Table of Contents

Site Based Professional Development Coordinators .......... 2
Professional Staff Development Council ......................... 4
What is Staff Development........................................... 5
Staff Development Hours ............................................. 6
2017 – 2018 Calendar School Based Staff Development ....7
Staff Development Funding Guidelines ............................ 8
Applying for Staff Development Funds ............................ 9
Reimbursement Guidelines ......................................... 10
County/School Based Staff Development Guidelines ........11
Personalized Plans ..................................................... 13
Completed Forms on My Learning Plan............................. 15
SITE-BASED PROFESSIONAL DEVELOPMENT
COORDINATORS

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>EMPLOYEE</th>
</tr>
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<tbody>
<tr>
<td>Special Ed</td>
<td>Deborah Combs</td>
</tr>
<tr>
<td>Transportation</td>
<td>Cheryl McClain</td>
</tr>
<tr>
<td>Back Creek Valley</td>
<td>Belinda Linton</td>
</tr>
<tr>
<td>Bedington Elementary</td>
<td>Jamie Rose</td>
</tr>
<tr>
<td>Berkeley Heights Elementary</td>
<td>Amber Boechmann</td>
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<tr>
<td>Bunker Hill Elementary</td>
<td>Beckie Hohner</td>
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<tr>
<td>Burke Street Elementary</td>
<td>Julia Dopson</td>
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<tr>
<td>Eagle School Intermediate</td>
<td>Kara McDaniel</td>
</tr>
<tr>
<td>Gerrardstown Elementary</td>
<td>Amanda Allen</td>
</tr>
<tr>
<td>Hedgesville Elementary</td>
<td>Sarah Kidwell</td>
</tr>
<tr>
<td>Inwood Primary</td>
<td>Janet Kawalek</td>
</tr>
<tr>
<td>Marlowe Elementary</td>
<td>Wendy Gregory</td>
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<tr>
<td>Mill Creek Intermediate</td>
<td>Davida Mosby</td>
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<tr>
<td>Mountain Ridge Intermediate</td>
<td>Jason Brier</td>
</tr>
<tr>
<td>Opequon Elementary</td>
<td>Joy Woofter-Rondon</td>
</tr>
<tr>
<td>Orchard View</td>
<td>Cathy Lauffer</td>
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<tr>
<td>Pikeside</td>
<td>Kathleen Ashton</td>
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<tr>
<td>Potomack Intermediate</td>
<td>Angela Bleigh</td>
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<tr>
<td>Rosemont Elementary</td>
<td>Lynn Blackburn</td>
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<tr>
<td>Spring Mills Primary</td>
<td>Dee McDonald</td>
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<tr>
<td>Tomahawk Intermediate</td>
<td>Lorie Butts</td>
</tr>
<tr>
<td>Tuscarora Elementary</td>
<td>Donna “Susie” Russler</td>
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<tr>
<td>Valley View Elementary</td>
<td>Lauren Ronick</td>
</tr>
<tr>
<td>Winchester Avenue Elementary</td>
<td>Whitney Navratil</td>
</tr>
<tr>
<td>Hedgesville Middle</td>
<td>Mindy VanMetre</td>
</tr>
<tr>
<td>Mountain Ridge Middle</td>
<td>Sharon Kilmer</td>
</tr>
<tr>
<td>Musselman Middle</td>
<td>Carolyn Foster</td>
</tr>
<tr>
<td>North Middle</td>
<td>Heather Sanders</td>
</tr>
<tr>
<td>South Middle</td>
<td>Cheryl Reid</td>
</tr>
<tr>
<td>Spring Mills Middle</td>
<td>Kellye Kidwell</td>
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<tr>
<td>Hedgesville High</td>
<td>Veronica McDonald</td>
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<tr>
<td>Martinsburg High</td>
<td>Brenda Struebing</td>
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<tr>
<td>Musselman High</td>
<td>Laura Kahre</td>
</tr>
<tr>
<td>Spring Mills High</td>
<td>Susan Rude</td>
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<tr>
<td>Central Office – Attendance</td>
<td>Amanda Stevens</td>
</tr>
</tbody>
</table>

Your responsibility is to serve as a point of contact for all the employees in your building as they pursue the 18 hours of Professional Development required by Berkeley County Schools Policy GAD and GAD.A, and West Virginia Board Policy 5500.
This responsibility requires that you carry out the following tasks:

- Tracking all the PD hours secured by those in your specific location accurately through the tracking system, My Learning Plan, adopted by Berkeley County Schools.

