

SUMMERS COUNTY BOARD OF EDUCATION

REFERENCE: WV Constitution, Article XII p2

CODE: IV-D-5

WV Code 18-5-15, 18-2-5, 18A-3-8

WV Policy 5500

Adopted 12-18-97 Revised 6/27/02, 10-17-07, 08/11/10, 8/20/14, 10/21/15

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PROFESSIONAL STAFF DEVELOPMENT

I. Purpose:

Schools exist to facilitate student learning. Ongoing professional staff development for all personnel is essential to enhancing improved instructional practices and student learning. Professional staff development is a continuous, developmental process that is based on student needs. High standards and high quality programs must be designed to meet these needs. Summers County Schools establishes the Professional Staff Development Policy to provide for the establishment of a system that will meet the demands of high quality program.

II. Board Responsibilities:

A. The Summers County Board of Education shall schedule annually at least four non-instructional days of staff development for professional staff. The Superintendent is authorized to seek an exception to this rule for innovative programs and/or delivery from the State superintendent of Schools upon the request of the Summers County Staff Development Council.

B. The Summers County Board of Education establishes the Summers County Professional Staff Development Council using the following guidelines:

1. Membership

a. The council shall include 12 voting members representing following classifications:

PK-5 Teachers	4 (with at least one representative from each elementary school)
6-8 Teachers	2
9-12 Teachers	2
Vocational Teacher	1
Special Education Teachers	1
Administrators	1
Others	1

b. Other voting members may be added to the council at its discretion to ensure that each school has a voice on the council, no more than 15. The Superintendent or his designee holds an advisory non-voting role on the council. The Superintendent or his designee shall: provide input in design of the implementation of the staff development program; coordinate the approval of the plan by the council and its presentation to the board of education; distribute information concerning program objectives, location and time, prerequisite, and other pertinent information concerning the program to all professional personnel in the county, maintain records of enrollment, scheduling, and evaluation of each activity; and compile those records into an annual report for submission to the Professional Staff Development Council

c. Terms: Election to the staff development council shall be made on a staggered three-year sequence. No member may serve more than two consecutive terms. Vacancies that occur shall be filled by the council insuring that proportional representation be maintained.

d. Elections:

1. Teacher nominations to serve on the council may be submitted by faculty senates of each school to the Superintendent who shall prepare and distribute ballots and tabulate the results of those instructional personnel voting on the persons nominated.

2. The Superintendent or designee shall conduct elections in the spring of each year for the selection of those members designated by the Staff Development Council.

3.

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3. Budget: The board of education shall make available an amount at least equal to one tenth of one percent of the amount provided for in section four, article nine-Chapter 18 of the WV Code-and credit this amount to an account to be used by the Professional Staff Development Council to fulfill its objectives. The board receives from the council a prepared budget for review and approval that details all expenditures and revenues including staff support. Any funds remaining in this account at the end of the fiscal year shall remain in the account and be used solely for staff development. The board will have final approval for all disbursements. This does not preclude the use of other funds for additional staff development. At the first council meeting after the board's approval of their annual budget, the superintendent or his designee shall provide the council with the funding computations for staff development.

III. Principals of Operation

A. Organization and Meetings

1. At the first meeting of the Staff Development council in each school year the members shall elect a chair and other officers (determined by the council) by a majority vote. The chair shall preside over meetings; present, prior to implementation, a program developed by the council to the county board of education; and present the annual evaluation report to the county board of education
2. The council shall meet at least quarterly. The county may provide two hours of released time for members or the council may elect to use staff development funds to pay council members' time and expenses.

B. Planning

1. The process of planning school and/or county staff development initiatives to promote teaching and learning shall include but not be limited to:
 - a. Individual school, county, regional, state, national, and international practices
 - b. Multiple input sources such as state board goals and objectives, student test scores, faculty senate recommendations, and county board policies
 - c. Needs based objectives
 - b. Activities that provide for individual needs as well as groups such as local school improvement councils, faculty senates, and school curriculum teams.

C. Evaluation

A systematic evaluation system must be in place that measures the delivery, quality, and impact of all staff development programs.

D. Follow-up

If a staff development program goes beyond an awareness session then provisions must be made for follow up staff development.

- E.** Proposed professional staff development programs shall be presented to the board as an informational item prior to implementation. The Staff Development Council shall have final authority in proposing staff development programs for their peers.

- F** All professional staff shall participate in at least eighteen clock hours of job related staff development each year. At least twelve hours of staff development shall be directly relevant to:

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1. Educational priorities for West Virginia to include, but not limited to, implementation of regulations, trends, and issues at the local, regional, state, national, and international levels (i.e. Multicultural education, new instructional materials education, and AIDS education.)
2. The areas of study in which they are currently teaching.
3. The teaching strategies appropriate to those areas of study.
4. Classroom management skills.
5. Techniques appropriate for learners with various exceptionalities and learning styles.
6. Alignment of instructional goals and objectives with effective strategies, methods and/or techniques, or student program evaluation methods and instruments.

G. Monitoring

The Staff Development Council will monitor the implementation and the success of each staff development program with a system of evaluation that measures the process, the products, and the impacts on students. An evaluation report will be prepared for presentation to the Board of Education each year.