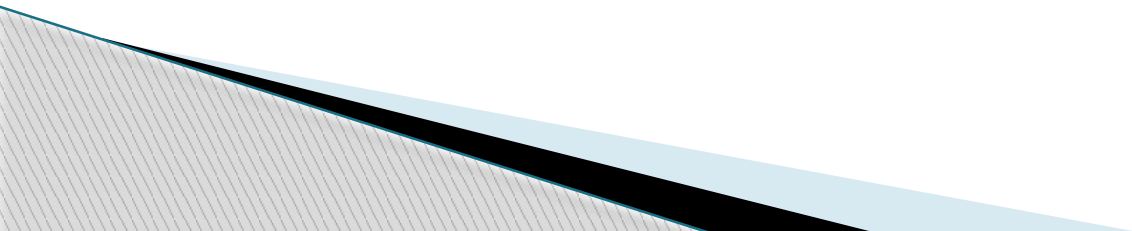
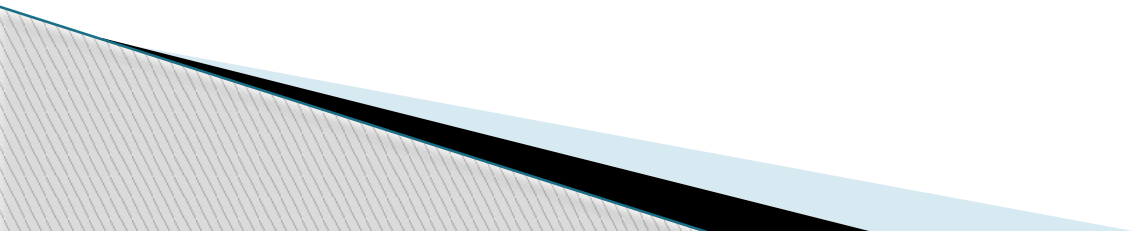


School Calendar School Year 2014-15

**Presented by
Judy McCoy, Administrative Assistant
Richard Duncan, STEM Coordinator
Mingo County Schools**







Legislative Revisions

The Legislature made substantial changes to the school calendar statutes (**WVC §§18-5-45, 18-5A-5, and 18A-5-2**) during the 2013 legislative session through the passage of **SB 359** to provide county boards **more flexibility** in developing a school calendar that meets their individual needs, while at the same time requiring all county boards to actually provide **180 separate days of instruction**.

Major Changes

The major legislative changes include:

- Public Hearings - **MUST** hold at least **2 public hearings each year** before adopting a school calendar for the upcoming year.
- Instructional Term - **MUST** provide **180 SEPARATE** days of instruction.
- Length of Instructional Term - The beginning and closing days of the minimum **200-day employment term** has been extended from **43 to 48 weeks**.

Major Changes (Cont.)

- Recovery of Lost Instructional Time – **MUST** develop a local policy that requires the recovery of **ALL instructional time lost due to late arrivals** and early dismissals
- Outside of School Environment (OS) Days – **MUST** schedule **4** of the **6 OS days** after the **130th** instructional day

School Calendar Guidance

General Provisions



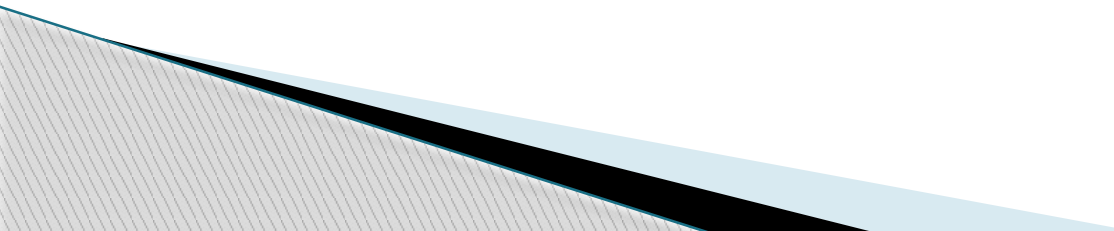
Public Hearings

- ▶ **County boards of education are now required to hold at least 2 public hearings that allow all interested parties to discuss the school calendar.**
- ▶ **Public notice of the hearings must be published as a Class II legal advertisement, which means they must be published once a week for two successive weeks in a qualified newspaper in the publication area.**