- Maintaining sign-in sheets for all school-based activities.

- Keeping all employees informed on the status of their hours.

- Sharing the "BCS Professional Staff Development Training Plan" forms on the computer program, My Learning Plan, with those employees seeking approval for outside Professional Development and forwarding questions from Professional staff on to the Central Office (Paula Hoffman) and the Professional Staff Development council (WV: 18A-3-8) and Service staff on to the Central Office (Glenda Miller). It is the responsibility of the individual BCS employee to request and follow-up on outside hours. The Site-Based Coordinator will serve to direct employees through the proper procedures and be able to verify that approved hours are properly recorded in the PD My Learning Plan Tracking Program.

- Notify the Central Office (Federal Programs) of updates necessary for the PD My Learning Plan Tracking Program (new employees, missing employees, missing hours and technical difficulties.)

- Updating the PD My Learning Plan Tracking Program after the county updates location records (employees added….etc.)

- Directing all personnel in your building to fill out a “Request to Attend Conference” form on the computer program, My Learning Plan, before travel, (whether they are seeking PD Hours)

- Providing training to personnel in your building on updates to the PD My Learning Plan Tracking Program along with sharing routine maintenance (such as password recovery, site navigation…etc.) to those personnel.

- Directing to proper forms for PD on the My Learning Plan and In service to interested personnel in your building; Site-Based Supervisor-Professional Staff Development Training Plan, Site-Based Employees-Request to Attend Conference, Staff Development Personalized Plan.

- Keeping all documentation up to date and truthful.
PROFESSIONAL STAFF DEVELOPMENT COUNCIL
ELECTED MEMBERS

Carol Hamilton, Berkeley County Board Representative, ex officio
Lynn Blackburn, Rosemont Elementary, ex officio, Treasurer
Julia Moore, Musselman Middle School, Jan. 2016 – Dec. 2018
Laura Kahre, Musselman High School, Jan. 2016 – Dec. 2018
Kelly Comer, Tomahawk Int, Jan. 2017 – Dec 2019, secretary
Justin Pugh, Burke Street Elementary, Jan, 2017 – Dec 2019
Stephanie Trimble, Spring Mills Primary, Jan. 2018-Dec. 2020
Julaine Pfund, Back Creek Elem, Jan 2018-Dec 2020
Tracey Horner, Musselman Middle School, Jan. 2018-Dec 2020

STAFF DEVELOPMENT COUNCIL MEETINGS

School Site Based Staff Development Coordinators and teachers must turn in
staff development plans and requests on My Learning Plan no later than noon
Monday, prior to the Council’s scheduled meeting. The Staff Development Council
meets on the second Wednesday of every month at Rosemont Elementary
School, at 4:00 P.M. Any staff development plans received after that time will not be
considered until the following meeting unless determined otherwise by the Staff
Development Coordinator

*These meetings will be conducted online.
WHAT IS STAFF DEVELOPMENT?

Staff Development consists of professional, educational training options designed to meet the needs of county educational systems. The training options will aid teachers in keeping informed on current educational trends and teaching techniques. Staff Development complements and extends the teacher education component by providing in-service for fulfilling the professional and personal growth of public school personnel. These in-services represent the means available to professional personnel to develop and expand individualized and job related competencies and to prepare for new educational roles and job assignments after initial professional or vocational certification.

Staff Development consists of the programs agreed upon between the county, the principals, and their staffs. It is required for all professional and service personnel. An activity is only considered to be "staff development" when it relates directly to instruction in the classroom i.e.: instructional tools, strategies, classroom procedures and management...etc.

