

## **Policy ~~3242~~ 530 – Professional Learning for Educators Staff Development**

**Revised policy and repeal of Policy 4242 (Service Personnel Staff Development) effective July 1, 2019c**

*1<sup>st</sup> reading*      May 23, 2019

*2<sup>nd</sup> reading*

*3<sup>rd</sup> reading*

**Statutory authority**      West Virginia Code 18A-3-8, 18A-3-9; West Virginia Board of Education Policies 5500 and 5500.02

### **Administrative Guidelines**

(none)

### **Purpose**

~~The purpose of this policy is to provide rules that encourage and assist the coordination, development, and evaluation of high quality professional learning programs for County educators.~~

### **County Responsibility**

~~It is the responsibility of the County Board to support, monitor, and ensure the fidelity of the implementation of professional learning staff development experiences that are aligned to state law and West Virginia State Board of Education Goals and Standards for Professional Learning and to establish a Professional Development Council Policies. The Board shall provide for each staff member the opportunity to receive a minimum of 18 hours of job-related training and staff development each and every school year. Staff members who begin their employment after July 1 shall receive the opportunity to receive a pro-rated amount. An employee who fails to attend provided opportunities and does not receive 18 hours of job-related training and staff development in a school year may be subject to disciplinary action.~~

~~The Superintendent shall then implement a comprehensive system of staff development that balances the needs of the staff for individual professional growth with the needs of the Board's students to improve their achievement and be exposed to relevant and rigorous learning opportunities.~~

~~In carrying out this responsibility, the County plan shall be developed by the Local Staff Development Council (WV Code 18A-3-8) using data from:~~

- ~~\_\_\_\_\_ A. \_\_\_\_\_ West Virginia Support for Improving Professional Practice (hereinafter WVSIPP);~~
- ~~\_\_\_\_\_ B. \_\_\_\_\_ West Virginia State Board of Education policy 5310, Performance Evaluation of School Personnel;~~
- ~~\_\_\_\_\_ C. \_\_\_\_\_ Professional Teaching Standards;~~
- ~~\_\_\_\_\_ D. \_\_\_\_\_ Student data from the West Virginia General Summative Assessment; and~~
- ~~\_\_\_\_\_ E. \_\_\_\_\_ Student evidence of learning from utilization of the formative assessment process.~~

~~Further, it is the responsibility of the County to develop and implement a professional and personalized learning plan that includes high quality professional and personalized learning experiences to support all educators and support personnel in the delivery of high quality educational programming. The plan should align, be incorporated into, and complement the County's Strategic Plan, specifically the West Virginia Support for Improving Professional Practice Plan.~~

~~It is also the responsibility of the County to provide that:~~

- ~~\_\_\_\_\_ A. \_\_\_\_\_ all educators have access to high quality professional and personalized learning experiences that focus on individual professional growth of educators, student need based on acquired data, and school wide goals for professional and personalized learning;~~
- ~~\_\_\_\_\_ B. \_\_\_\_\_ educators are engaged in learning with colleagues through a collaborative model to improve individual teaching practice, support student learning, and foster school wide growth;~~
- ~~\_\_\_\_\_ C. \_\_\_\_\_ school-based professional learning communities examine student data to increase student achievement;~~
- ~~\_\_\_\_\_ D. \_\_\_\_\_ the use of school budgets to support professional and personalized learning;~~
- ~~\_\_\_\_\_ E. \_\_\_\_\_ the use of flexible and creative scheduling creates time for educators to participate in professional learning communities during the work day; and~~
- ~~\_\_\_\_\_ F. \_\_\_\_\_ there is reduction of the number of large-scale professional development offerings to focus professional learning in individualized and school-based settings.~~

The Superintendent shall establish a professional staff development council and a service staff development council.

The professional staff development council shall be comprised of proportional representation from the major school levels and from vocational, special education and other specialties in proportion to their employment numbers in the County. Nominations of instructional personnel to serve on the County professional staff development council may be submitted by the faculty senates ~~of the district~~ to the Superintendent who shall prepare and distribute ballots and tabulate the votes. The professional staff development council shall consist of between nine and fifteen members at the discretion of the Superintendent ~~based on the size of the district.~~

The service staff development council shall be comprised of representation from the various categories of service personnel employment as established by West Virginia Board of Education policy. Nominations of service personnel to serve on the service staff development council may be submitted to the Superintendent by personnel in the areas of secretarial, custodial, maintenance, transportation, school lunch, and aides. The Superintendent shall prepare and distribute ballots and tabulate the votes. The service staff development council shall consist of two employees from each category of employment previously listed, one of whom shall be elected as chairperson.

The Superintendent or a designee(s) has an advisory, nonvoting role on the each council.

The councils ~~has~~ have the final authority to propose staff development programs for their peers based upon rules established by statute and the council on professional education.

