

HUMAN RESOURCE**STAFF DEVELOPMENT - SERVICE PERSONNEL****I. Service Personnel Staff Development Council**

Staff Development is the implementation of programs that are planned experiences, activities, and studies to increase the knowledge and to improve the skills and attitudes of service personnel. Such programs must be based on documented needs, clear statements of competencies to be developed, and the means to evaluate the attainment of these competencies.

All service personnel shall participate in at least eighteen hours of job related staff development each year. Job related means that programs available to all service personnel are relevant to: (1) their areas of assignment; and (2) their job classification and job description.

Any service personnel employee, in concert with his/her immediate supervisor, may develop an individual staff development plan to be used in implementing his/her staff development activities. An employee's performance evaluation must be used in this process. However, the employee's evaluation remains confidential.

Ohio County Schools service personnel, professional organizations, colleges or universities, consultants, public agencies, private agencies, governmental agencies or other organizations having a legitimate interest in improving the knowledge, skills, and attitudes of service personnel are encouraged to submit proposals for programs. Forms may be obtained from the director of service personnel staff development.

II. County Responsibility

The Ohio County Board of Education shall have the following responsibilities:

- A. Schedule annually at least eighteen hours of job related staff development for service personnel.
- B. Make available an amount equal to one tenth of one percent of the amount provided in accordance with section five, article 9-A, Chapter eighteen of the West Virginia Code and credit such funds to an account to be used by the council to fulfill its objectives.

- C. Have final approval of all disbursements and may consider other funding sources.
- D. Approve the proposed program for staff development prior to implementation.
- E. Provide a report to the State Superintendent annually concerning the composition and activity of the council and the number of hours of staff development provided to service employees, per WV Code 18A-3-9.

III. Administration

The Service Personnel Staff Development program shall be the responsibility of the director of service personnel staff development who shall supervise the development of the program objectives by the Service Personnel Staff Development Council; coordinate implementation of the service personnel staff development plan; disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all service personnel in the county; and maintain records of enrollment, scheduling, and evaluation of each staff development activity.

The Service Personnel Staff Development Council shall be chaired by a service employee (per WV Code 18A-3-9) elected by the Council.

IV. Guidelines and Election Procedures

The following conditions and procedures shall apply to the Service Personnel Staff Development Council:

- A. Meetings shall be held as needed.
- B. A majority of the voting members shall constitute a quorum.
- C. The Service Personnel Staff Development Council shall be comprised of two employees from each category of employment: Secretary, custodian, maintenance, transportation, food service, aide, and accountant. The director of service personnel staff development shall be an advisory, nonvoting member of the council.
- D. Members shall be elected only by the specific category they will represent. Membership will be staggered three year term commencing on November 1 and terminating on October 31.
- E. The Council will appoint three current members of the Council to serve on the nominating committee. A chairperson will be

selected by the committee. During the last week of September, nomination forms will be sent to all employees in the specific vacancy classification. Following receipt of the return nominating forms, the nominating committee will contact each nominee to confirm the nominee's acceptance.

- F. Under the guidance of the county superintendent or designee, the nominating committee will develop the ballot.
- G. During the second week of October, ballots will be distributed to employees in the specific vacancy classification at each county location. At each county location, the principal or Central Office administrator will distribute and collect the ballots in sealed envelopes. Each voting employee will sign a voting verification form. The sealed envelopes with the attached voting verification forms from each county location will be returned within one week to the county superintendent or designee.
- H. Upon receipt of all ballots from each location, a special meeting of the Service Personnel Staff Development Council will be convened immediately to count the ballots under the supervision of the county superintendent or designee.
- I. The chairperson of the nominating committee will notify all successful candidates. All service personnel will receive notification of the composition of the Service Personnel Staff Development Council. Such notification will include the name of each member and the term of service.
- J. If a vacancy occurs during a member's three year term due to resignation, retirement, or acceptance of a position in another category, that member's position on the Council will be declared vacant. The Council will then determine if an election should be held immediately or fill the vacancy during the regular election.

V. Monitoring and Evaluation

- A. Every three years the Service Personnel Staff Development Council shall evaluate the effectiveness of the staff development program and activities in meeting the needs of service personnel, per section 6.2, Monitoring and Evaluation, of West Virginia Department of Education policy 5500.02. For evaluation purposes, a staff development year shall be July 1 through June 30.
- B. For monitoring and evaluation purposes, all members of the Service Personnel Staff Development Council will be provided with a quarterly financial statement indicating the following:

1. Carryover monies from the previous year;
 2. Balance of current year's funds;
 3. Itemized listing of quarterly expenditures.
- C. Requests for proposed expenditures for equipment, supplies, and contracted services will be submitted to the Service Personnel Staff Development Council for recommendation to the superintendent or designee.
- D. Request for proposed expenditures for job related training will be submitted to the Director of Service Personnel Staff Development for recommendation to the superintendent or designee.

REGULATION REVISED: June 9, 2014

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OHIO COUNTY BOARD OF EDUCATION