EXAMPLES OF ACCEPTABLE STAFF DEVELOPMENT PROGRAMS

Any program aimed at one or more of the nine Staff Development objectives would probably be acceptable. For example:

A. School Effectiveness  F. Multicultural Awareness/Education
B. Counseling        G. Professional Growth
C. Technology        H. Special Education
D. Content Areas      I. Textbooks
E. Federal/State/County Mandates     J. E-learning/Online Courses
                                 K. CPI

EXAMPLES OF WHAT STAFF DEVELOPMENT DOES NOT INCLUDE

A. Parent-Teacher Conferences
B. Math Field Day
C. Social Studies and Science Fairs (i.e. working Fairs on Saturdays)
D. Writing of I.E.P’s (Individualized Education Plans)
E. Any other non-curricular activity such as collecting tickets, chaperoning, attending plays, etc.
F. PTA Conferences
HOW MANY STAFF DEVELOPMENT HOURS ARE NEEDED?

All professional staff participates in **at least eighteen (18) hours job related staff development each year**. Job related means that programs available to all teachers are directly relevant to (1) the areas of study they are currently teaching; (2) the teaching strategies appropriate to those areas of study; (3) classroom management skills; (4) techniques appropriate for learners with various exceptionalities and learning styles; and, (5) alignment of learning outcomes with instructional strategies, materials, and resources, and student and program evaluation methods and instruments. (Policy 2510)

If an employee is short hours for Staff Development, a Professional Staff Development Program Personalized Plan form may be submitted to the Staff Development Council for approval. **Failure to submit a Professional Staff Development Program Personalized Plan and/or obtain the required eighteen (18) hours of Staff Development may result in disciplinary action against you up to and including termination from employment.**

ACQUIRING STAFF DEVELOPMENT HOURS

1. Attendance at county and school-based programs is required for staff development hours. Each teacher should attend programs which are designed to keep teachers informed of current scientifically research-based strategies.

2. The building level programs designed by the principal/staff at a school will also be considered for Staff Development hours. A Professional Staff Development Training Plan form must be submitted to the Staff Development Council for approval.

3. Attendance at programs/conferences not designed or originally approved by Council is another option. Credit may be given to a teacher who has submitted a Professional Staff Development Training Plan form to the Staff Development Council.

- The Staff Development Council has sole authority in approving personalized plans. State Law requires all professional employees to accumulate a minimum of 18 hours of approved staff development credit.

- On July 4, 1998, the State Board adopted revisions under Policy 5500. The policy limits your individual choices by having the Council plan twelve (12) hours of job related sessions. Twelve (12) hours of Staff Development (job related training) has been planned for professional employees between August and December. **It is required by all professional employees to attend twelve (12) hours before January 1, 2018.**
ALL BERKELEY COUNTY SCHOOLS WILL PARTICIPATE IN THE FOLLOWING 2015-2016 SCHOOL BASED STAFF DEVELOPMENT SESSIONS:

**August 14, 2017**
8:00 a.m. – 3:30 p.m.  
CE Day  
7 hours staff development - Safe Schools

**August 15, 2017**
8:00 a.m. – 3:30 p.m.  
Teacher Prep Day and Faculty Senate

**August 16, 2017**
8:00 a.m. – 3:30 p.m.  
CE Day  
7 hours staff development – Test Analysis, Strategic Plan and Data Teams.

**Note:** Teachers will be provided a maximum of 18 hours staff development to be scheduled on the following dates:

A. 8/14/17 – Safe Schools, 7 hours, school-based (CE)
B. 8/16/167– Test Analysis, Strategic Plan & Data Teams, 7 hours, school-based (CE)
C. 12/22/17 – 1.5 hours school-based (IS) TBA
D. 2/16/18 – 1.5 hours school-based (IS) TBA

**Staff Development 2017-2018**

All staff development provided by the school or county is required by the Elementary and Secondary Education Act to be scientifically research based, sustained and ongoing. **Eighteen (18) hours are required for all employees.** The amount of staff development may exceed eighteen (18) hours.

