

Morgan County Schools



Service Personnel Staff Development Handbook

2016-2017 School Year

Service Personnel Staff Development 2015-2016

The state requires a *minimum* of eighteen (18) clock hours for all personnel. All continuing education days are marked on the calendar. (Schedule will be found on the Morgan County website)

August 17, 2016	School-Based Staff Development/ Directors	3 hours
August 18, 2016	School-Based Staff Development/ Directors	3 hours
August 19, 2016	County Staff Development	6 hours
December 23, 2016	County Staff Development	3 hours
	<ul style="list-style-type: none">• In lieu of hours for online course completion	
April 14, 2017	County Staff Development	3 hours
	<ul style="list-style-type: none">• In lieu of hours for online course completion	

OPENING DAY MUST BE ATTENDED BY ALL SERVICE PERSONNEL. Staff Development may not be used in place of county scheduled Staff Development unless approved by the Council prior to attending the seminar.

August 19, 2016 – OPENING DAY SCHEDULE

7:30 to 8:00– Registration at Berkeley Springs High School
8:00 - 10:00 OPENING SESSION at Berkeley Springs High School
10:00 – NOON ALL service personnel at BSHS
12:00 to 12:45 LUNCH
12:45 to 3:00 Sessions at Warm Spring Middle School

Service Personnel Staff Development Council

2016-2017

<u>Member</u>	<u>Service Area</u>	<u>Term Expires</u>
Roseann Booth	Aide	June 30, 2017
Kim Shambaugh	Secretary	June 30, 2017
Jamie Clark	Custodian	June 30, 2017
Mona Kidwell	Cook	June 30, 2017
Debra Byrd	Cook	June 30, 2017
Michael Baker	Custodian	June 30, 2018
Lloyd Keenan	Maintenance	June 30, 2018
Greg Stotler	Transportation	June 30, 2018
VACANT	Secretary	June 30, 2019
VACANT	Maintenance	June 30, 2019
VACANT	Aide	June 30, 2019
VACANT	Transportation	June 30, 2019

MORGAN COUNTY SCHOOLS SERVICE PERSONNEL STAFF DEVELOPMENT GUIDELINES

Staff development consists of educational training options designed to meet the needs of Morgan County Schools Service Personnel. The training options should consist of sessions developed to enhance job performance and/or present trends and techniques that have been established by the Morgan County Schools.

House Bill 4552 which was enacted by the West Virginia Legislature on March 7, 1992, and became effective July 1, 1992, mandates regularly employed service personnel to receive staff development during the school year. The State Department of Education Policy 5500.02 requires service personnel to obtain eighteen (18) hours of staff development each school year. Twelve (12) hours are required to be offered by the county prior to January 1. For employees who have not obtained the required hours the immediate supervisor should indicate on the evaluation in the area Professional Development "Needs Improvement". Half-day employees will need to complete nine (9) hours of staff development. Employees who are hired after August 19, 2016, will be required to obtain twelve (12) hours of staff development for that school year. Employees who are employed after January 1, 2017 will be required to have six (6) staff development hours for that school year.

Service Personnel wishing to attend staff development on a scheduled workday must have approval of their immediate supervisor. This may be obtained by completing a Morgan County Schools Travel Request and submitting it to your immediate supervisor for approval. Morgan County Schools is not obligated to pay travel expenses for attendance at staff development. An employee's supervisor is not obligated to release any service employee who has reached the necessary hours of staff development credit.

Employees are encouraged to attend sessions that are not in conflict with another commitment that would necessitate leaving early. This is disruptive to the presenter and other employees in attendance. If you cannot attend the entire session, do not attend at all. If you leave early, you will not receive staff development credit.

The Administrative Assistant will serve as liaison with the council. Requests for approvals required in this handbook are to be submitted through the Council Chairperson.

ACCEPTABLE SERVICE PERSONNEL STAFF DEVELOPMENT

Morgan County Service Personnel may receive staff development hours by:

- A. Site-based staff development. Principals and directors may conduct training for service personnel during or outside the regular workday. Site-based development plans must be submitted by the principal or director to the Service Personnel Staff Development Council and have approval **PRIOR** to the site-based development session. Site-based development plans shall include a description of the training to be offered and the service personnel classifications to be included. Attendance at site-based staff development will be verified by the principal or director. There will be no compensation for attendance at site-based staff development conducted outside the regular workday. This Staff Development may not be used in place of county scheduled Staff Development unless approved by the Council prior to attending the seminar.
- B. WVEIS Conference, adult evening classes through James Rumsey Technical Institute, Adult and Community Education, TASC, colleges and universities. Personalized plan must be completed and approved by the council prior to start of class or conference. Twelve (12) hours of staff development credit will be given provided that verification of course completion is received by the staff development council. There will be no compensation for attending evening classes and classes may not be duplicated within the same school year. An employee will be eligible to receive the maximum twelve (12) hours only if the clock hour required for the class completion is twelve (12) hours or more. The Service Personnel Staff Development Council will determine staff development hours to be approved when clock hours required for completion of a class is less than twelve (12) hours. **This Staff Development may not be used in place of county scheduled Staff Development unless approved by the Council prior to attending the seminar.**
- C. Mandatory Training as required by State or Federal Law relative to service position.
- D. A total of 18 hours of staff development will be granted for attendance of three (3) days of training. Service personnel who are employed more than 200 days may be required to attend a county staff development on a day other than these three days. This will be counted as part of the extended employment period, but may not be used in place of working one of the three county staff development days.
- E. Scheduled sessions for professional employees may also be attended by all classroom aides. There will be no compensation for attending evening sessions except for new employees hired after August 19, 2016. Credit may be allowed only for time beyond the regular workday with the appropriate paperwork completed and verified by the immediate supervisor.
- F. Service personnel substitutes filling a long-term position at the beginning of the school year are required to attend staff development sessions.

- G. Staff development hours earned for SY 2016-17 must be completed by the last day of the 200 day school calendar. Seminars attended after the last day of the 200 day calendar and prior to the first day of the next school term may be used for college credit, if offered, which enhances the employee's pay scale and staff development credit. This staff development may not be used in place of county required staff development.
- H. Unique circumstances which apply to a particular category of employees requiring attendance prior to the school year
- I. Specific Circumstances:
 - 1. Custodians/bus drivers and possibly other categories who are employed 200 days and who work after school hours or unusual work hours may mutually agree to exchange this work day to one day prior to or one day after the 200 day contractual period.
- J. Any county service employee who is a presenter for a staff development seminar will receive staff development credit plus pay for preparation, if applicable.
- K. Staff Development Council members will receive a minimum of one (1) hour staff development credit for each Council meeting the member attends.
- L. At the first meeting of the new school year, the Staff Development Council will elect a chairperson for a one (1) year term.
- M. Budget Information:
 - School Year 2016-2017
 - FY17 Allocation = \$2,499

EXAMPLES OF WHAT STAFF DEVELOPMENT DOES NOT INCLUDE

- A. Field Trips
- B. Bulletin Boards
- C. Any duty that is performed by the employee outside their normal work duties.
- D. Regular job duties
- E. Parent-teacher conferences and/or school based student orientation sessions.

PERSONALIZED PLANS

Service personnel may apply for staff development credit outside those programs approved and announced by the council. The following steps should be taken to request approval of a personalized plan.

1. Complete the Personalized Plan Form and submit to the council for prior approval before the session.
2. All personalized plans must be signed by the supervisor.
3. No personalized plan will be accepted after the first Tuesday of May of the current school year.
4. Submit the Personalized Plan Form to the office of Administrative Assistant or a member of the Staff Development Council.
5. The employee must complete a Personalized Plan Verification Form signed by the training provider upon completion of the session.

RECORDS OF STAFF DEVELOPMENT HOURS

Staff development hours for service personnel will be maintained by the Staff Development Council. Verification forms will be collected at the site of the session and returned to the council. Verification forms for site-based sessions and personalized plans must be sent to the office of Administrative Assistant at the county office within five days after the session. A mid-year report (January) of the total number of hours obtained by each service employee will be sent to the work-site.

MORGAN COUNTY SCHOOLS
SERVICE PERSONNEL STAFF DEVELOPMENT
PERSONALIZED PLAN

Person Submitting the Plan: _____ Work Location: _____
Title of Session _____
Date _____ Time: From _____ To _____ Total Hours _____

Location of Session: _____

Personal Program Object: _____

Supervisor's Signature _____

Staff Development Council Use Only

Date Approved _____ Awarded _____

Submit to the Service Personnel Staff Development Council Prior to date of plan for approval.

SERVICE PERSONNEL STAFF DEVELOPMENT
ATTENDANCE VERIFICATION FORM

NAME _____ WORK LOCATION _____

SESSION TOPIC _____

PRESENTER _____ LOCATION OF SESSION _____

DATE _____ TIME: FROM _____ TO _____ TOTAL Hrs. _____

SIGNATURE OF PRESENTER _____

Submit to the Service Staff Development upon completion of session