

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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AUG 3 4 16 PM '95

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: W.Va. Const., Article XII, §2; W.Va. Code §§18-2-5, 18A-3-2d

RULE TYPE: PROCEDURAL _____ INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W.Va. Code §§29A-3B-1, et seq.; W.Va. Board of Education v. Hechler
180 W.Va. 451; 376 S.E.2d 839 (1988)

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 ADOPTED: 164

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

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE

EFFECTIVE DATE OF THIS RULE IS September 2, 1995.



Victor A. Barone
Director, Legal Services

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

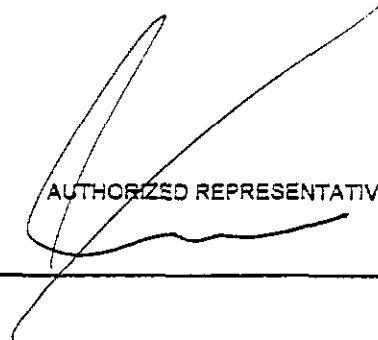
EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ 12,000.00	\$	\$ 12,000.00	\$	\$
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$	\$	\$
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

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-3-2d.

1.3. Filing Date. - August 3, 1995

1.4. Effective Date. - September 2, 1995

§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 must 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 requirements 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 (5899)

Date Received	Name and Address	Comments	Positive Negative
June 19, 1995	Patrick Blanc, Principal North Jefferson Elementary 76 Charles Town Road Kearneysville, WV 25430	Section 1. This is a long overdue Bill. As a beginning principal in 1992, I experienced a great deal of uncertainty throughout my first year. The position, by design, does not foster an opportunity to collaborate with fellow principals.	Positive
June 23, 1995	Nancy Kilmon, Director Berkeley County Schools 401 S. Queen Street Martinsburg, WV 25401	Section 2. I found the constant use of "principal" to be confusing. What I believe is really meant is building or school administrator? Or do you really mean to restrict most conditions in the policy to <u>principal</u> ? How would new employees who had been long time administrators in school systems in adjacent states, retired, and were then employed by a W.V. school district handled?	Positive

Comment Log
Beginning Principal Internships (5899)

Date Received	Name and Address	Comments	Positive Negative
June 23, 1995	Nancy Kilmon, Director Berkeley County Schools 401 S. Queen Street Martinsburg, WV 25401	Section 3. Are assistants to the vocational school/center administrator included? They are not usually called "assistant principal."	Positive
		Section 4. 4.7 "to cover the cost of ... for each beginning principal. Does this mean that there is no stipend for mentoring an assistant principal or vocational administrator?"	Positive

en:
comment log/beginning principals

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KEN HECHLER
Secretary of State

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Deputy Secretary of State

STEPHEN N. REED
Deputy Secretary of State

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Supervisor, Corporations

STATE OF WEST VIRGINIA

SECRETARY OF STATE

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Charleston, WV 25305-0770

(Plus all the volunteer
help we can get)

RECEIVED

OCT 18 1995

SCHOOL TRANSPORTATION
AND FACILITIES

TO: *Bob Harrison*
Cecil Dolin

AGENCY: Education

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: October 17, 1995

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: 164 TITLE: 126 Education

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: *Robert J. Harrison Jr.*
TITLE OF PERSON SIGNING: *Director, Office of Professional Development*
DATE: *October 27, 1995*

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

SIGNED: _____
TITLE OF PERSON SIGNING: _____
DATE: _____

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