Note: Staff Development schedules may be different for specialized positions such as, administrators, psychologists, professional support personnel, Special Education teachers…etc. This will be announced during the first day on 8/16/17 at schools.
STAFF DEVELOPMENT FUNDING
For Professional Growth Opportunities

A portion of the Berkeley County Professional Growth Staff Development Council funds will be designated to promote professional growth opportunities for teachers needing financial assistance to attend conferences and workshops related to their area of employment. Due to limited funds, we encourage you to seek alternative resources that may be available to you. Alternative resources may include Faculty Senates, PTA, School Funds, Title I, Title II, Step VII, etc. After seeking these funds, please submit your requests to the Berkeley County Professional Staff Development Council using the procedures outlined here.

In order for requests to be considered, the following guidelines MUST be adhered to:

- Request must be a professional growth activity related to an individual’s teaching assignment as determined by the Berkeley County Professional Staff Development Council.

- Because the Berkeley County Professional Staff Development Council needs time to approve or reject your request, requests must be submitted on My Learning Plan the as soon as possible and no later than the end of the month preceding the conference. The council meets the second Wednesday of each month (unless indicated otherwise). See meeting dates in the beginning of this handbook.

- County professional leave forms must be completed online at My Learning Plan processing.

- Maximum funding for a state conference is $500.00. Maximum funding for a national conference is $800.00. (Maximum funding of one (1) conference per person per year will be considered by the council, either one state or one national conference).

- Requests may be partially or fully funded depending on the number of requests received and funds available to the Berkeley County Professional Staff Development Council.

- Requests will be honored only during the current fiscal school year (July 1st – June 30th). Requests submitted after June 30th will not be honored.

- Requests for conferences scheduled to occur after June 30th will not be funded until the next fiscal year.
APPLYING FOR STAFF DEVELOPMENT FUNDS

The following procedures **MUST** be utilized in requesting staff development funds:

1. Log into My Learning Plan and click on Attend Conference/School Business.

2. Approval or denial of the request will be sent to the applicant on their My Learning Plan account. Teachers will then need to see their school Staff Development Coordinator for a BLUE Berkeley County Board of Education Travel Expense Reimbursement form. Please note, the amount approved will be the maximum amount reimbursed.

3. **Within thirty days of attending the approved conference/workshop, submit the Berkeley County Board of Education Travel Expense Reimbursement form** to Carol Hamilton, Staff Development Coordinator, Central Office. **DO NOT SEND TO THE FINANCE DEPARTMENT.**

4. As funds become limited, requests will be funded on a first come first serve basis until funds are depleted. Only one request per person per fiscal year will be approved.

**PLEASE notify the Carol Hamilton if you do not attend an approved conference.**
BERKELEY COUNTY REIMBURSEMENT GUIDELINES

When an expense account is submitted for payment after a trip, the following documentation is necessary:

Receipts for hotel bills. Receipts for public conveyance.
Mileage from school or office (TBD)*. Cab Fare, if cab is used.
Toll receipts. Registration fee receipts.
Parking receipts.

*Itemized Receipts for meals. Limited to $35 per day (See #9).

*The mileage rate for travel reimbursement will be equal to the rate paid per mile by the State of West Virginia (as of 8/15 the mileage rate is 54.5 ¢ a mile). All requests for reimbursement will be submitted on a “Travel Expense Reimbursement” form typed or printed in ink as follows:

1. Make sure all columns are complete and totaled, both vertically and horizontally. Total should be on the last column along with your signature.
2. Original receipts for lodging, meals, registration, airline tickets, taxis, toll charges, parking, etc. must be attached. These items, except for lodging, should be listed under the “Other Expense” column and carefully identified.
3. All charges (receipts) should be in the name of the person making the claim. Example: Double room occupancy – receipts should be in the name of each person for the share to be claimed if at all possible. Explain any differences.
4. Include tax and any gratuity in amounts claimed.
5. Charges for local and/or personal calls will not be reimbursed.

