

PROFESSIONAL STAFF DEVELOPMENT POLICY

Monroe County's staff development policy is established to be in line with state policy 5500 which governs staff development.

1. DAYS FOR STAFF DEVELOPMENT

- 1.1 Monroe County will schedule annually at least three non-instructional days (18 hours) of staff development for professional staff, instructional aides, and para-professionals. At least two of the three days, or their equivalents, must be scheduled prior to January 1. Exceptions to this schedule may be granted for innovative programs and/or delivery upon the written request of the county superintendent to the state superintendent of schools. Such a request should be processed through the local staff development council.
- 1.2 All employees must have 18 hours of staff development. When a county-scheduled staff development day is missed and the person missing this day has not sufficient hours, this person will be responsible for making up the hours at his or her own initiative. The only exception to this concerns an employee hired after the school year has begun and therefore missed the initial continuing education days. Any employee who does not complete the required eighteen (18) hours of staff development training will have a pro-rated reduction in pay (for example, three hours of missed staff development = $\frac{1}{2}$ day of pay reduction).
- 1.3 Substituting Workshops for Paid Staff Development Days - Professionals may be credited for participation in professional staff development workshops in place of the **last six hours** of county sponsored staff development under certain conditions.

All regularly employed personnel must attend the first two days of scheduled staff development in the county in the fall. In order to be considered as substitute professional development for the last six hours, the following conditions must be met:

- 1.3.1 The substitute workshop/s must meet the county criteria for staff development. A listing of training objectives being met must accompany each application.
- 1.3.2 Either before, or upon return from, a workshop taking place in the summer (out of calendar), evening, or a weekend the employee shall submit the proper form to request approval for said training to the board office. This form will then be presented to the Professional Staff Development Council at its next meeting. No in-service will be considered as acceptable unless it is either prior-approved or approved afterward by the professional

development council. Note: Prior approval is strongly encouraged in case the employee is seeking to use the substitute workshop in place of county sanctioned training as there is no guarantee of approval of the substitute training.

- 1.3.3 Due to contract requirements, an employee using an approved substitute workshop outside of normal work hours will have the hours credited, but will still be required to work on any Continuing Education day in the school calendar.
- 1.3.4 The following conditions are necessary for approval of a substitute workshop:
 - a. The substitute workshop must be prior to, or on the same day, as the regularly scheduled continuing education day.
 - b. The substitute workshop may also be considered if the participant attended in the month of June after the end of the previous school calendar year or in July or August before the beginning of the successive school calendar.*
 - c. To substitute a workshop that was attended during the regular school year; other than one that is county-sponsored, the employee must submit verification of the substitute workshop to the Professional Staff Development Council for consideration for approval either before or right after attendance to the session(s).
 - d. This policy will be reviewed by the council every three years.

*To request approval in advance of a summer workshop, of 6 (six) hours or less, during the summer between one school calendar year and the next, the employee must submit a request form along with the session objectives to the professional staff development council **before** the last staff development council meeting in early June. The council's designee will then notify the employee whether or not the request was approved.

If the request for approval is submitted during the summer when the council is not in session, the employee must submit the attendance verification form to the Staff Development chair who will have the authority to approve the request without a special meeting of the council. If any form is in question the council chair will be consulted for a final decision.

If an employee receives a stipend for a summer workshop (outside the school calendar year) or for an evening or weekend workshop in the school

calendar year, that paid session will be eligible for credit as a substitute for the last 6 hours of professional development.

2. COUNCIL COMPOSITION, APPOINTMENT AND VOTING RIGHTS

- 2.1 The professional staff development council shall be composed of no fewer than 9 and no more than 15 members. Representation shall be as follows:
- ▶ one administrator,
 - ▶ two teachers from each grade span: K-4, 5-8, 9-12
 - ▶ a teacher from the Title I program or a teacher of remedial classes,
 - ▶ a special education teacher,
 - ▶ one representative from vocational education,
 - ▶ one representative from librarians,
 - ▶ one representative from school counselors,
 - ▶ and the superintendent or his/her designee.
- 2.2 The county superintendent or designee will hold an advisory, non-voting role on the council.

3. ELECTION, TERM OF MEMBERSHIP, AND OFFICERS

- 3.1 Members on the staff development council shall serve a staggered three year term. No council member may serve more than two consecutive terms.
- 3.2 Teacher nominations to serve on the county professional staff development council may be submitted by the faculty senates to the superintendent's designee who shall prepare and distribute ballots and tabulate the votes of the county's instructional personnel voting on the persons nominated.
- 3.3 Vacancies occurring during an elected term will be filled by the professional staff development council.
- 3.4 At the first meeting of the professional staff development council in each school year, the members of the council shall elect by majority vote a chair, vice chair, and secretary from its membership. Each officer shall serve a one year term. The chair shall preside over all staff development council meetings, present, prior to implementation, any program approved by the staff development council to the county board of education; and present the an annual report to the board of education. If the chair is unable to make the presentation(s) to the board the designee will assume this task.