~~The Board shall make available an amount equal to one tenth (1/10) of one (1) percent of the amounts provided in accordance with WV Code 18-9A-4 and credit the funds to an account to be used by the council to fulfill its objectives. The Board has final approval of all proposed disbursements. Any funds credited to the council during a fiscal year, but not used by the council, shall be carried over in the council account for use in the next fiscal year. At the end of each fiscal year, the council shall report to each faculty senate chairperson the amount of funds carried over into the next fiscal year.~~

~~The professional staff development project of the center for professional development shall assist in the development and delivery of staff development programs by the district staff development council and shall coordinate staff development efforts statewide.~~

~~All professional learning providers shall submit their professional learning plans to the WVBE no later than May 1. Upon approval of the WVBE, those professional learning plans shall be compiled into the statewide master plan for professional learning for the upcoming school year.~~

WV Code 18A-3-8

West Virginia State Board of Education policy 5500

## *Service Personnel Staff Development*

### *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.

### *County Responsibility*

This Board of Education, through its Superintendent, shall schedule annually at least eighteen (18) hours of staff development for service personnel. At least twelve (12) of the eighteen (18) hours must be scheduled prior to January 1st. Exceptions to the schedule may be granted by the county superintendent for innovative programs.

The Board of Education hereby establishes a Service Personnel Staff Development Council and the Superintendent shall take the necessary steps to implement a comprehensive system of staff development.

The County Board of Education shall make available an amount equal to one tenth (.1) of one percent (1%) of the amount provided in the basic foundation allowance to the Board, pursuant to 18-9A-5 and 18A-4-1, et seq., Code of West Virginia and shall credit such funds to an account to be used by the Council to fulfill its objectives. The county board of education shall retain final approval for all disbursements and may consider other funding sources.

### *Principles of Operation*

The Board of Education shall incorporate the following components and governing principles of operation.

\_\_\_\_\_ A. \_\_\_\_\_ All service personnel staff shall participate in at least eighteen (18) 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.

\_\_\_\_\_ B. \_\_\_\_\_ The Staff Development Program — to promote personal growth and lifelong learning for service personnel, the staff development activities should:

- \_\_\_\_\_ 1. \_\_\_\_\_ be based on predetermined needs of service personnel;
- \_\_\_\_\_ 2. \_\_\_\_\_ reflect State and local board of education goals and policies;
- \_\_\_\_\_ 3. \_\_\_\_\_ include activities which provide for individual as well as group needs;
- \_\_\_\_\_ 4. \_\_\_\_\_ include individual, school level and county level learning opportunities; and
- \_\_\_\_\_ 5. \_\_\_\_\_ include a systematic evaluation process.

### *General Implementation Process*

\_\_\_\_\_ A. \_\_\_\_\_ The County Superintendent or his/her designee shall hold an advisory, nonvoting role on the Service Personnel Staff Development Council.

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

\_\_\_\_\_ C. \_\_\_\_\_ The Service Personnel Staff Development Council shall be comprised of two (2) employees from each category of employment: secretarial, custodial, maintenance, transportation, school lunch, and aides.

\_\_\_\_\_ D. \_\_\_\_\_ Nominations of service personnel to serve on the county Service Personnel Staff Development Council may be submitted by six (6) groups identified in C, immediately above, to the Superintendent, who shall prepare and distribute ballots and tabulate the votes of the county's service personnel voting on the persons nominated.

\_\_\_\_\_ E. \_\_\_\_\_ Election to the Service Personnel Staff Development Council shall be made on a staggered three (3) year sequence.

\_\_\_\_\_ F. \_\_\_\_\_ This county school system may elect to cooperate in the same staff development program with one (1) or more other school systems.

\_\_\_\_\_ G. \_\_\_\_\_ The 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.

~~\_\_\_\_\_ H. \_\_\_\_\_ 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.~~

~~\_\_\_\_\_ I. \_\_\_\_\_ The County Superintendent or his/her designee shall:~~

~~\_\_\_\_\_ 1. \_\_\_\_\_ supervise the development of staff development program objectives by the Service Personnel Staff Development Council;~~

~~\_\_\_\_\_ 2. \_\_\_\_\_ coordinate the implementation of the staff development plan;~~

~~\_\_\_\_\_ 3. \_\_\_\_\_ 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~~

~~\_\_\_\_\_ 4. \_\_\_\_\_ maintain records of enrollment, scheduling, and evaluation of each staff development activity.~~

~~\_\_\_\_\_ J. \_\_\_\_\_ The proposed program for staff development shall be approved by this Board of Education prior to implementation.~~

#### ~~Monitoring and Evaluation~~

~~\_\_\_\_\_ A. \_\_\_\_\_ Monitoring of the policy shall be conducted via the State accreditation system.~~

~~\_\_\_\_\_ B. \_\_\_\_\_ Every three (3) 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 1st through June 30th.~~

~~West Virginia State Board of Education policy 5500.02~~

~~WV Code 18A-3-9~~