6. All reimbursement forms must be returned to Carol Hamilton within thirty days of attending a conference.
7. All travel originates from your assigned location (or home) to your destination and is reimbursed at the rate paid per mile by the State of West Virginia.
8. Record all expenses on a day by day basis. Do not combine into one line item.
9. *Meals will be reimbursed at a rate of no more than $35.00 per day. Receipts must be provided. You cannot be reimbursed for lunch on one day trips. Breakfast and/or dinner is reimbursable if you leave two hours before your normal work day starts (for breakfast) or arrive home two hours after your normal work day ends (for dinner). When this applies, it also must be stated on the travel reimbursement form.
10. If mileage reimbursement is not involved, please state location of event in “From – To” section of the form.

(Berkeley County Policy File: DJ-B and DJ-C)

*Berkeley County Schools Request to Attend Conference or Meeting form
COUNTY/SCHOOL BASED SESSION GUIDELINES

A school or school employee(s) may request Professional Staff Development Hours for hosting staff development sessions in their school or at the county level. These sessions must meet the criteria defined under “What is Staff Development?” in this handbook.

Procedure for hosting a County/School Based Session:

1. Log onto My Learning Plan and complete the form under the Request Staff Dev. Hours

If approved, the course will be added to the PD My Learning Plan Tracking Program. If denied, Carol Hamilton will contact the Site Based Coordinator with an explanation.
2. On the day(s) of the training, participants must sign in to obtain staff development credit. This sign in sheet may be obtained from the roster on My Learning Plan or online at www.berkeleycountyschools.org. This sign in sheet is to be turned into your school-based Site Staff Development Coordinator. Be sure that your sign in sheet adheres to the following criteria to ensure that every employee gets their staff development credit (see example that follows):
   - The Title of Session on your sign in sheet must match the title that you placed on Line II of the Professional Staff Development Plan.
   - Employees print their given name (no nicknames), list their school and sign the sheet.

3. The School Site Staff Development Coordinator will then do the following with the sign in sheet(s) based on the training given:
   - If the training was county based, the sign in sheets are to be submitted to Carol Hamilton, Central Office.
   - The training was school based, they will confirm the attendance on My Learning Plan.
   - If the training was for service personnel, the sign in sheet(s) will be submitted to
STEPS TO TAKE FOR PERSONALIZED PLANS

When applying for Staff Development outside those programs approved and announced by the council:

Log onto My Learning Plan and complete the form under the Request Staff Dev. Hours

If approved, the course will be added to the PD My Learning Plan Tracking Program. If denied, Carol Hamilton will contact the Site Based Coordinator with an explanation.

All requests for personalized plans **MUST** include documentation of attendance. This can be uploaded onto My Learning Plan with their request.
SAMPLE ACTIVITIES THAT REQUIRE
A PERSONALIZED PLAN

Sample activities that need a personalized plan.

A. Graduate Class/Online Course 6 Hours
   *Maximum of one class per school year.

B. Undergraduate Class 6 Hours
   *Maximum of one class per school year.

C. Conferences/Workshops
   1 Day in Length 3 Hours
   2 or More Days in Length 6 Hours

D. Educational Trips
   Under 1 Week in Length 2 Hours
   Over 1 Week in Length 4 Hours
   *Must provide a unit of study that includes instructional objectives and daily lesson plans that show how it was implemented.

E. Adult Education 2 Hours
   *Must be related to teaching field.

F. CPR Certification, EMT Training, and First Aid Hour/Hour
   *Maximum of 6 Hours

G. CPR Re-certification Hour/Hour
   *Maximum of 6 hours

H. On Site Review Summer Training (Accreditation) Hour/Hour
   *Maximum of 6 hours

I. Previewing Software Hour/Hour
   *Maximum of 2 Hours
   *Must have the OK from the Principal/Supervisor