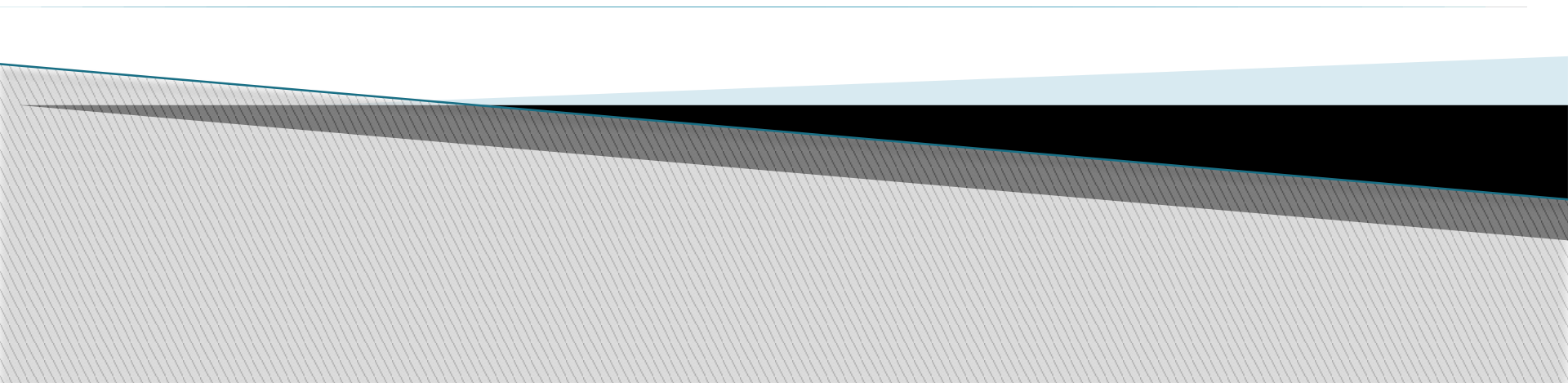
Public Hearings (Cont.)

- ▶ **The hearing should be scheduled to last a reasonable amount of time, but should not begin before 9:00 am nor continue past 11:00 pm for convenience.**
- ▶ **In the interest of time and efficiency, oral statements may be limited in duration to a period of no less than 3 minutes each and may be supplemented with written comments.**

Graduation Dates

- ▶ **County boards are required to submit a list of graduation dates for every high school in the county to the WVDE**
 - ▶ **County boards may not hold graduation ceremonies and release seniors earlier than 5 instructional days prior to the end of the regularly scheduled term for all students which is based on the original calendar submitted to the WVDE for approval.**
- 

The Calendar as an Instructional Term



Instructional Term

- ▶ **Per WVC §18-5-45, each county board must provide **180 separate instructional days** for students.**
 - ▶ **An instructional day is defined as a day which meets the following criteria:**
 - **Instruction is provided to students for a least the minimum amount of time under SB Policy 2525 or 2510.**
 - Elementary (Grades K-4) - 315 minutes**
 - Middle (Grades 5-8) - 330 minutes**
 - High School (Grades 9-12) - 345 minutes**
- *8100 Minutes in Grades 9-12 for credit**

Instructional Term (Cont.)

- ▶ **An instructional day is defined as a day which meets the following criteria:**
 - **Instructional time is used for **instruction** and **cocurricular activities**.**
 - **The **instruction** provided meets the **CSOs** prescribed by the State Board**

Canceled Instructional Days (Cont.)