- 3.5 The county staff development council may elect to use funds appropriated to it to pay council members time and/or expenses (i.e., substitute teachers, class coverage). The county board may provide at least two hours of release time as long as funds are available. If the council deems it necessary to meet during the summer attending members will be afforded continuing education time equivalent to those hours in summer session.
- 3.6 The professional staff development council and the service personnel staff development council within a county may cooperatively plan, fund, and implement staff development programs in the county.
- 3.7 Minutes of all meetings must be maintained by the superintendent's designee. Records are to be kept for 2-3 years.

4. CHARGE OF COUNCIL CHAIR

- 4.1 The chair shall:
 - preside over all staff development council meetings;
 - present, prior to implementation, any program approved by the staff development council to the county board of education;
 - and present the annual evaluation report to the county board of education.

5. CHARGE OF DESIGNEE

- 5.1 The superintendent's designee shall:
 - hold an advisory, nonvoting role on the professional staff development council;
 - provide input in design of the staff development council's program;
 - coordinate the implementation of the staff development council's program after approval of the plan by the council and presentation of the plan to the county board of education;
 - distribute information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all professional personnel within the county;
 - maintain records of enrollment, scheduling, and evaluation of each staff development activity;
 - and compile those records into an annual report for submission to the professional staff development council.

6. DUTIES OF THE COUNCIL

- 6.1 The PSDC will
 - meet at least quarterly each year.

- prepare for review and approval by the county board of education an annual budget that details all expenses and revenue including staff support.
- (may) cooperatively plan staff development.
- cooperate with other counties, RESAs, or the state in creating staff development programs
- promote teaching and learning, the staff development council has the responsibility to establish a program of staff development sessions based upon rules established by state statute and the council on professional development. Program activities should include individual, site-based, and county level training. Focus should be given to multiple sources such as state board goals and objectives, student test scores, faculty senate recommendations, and county board policy.
- have, according to state policy, final authority to approve the development of said programs
- offer staff development in the following areas:
 - a. multi cultural education
 - b. AIDS education
 - c. new textbook adoption
 - d. new professionals
 - e. an area of study in which the person is currently teaching
 - f. classes taken to become highly qualified
 - g. strategies appropriate to the teacher's area of study
 - h. classroom management skills
 - i. techniques appropriate for learners with various exceptionalities and learning styles
 - j. alignment of instructional goals and objectives with instructional strategies, materials and/or techniques
 - k. or student and program evaluation methods and instruments.

6.2 School principals with their faculty senates and school improvement councils are encouraged to develop proposals for site-based staff development to meet local needs. These proposals must meet with the approval of the staff development council and the superintendent of schools.

7. INSERVICE CREDIT REQUIREMENTS

- 7.1 Of the 18 required staff development hours, participants must complete at least twelve (12) hours of job-related staff development each year. These twelve hours clock hours must center on:
- educational priorities of West Virginia,
 - an area of study which the person is currently teaching,
 - teaching strategies appropriate to this area of study,
 - classroom management skills,

- techniques appropriate for learners with various exceptionalities and learning styles,
- alignment of instructional goals and objectives with instructional strategies, materials and resources,
- and student or program evaluation methods & instruments.

8. HOW PERSONNEL APPLY FOR CREDIT

- 8.1 All personnel must apply to the staff development council for in-service credit. The 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 approval of the county superintendent of schools. An outline of these rules is given in the staff development guidelines.
- 8.2 Each staff development participant, in concert with his/her immediate supervisor, may develop an individual staff development plan to be used in satisfying professional staff development requirements. An employee's performance evaluation must be used in this process. However, an employee's evaluation must remain confidential. Each person choosing this option should document his/her plans and participation and place it with his/her individual portfolio.
- 8.3 Credits earned in one fiscal year cannot be carried over to another fiscal year; however, credits earned after the end of the school year shall apply to the next fiscal year.
- 8.4 In accordance with state policy, with the approval of the immediate supervisor, a teacher may use one non-instructional day during the employment term for home visitations with parents or guardians of his/her students. Home visitations used to satisfy staff development activities shall not exceed one day (6 clock hours of credit). Documentation shall be maintained by the supervisor and submitted to the staff development council and the superintendent of schools. The supervisor should consider distance and time required to make a proper visit.

9. COUNCIL BUDGET

- 9.1 The county board of education shall make available at least one tenth of one percent of the amount provided by section four, article nine, chapter eighteen of the state code, to staff development to fulfill its objectives.
- 9.2 The council shall prepare for review and approval by the county board of education an annual budget that details all expenses and revenues including staff support.

- 9.3 Any funds remaining in this account at the end of the fiscal year shall remain in this account and be used solely for staff development.**
- 9.4 Additional funds may be requested through Step 7 or other sources. The county board of education shall have final authority for approval of all disbursements.**

Authority: 18-5-15,18-2-5,18A-3A-2,18-2-8. References: Policies 2510,2320, 5310-15, 5500 Previous policy approved by Board of Education - April 3, 2012

Reviewed by Board February 19, 2013