virginia 25305-0330

RETURN BY JULY 20, 1995