- ▶ **County boards now have discretion as to what type of day is used to make up a canceled instructional day; they can use available non-instructional days OR use an out-of-calendar day instead of the remaining noninstructional days and continue to use the noninstructional days as originally scheduled.**
- ▶ **In this manner, a county board can protect a particular noninstructional day, such as the Preparation day for the closing of school, from being used as a make-up day.**

Canceled Instructional Days (Cont.)

- ▶ **If a county board does not have sufficient noninstructional days to make up all canceled instructional days, the board must reschedule the canceled instructional days using out-of-calendar days.**

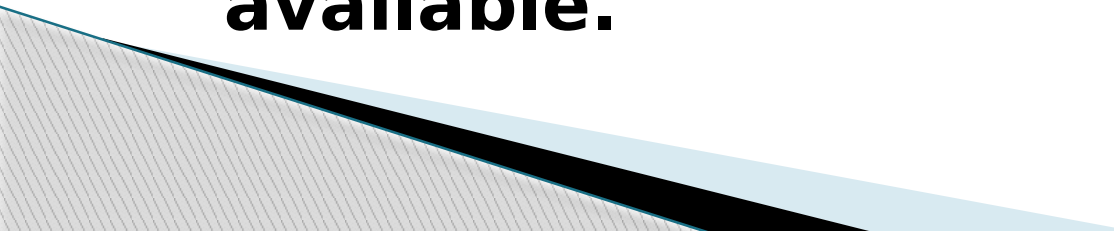
Recovery of Lost Instructional Time

County boards must **adopt a policy** that requires **additional minutes of instruction** to be added to each instructional day, or that **entire additional instructional days** be added, to **recover time lost due** to late arrivals and early dismissals, the closing of schools caused by inclement weather, or any other calamitous event over which the board has no control.

Recovery of Lost Instructional Time (Cont.)

- ▶ **If all schools have accumulated sufficient accrued instructional time through their regular schedules to make-up the missed time, county boards won't have to specifically add additional minutes to the school day.**
- ▶ **Every county board is responsible for tracking their own accrued instructional time records to ensure that all time lost due to school closing is made up as required.**

Recovery of Lost Instructional Time (Cont.)

- ▶ The determination of **available minutes** should take into consideration any **accrued instructional time minutes** utilized for **faculty senate meetings** or **professional development**.
 - ▶ **School closures, early dismissals and late arrivals** must also be taken into consideration when **determining** the amount of **accrued instructional time** available.
- 

