

**Monroe County Policy for Service Personnel
Staff Development Council**

Monroe County Schools exist to facilitate student learning and for this reason, an ongoing staff development program for all personnel is essential. Staff development should be a continuous, developmental process ultimately based on staff needs to meet this goal. The Monroe County Service Personnel Council has been established to meet this end.

REQUIRED HOURS OF STAFF DEVELOPMENT

The service council shall schedule at least three (3) non-instructional days (18 hours) of staff development for service personnel each year. Twelve (12) of these hours will be scheduled prior to January 1 of the school year. Exceptions to the schedule may be granted by the county superintendent for innovative programs.

There will be no excuse for not completing 18 hours of staff development. When a county-scheduled staff development day is missed and the person missing this day has not earned hours equivalent to the continuing education day, this person will be responsible for making up the hours on his or her own initiative. Any employee who does not complete the required eighteen (18) hours of staff development training will be subject to the penalties set forth below. ~~have a pro-rated reduction in pay (for example, three hours of missed staff development = 1/2 day of pay reduction.~~

COMPOSITION OF COUNCIL

In addition to the staff development coordinator (who will be designated by the superintendent and will have no voting rights) two employees from each category of service personnel will serve on the council: aides, custodial, food service, maintenance, secretarial, and transportation.

HOW ELECTIONS ARE HELD AND HOW PEOPLE SERVE

Each elected representative will serve a staggered three year term and shall be elected by the pool of service personnel who represent the particular category. This means that cooks will vote for cooks, custodians for custodians, etc. In the event that a council member leaves his or her position before the expiration of the term, ballots will be sent out to the particular members of the designated category for a vacancy replacement.

The coordinator will be responsible for preparation, distribution, tabulation of ballots, and notification of the highest vote-getter. Should the person acquiring the highest number of votes decline to serve, the coordinator will notify the second highest vote-getter and on down until a person is identified. If no one getting a vote is willing to serve, the balloting will be done over with the persons who declined to serve noted as not able to perform. However, the council is concerned about distribution of classified representation as well as preventing hardships on one particular school. This comes about, for instance, when two cook positions on council are filled by cooks from the same school. This will be remedied in the manner described below.

When a person of one classification is presently on the council and votes have gone out for a second position in the same classification, if the highest vote-getter is from the same school, the coordinator will go down the list of votes and find the next highest vote getter who is **not** from the same school to fill the vacancy.

Outside of the council's coordinator, all positions end in June, but not in the same year, since positions are staggered. Some will end in June of one year while others end in June of a subsequent year. This allows for continuity of service and leaves the council with seasoned members to begin a new school term. When a term is nearing its end, ballots will be sent out to determine who will serve in the position for the next term of office. The person elected and willing to serve will assume his or her new position in the fall of the subsequent school year.

COUNCIL OFFICIALS

Once the new council convenes in the fall, the members will elect a new chairperson and secretary. Each officer will serve one year and may be reelected. Minutes of all meetings will be composed and maintained by the secretary or designee.

DEVELOPMENT OF STAFF DEVELOPMENT PROGRAMS

The council shall have the responsibility and final authority to develop staff development sessions to meet the required number of hours as outlined in state policy 5500.02. To promote personal growth and lifelong learning for service personnel, the staff development activities should:

- ▶ Be based on predetermined needs of service personnel;
- ▶ Reflect the state and local board goals and policies;
- ▶ Include activities which will provide for individual as well as group needs;
- ▶ Include individual, school-level, and county-level learning opportunities; and
- ▶ Include a systematic evaluation process.

ACQUIRING STAFF DEVELOPMENT HOURS

All service personnel must make an application to the staff development council for credit. The staff development council shall have the authority to establish rules and regulations by which credit shall be given. Such rules and regulations shall be subject to the final approval of the county superintendent of schools.

Any service personnel, 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 must be used in this process. However, the employee's evaluation remains confidential. Should the individual staff development plan bear any costs associated with it (i.e. registration, substitute, or travel) which are not covered by the school or other previously designated county funds, the individual seeking coverage of such costs **MUST** submit a request for service council funding **prior to** the establishment of said plan. Hour for hour credit may be gained for staff development council participation.

EVALUATION OF PROGRAMS

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.

STAFF DEVELOPMENT COORDINATOR

The coordinator shall:

- supervise the proceedings of the staff development council and coordinate the development of the local service council's plan,
- disseminate information concerning training offerings, location, time, prerequisites, and other pertinent information to service personnel in the county,
- maintain records of enrollment, scheduling, and evaluation of each staff development activity,
- hold an advisory, non-voting role on the council.

FISCAL MATTERS AND BUDGET

According to state statute, the county board of education shall make available at least one tenth of one percent of the amount provided in accordance with 18-5-9a and credit such funds to an account to be used by the service council to fulfill its objectives.

The council is responsible at the beginning of the fiscal year to establish an operating budget to be presented before the board of education for approval prior to any funds coming out of the allotment.

PENALTIES

In conjunction with any other penalties imposed by the Superintendent of the Monroe County Board of Education:

1st occurrence: a warning letter placed in the individual's personnel file, to be removed after the first year if no continuous infraction of this policy is noted.

2nd occurrence: One day work suspension from board of education without pay.

3rd occurrence: Two days work suspension from board of education without pay.

4th occurrence: Termination of employment, at the superintendent's recommendation to the board of education, providing the employee with all legal and due process rights mandated by West Virginia law.

NOTE: Items 2 through 4 of the above penalties pertain to a pattern of continuous and successive yearly violations of this policy.

Approved by Board Action - February 21, 2012

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