

## PROFESSIONAL STAFF DEVELOPMENT POLICY AND PROFESSIONAL STAFF DEVELOPMENT COUNCIL

Ongoing professional staff development for all personnel is essential to enhancing improved teaching and student learning. Professional staff development should be a continuous, developmental process ultimately based on staff needs. McDowell County establishes the Professional Development Policy to provide for the establishment of a system that will meet the demands of a high performing school system.

The county board shall make available an amount equal to one tenth of one 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 professional staff development council to fulfill its objectives stated herein. The county board shall retain the authority to make final approval for all disbursements and may consider other funding sources. The county superintendent or a designee has an advisory, nonvoting role on the council.

The county board shall schedule annually at least 3 non-instructional days of staff development of which at least 2 of these days are scheduled prior to January 1, of each year.

As required by West Virginia State Policy 5500, Professional Learning for West Virginia Educators, McDowell County Schools will:

- support, monitor, and ensure the fidelity of the implementation of professional learning experiences that are aligned to WVBE Goals and Standards for Professional Learning.
- develop a professional learning plan with members of the Local Staff Development Council using data from:
  - West Virginia Support for Improving Professional Practice (hereinafter WVSIPP);
  - WVBE Policy 5310, Performance Evaluation of School Personnel
  - Professional Teaching Standards;
  - Student data from the West Virginia General Summative Assessment; and
  - Student evidence of learning from utilization of the formative assessment process.
- 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 district's Strategic Plan, specifically the WV Support for Improving Professional Practice Plan ensuring:
  - all West Virginia 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;
  - educators are engaged in learning with colleagues through a collaborative model to improve individual teaching practice, support student learning, and foster school-wide growth;
  - school-based professional learning communities examine student data to increase student achievement;
  - use of school budgets to support professional and personalized learning;
  - use of flexible and creative scheduling to create time for educators to participate in professional learning communities during the work day; and
  - reduction of the number of large-scale professional development offerings to focus professional learning in individualized and school-based settings.

### Professional Staff Development Council

According to West Virginia Code §18A-3-8, a County Professional Staff Development Council shall be established in each school district. The council is comprised of representatives from administrators, teachers, special education staff, and vocational staff.

The professional staff development 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. Any funds remaining in this account at the end of the fiscal year shall remain in this account and be used solely for professional staff development. The county board of education will have final approval for all disbursements. The county board may choose to use other funding sources for additional staff development.

At the first professional staff development council meeting following the county board of education’s approval of their annual budget, the county superintendent or his/her designee shall provide the professional staff development council with the funding amount from the computation mentioned above.

The following conditions and procedures shall apply to the McDowell County Professional Staff Development Council:

A. The Professional Staff Development Council shall be comprised of representation from all schools, special education and Title I.

- Principals and Assistant Principals 2
- Bradshaw Elementary 1
- Fall River Elementary 1
- Jaeger Elementary 1
- Kimball Elementary 1
- Southside K—8 1
- Welch Elementary 1
- Sandy River Middle School 1
- Mount View High School 1
- River View High School 1
- Special Education Teachers 1
- Title I Teachers 1
- Vocational Teachers 1

The total number of voting members on the council from all categories above shall not be less than 9 or more than 15 members, the precise number of members to be determined by the county superintendent in his/her discretion. The county superintendent or his/her designee shall be an advisory nonvoting member of the council.

B. Nominations of instructional personnel to serve on the county professional staff development council will be submitted by the faculty senates to the county superintendent who shall prepare and distribute ballots and tabulate the votes of the county’s instructional personnel. Vacancies occurring during an elected term will be filled by vote of the professional staff development council and shall comply with the proportional representation of all categories of professional staff mentioned above.

C. Membership shall be on staggered three (3) year terms and no council member may serve more than two consecutive terms.

D. A majority of the voting members of the council shall constitute a quorum.

- E. The professional staff development council shall meet at least quarterly each school year. The superintendent or his/her designee shall determine the total number of meetings to take place during each school term and may call for additional meetings. The Staff Development Council may elect to use appropriated funds to pay council members time and/or expenses. (i.e., substitute teachers, class coverage).
- F. McDowell County Schools instructional personnel, professional organizations, colleges or universities, consultants, private agencies, governmental agencies and/or other organizations having a legitimate interest in improving student instruction and are encouraged to submit proposals for professional staff development programs to the council.

Credits for professional staff development shall be determined by clock hours (one clock hour equals one credit).

Professional development credit may be granted for college credit as follows: A maximum of twelve (12) credit hours per year may be earned upon request and approval.

- 1 Hour of College Credit = 4 hours of staff development credit
- 2 Hours of College Credit = 8 hours of staff development credit
- 3 Hours of College Credit = 12 hours of staff development credit

At the first meeting of the professional staff development council in each school year (July 1-June 30), the members of the council shall elect a chair by majority vote. The chair shall preside over all staff development council meetings.

The professional staff development council may work cooperatively with councils from other counties in planning, funding, and implementing county, regional, and/or state coordinated staff development initiatives. The McDowell County professional staff development council and the McDowell County service personnel staff development council may cooperatively plan, fund, and implement staff development programs in the county.

Legal Reference: WV Code 18A-3-8; West Virginia State Board Policy 5500.  
Adopted on August 24, 2011.  
Revised: May 15, 2017  
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