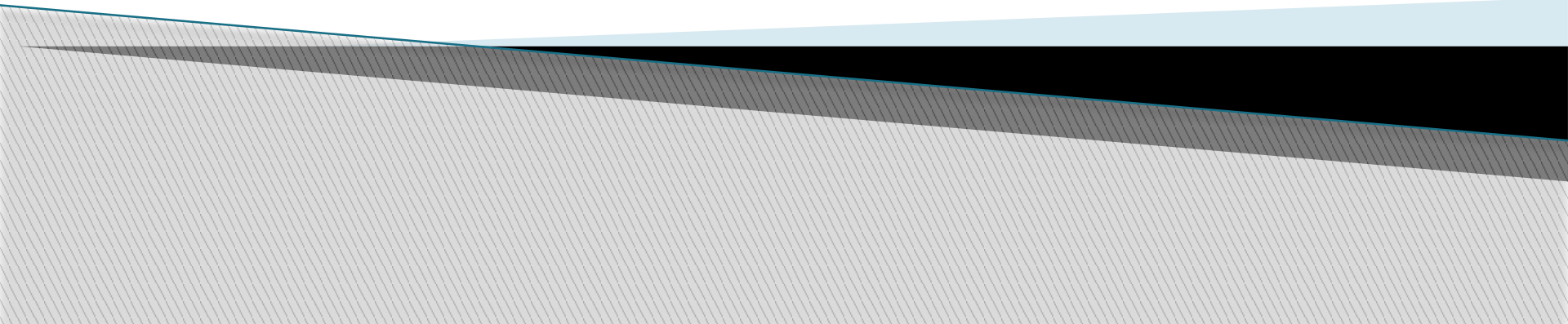
Accrued Instructional Time

- ▶ **Accrued Instructional Time** may be used:
 - **To recover time lost due to late arrivals/early dismissals due to inclement weather; closing of school due to the prevalence of contagious disease, conditions of weather or any other calamitous cause over which the board has no control.**
 - **Professional development activities**
 - **To accommodate the scheduling of faculty senate meetings on instructional days.**

Accrued Instructional Time (Cont.)

- ▶ **Accrued Instructional Time cannot be used to **avoid 180 separate days of instruction.****
- ▶ **Accrued Instructional Time cannot be used for **extracurricular activities.****

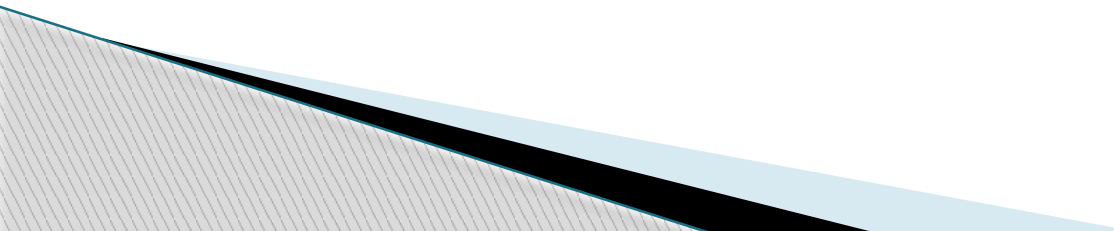
The Calendar as an Employment Term



Employment Term

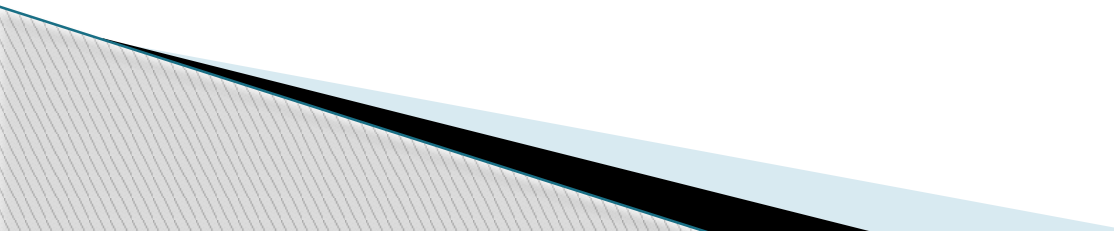
- ▶ **Per WVC §18-5-45, each county board must provide for a minimum employment term for regular, full-time employees of at least 200 days, exclusive of Saturdays and Sundays, which need not be successive.**

Employment Term (Cont.)

- ▶ The **beginning and closing** dates of the employment term **may not exceed 48 weeks.**
 - ▶ The **maximum number of out-of-calendar days** that can be included in the school calendar is **40 days** to remain within the 48 week limit.
- 

Employment Term (Cont.)

The employment term consists of no less than 180 separate instructional days and 20 noninstructional days.



Employment Term (Cont.)

- ▶ **The 20 noninstructional days are comprised as follows (w/ symbols):**
 - **7 legal holidays (H)**
 - **1 election day (E)**
 - **6 outside the school environment days (OS), four of which must be scheduled after the 130th instructional day**

Employment Term (Cont.)

