

PLEASANTS COUNTY SCHOOLS
Service Personnel Staff Development Plan 2017-2018

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 2017-2018 early dismissal days include: September 15, 2017; November 17, 2017; December 8, 2017; January 12, 2018; March 2, 2018; May 11, 2018.

COUNTY WIDE SERVICE PERSONNEL

Staff Development Sessions scheduled/offered school year 2017-2018 are as follows:

July 10, 2017	6 hrs.	WVASFA Conference	9:00 a.m. – 3:00 p.m.
July 11, 2017	6 hrs.	WVASFA Conference West Virginia Associations of School Facilities Administrators Morgantown, WV	9:00 a.m. – 3:00 p.m.
Aug. 3, 2017		SOFI Training Teresa Maxey, RESAV SMHS/MOVTI	8:00 a.m. - 3:00 p.m.
Aug. 11, 2017	6 hrs.	Custodial Training- Multi Co. Hillyard Products. – Multi Topic Custodial Issues Tyler Co. High School	8:00 a.m. – 3:00 p.m.
Aug. 11, 2017	6 hrs.	Cooks Training- Multi Co Ritchie Co. High School	8:00 a.m. – 3:00 p.m.
Aug. 15, 2017	1 hr.	Superintendent’s Opening Remarks Awards and Recognitions SMHS Auditorium, Mike Wells	8:30 a.m. – 9:30 a.m.
Aug. 15, 2017	2 hrs.	Service Personnel Meeting SMHS Auditorium, Jodie Johnson	9:30 a.m. – 11:30 a.m.
Aug. 15, 2017	3 hrs.	Policy Review (2 hrs) And school/site staff development.	12:30 p.m. – 3:30 p.m.
Aug. 16, 2017	6 hrs.	<u>Teacher Aides Training</u> First Aid/CPR/AED Refresher Course Neil Morehead, MOVTI CPI Training Lindsay Fetty RESAV Board Mtg Rm, Maintenance Dept.	8:00 a.m. – 12:00 p.m. 1:00 p.m. – 3:30 p.m.
Aug. 16, 2017	6 hrs.	<u>Secretaries Training</u> Purchasing, Receipts, Payroll, Trouble Shooting Attendance, Primero- Kristi Venderlic WVEIS, Enrollment, etc.- Gary Bills	8:00 a.m. – 12:00 p.m. 1:15 p.m. – 3:15 p.m.
Aug. 16, 2017	6 hrs.	<u>Cooks Training</u> First Aid/CPR/AED Refresher Course Neil Morehead, MOVTI Attendance, Primero- Kristi Venderlic The Gordon Experience- Kristi Venderlic	8:00 a.m. – 12:00 p.m. 1:15 p.m. – 2:15 p.m. 2:16 p.m. – 3:15 p.m.
Aug. 16, 2017	2 hrs.	<u>Custodial Training</u> Asbestos Awareness Maintenance Building, Rex Cox First Aid/CPR/AED Refresher Course Neil Morehead, MOVTI	8:00 a.m. – 10:00 a.m.
Aug. 16, 2017	6 hrs.	Bus Drivers Training	8:00 a.m. – 3:00 p.m.

Staff Development Sessions offered school year 2017-2018 (continued)

Early Out Days	2 hrs.	Topic TBD, Maintenance Department	1:30 p.m. – 3:30 p.m.
Sept. 15, 2017	2 hrs.		
Nov. 17, 2017	2 hrs.		
Dec. 8, 2017	2 hrs.		
Jan. 12, 2018	2 hrs.		
Mar. 2, 2018	2 hrs.		
May 11, 2018	2 hrs.		
June 6, 2017		CE Day TBD by the Number of Instructional Days	

Twelve hours of staff development will be provided during the two non-instructional days (August 15-16) prior to students' return to school. During those two days, site-based staff development 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 3, 2017
Tuesday, December 5, 2017
Tuesday, February 6, 2018
Tuesday, April 3, 2018

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.

Res A. Cox
Director/Supervisor of Maintenance/Facilities
Staff Development Coordinator
Pleasants County Schools
Phone: 304-684-3047
Fax: 304-684-3290

SERVICE PERSONNEL
PLEASANTS COUNTY SCHOOLS
Staff Development Hours Earned/Attendance

Name: _____

Workshop/Program Attended: _____

Presenter: _____

Location: _____

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

Brief Explanation: _____

Evaluation (REQUIRED): _____

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