

PLEASANTS COUNTY SCHOOLS
Service Personnel Staff Development Plan 2014-2015

Pleasants County Schools is dedicated to providing high quality staff development opportunities for all personnel. The Pleasants County Board of Education has high expectations for all students and is committed to ensuring the success of each student in a safe, challenging environment, supported by committed personnel who focus on quality teaching and learning. Pleasants County Schools further believes that our personnel benefit from ongoing professional development opportunities and strong support systems that enable them to provide high quality teaching and learning environments.

West Virginia Board of Education Policy 5500 and County Policy 6009 requires employees to participate in eighteen (18) hours of staff development each year. This staff development is to be job-related. Some staff development sessions will be site-based, with each principal and faculty involved in planning programs based on the needs of each individual school. Some staff development programs will be county-wide offerings which are available to staff members from all schools. Pleasants County also encourages staff participation in programs sponsored by RESA 5, WVDE, and professional education organizations.

Service personnel hours will be approved by the Principal/Director and the Service Personnel Staff Development Council and its representatives. Employees may consult with their supervisors and representatives regarding the number of hours they have completed; however, it is the employee's responsibility to maintain a record of sessions attended through use of the attached Staff Development Log.

Building principals must submit written verification of completion of staff development hours (minimum of 18 annually) to the county office by the end of the school year.

The service personnel staff development program for Pleasants County School's personnel is developed and approved by the Service Personnel Staff Development Council. The school calendar provides for three (3) days to be devoted to professional development activities during the school year.

The Service Personnel Staff Development Council encourages and approves attendance at professional conferences, workshops, seminars, clinics, classes, and training programs which will enhance or improve the employee's job skills and performance. Credit for attendance at any conference, meeting or session must be approved by the building principal or director and be directly related to the employee's job assignment. Employees attending conferences may be asked and are encouraged to share information with their colleagues and county staff.

Pleasants County service personnel may be provided professional development sessions on CE days and Early Dismissal Days throughout the school year. Sessions will be determined by:

- Needs-based objectives
- Individual school, county, state priorities
- State Board goals and objectives
- Local Board goals and objectives
- Faculty senate/LSIC/curriculum team recommendations
- County Superintendent recommendations

Pleasants County Schools will provide the following early dismissal days for the purpose of teacher collaboration and staff development based on school needs. These days are available through the use of accrued instructional time beyond the required minimum length of the instructional day. However, these days are subject to cancellation by the county superintendent. School year 2014-2015 early dismissal days include: September 19, 2014; December 23, 2014; February 20, 2015; April 24, 2015

COUNTY WIDE SERVICE PERSONNEL Staff Development Sessions offered school year 2014-2015 are as follows:

July 21, 2014	6 hrs.	WVASFA Conference	9:00 a.m. – 3:00 p.m.
July 22, 2014	6 hrs.	WVASFA Conference West Virginia Associations of School Facilities Administrators Morgantown, WV	9:00 a.m. – 3:00 p.m.
July 28, 2014	6 hrs.	Care of Equipment and GHS Globally Harmonized Systems Ritchie County High School Hillyard/Rose Products, Dwight D. Ullman	8:00 a.m. – 3:00 p.m.
Aug. 12, 2014	2 hrs.	Asbestos Awareness Maintenance Building, Rex Cox	8:00 a.m.- 10:00 a.m.
Aug. 12, 2014	3 hrs.	Superintendent’s Remarks and Featured Speaker PCMS Auditorium	12:30 p.m. – 3:30 p.m.
Aug. 13, 2014	3 hrs.	Service Personnel Meeting PCMS Cafeteria, Jodie Johnson	8:30 a.m. – 11:30 a.m.
Aug. 12, 2014 Aug. 13, 2014	2 hrs.	Policy Review – Scheduled By Each Location Jason Flatt Act, Helen Wells During Policy Review	
Sept. 19, 2014	2 hrs.	Marietta Memorial Health System Wellness Day Topic TBD, Maintenance Department	1:30 p.m. – 3:30 p.m.
Oct. 16, 2014	3 hrs.	CPR/AED MOVTI, Neil Morehead	5:00 p.m. – 8:00 p.m.
Oct. 30, 2014	3 hrs.	FIRST AID MOVTI, Neil Morehead	5:00 p.m. – 8:00 p.m.
Feb. 20, 2015	2 hrs.	Marietta Memorial Health System Wellness Day Topic TBD, Maintenance Department	1:30 p.m. – 3:30 p.m.
April 24, 2015	2 hrs.	Marietta Memorial Health System Wellness Day Topic TBD, Maintenance Department	1:30 p.m. – 3:30 p.m.
June 2, 2015		TBD by the Number of Instructional Days	

Twelve hours of staff development will be provided during the three non-instructional days (August 11-13) prior to students' return to school. During those three days, site-based staff development (9-hours) will be scheduled to review evaluation procedures, safety procedures and protocol and Board policies. School expectations and operating procedures, technology programs, and instructional emphasis areas will be reviewed.

The Service Personnel Staff Development Council will meet at 4:00 p.m. in the Board Meeting room at the Maintenance Building to discuss needs, concerns, additions or revisions to the staff development schedule. The following meeting dates have been established for this school year:

Tuesday, October 7, 2014
Tuesday, December 9, 2014
Tuesday, February 10, 2015
Tuesday, April 14, 2015

The Service Personnel Staff Development Council is comprised of a representative from each of the service personnel categories represented in Pleasants County Schools.

We are looking forward to a great school year with many opportunities for all Pleasants County Schools employees to receive high quality staff development.

If you have any questions or suggestions regarding staff development, please see your school's staff development council representative or building principal, or do not hesitate to call us.

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Staff Development Coordinator
Pleasants County Schools
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SERVICE PERSONNEL
PLEASANTS COUNTY SCHOOLS
Staff Development Hours Earned/Attendance

Name: _____

Workshop/Program Attended: _____

Presenter: _____

Location: _____

Date: _____ **Length of Session:** _____

Brief Explanation: _____

Evaluation: _____

Hours Credit Granted: _____ **hrs. Principal/Supervisor:** _____