- **6 other noninstructional days for one of the following purposes:**
 - ▢ **Curriculum Development (CD)**
 - ▢ **Preparation Day (P)**
 - ▢ **Continuing Professional Development (CE)**
 - ▢ **Teacher-Pupil-Parent Conference (TP)**
 - ▢ **Professional Meetings (PM)**
 - ▢ **Make-Up Day (MU)**
 - ▢ **Faculty Senate (FS)**

Legal School Holidays

- ▶ **Because WVC §18-5-45 specifies that the county boards are to provide for seven school holidays, all school calendars submitted MUST include at least 7 holidays.**
- ▶ **If an employee's employment term includes more than seven school holidays, as specified in WVC §18A-5-2, the additional days are nonpaid out-of-calendar days.**
- ▶ **This should be clearly specified in both the employment contract for personnel and the school calendar.**

Legal School Holidays (Cont.)

- ▶ **Other legal school holidays that may need to be added to the school calendar for a particular county would be any day (except Saturday) on which a special election is held throughout the State or school district, and any day appointed and set apart by the President or Governor as a holiday or special day of observance by public schools.**

Continuing Education Days

- ▶ **County boards are required by State Board Policy 3234 to provide all professional and service personnel employed at least 18 hours of professional development annually.**
- ▶ **County boards are no longer required to schedule at least 3 CE days with 2 of them before January 1st as in prior years.**
- ▶ **The school calendar must be developed in a manner that the requirement can be met during the minimum 200 day employment term.**

Continuing Education Days (Cont.)

- ▶ All professional and service personnel **are required to complete the number of hours** provided each year by their respective county boards.
- ▶ County boards are not permitted to automatically **dock the pay** of an employee who does not complete the hours. However, they can **require** the employee to complete the hours on their **own time without additional compensation** or cite the employee for failure to meet policy requirements and **suspend the employee without pay.**

Faculty Senate Meetings

WVC §18-5A-5(b)(12) states that a local board shall provide to each faculty senate a 2-hour block of time for a faculty senate meeting on the day scheduled for the opening of school prior to the beginning of the instructional term, and a 2-hour block of time on a noninstructional day four additional times, scheduled at least once every 45 days.

Faculty Senate Meetings (Cont.)

Other Potential Faculty Senate Options:

- ▶ Use **accrued instructional time** to provide the four 2-hour blocks of time to meet during an instructional day. Every school in the district **must have earned sufficient time for all faculty senates** in the district to meet in that manner.
- ▶ The faculty senate may elect to schedule a meeting on an instructional day **outside of the instructional time** for students and take **compensatory time** off on the **noninstructional day** that is provided by the county board for the meeting, as long as the **meeting takes place prior to the day** that is scheduled in the **school calendar**.

Faculty Senate Meetings (Cont.)

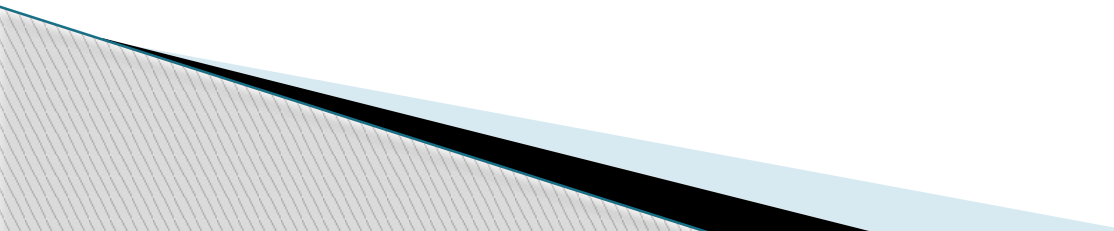
- ▶ A faculty senate may also meet for an **unlimited block of time during a noninstructional day** to discuss and plan strategies to improve student instruction and to conduct other faculty senate business.
- ▶ If a **noninstructional day** that is originally scheduled for faculty senates to meet is **canceled** due to inclement weather, the **county board may, but is not required,** to reschedule the noninstructional day in order for the faculty senate to meet.

Rescheduled Days

If a county reschedules canceled instructional days using either noninstructional days or out-of-calendar days, employees **are not entitled to an additional day of compensation**, unless an employee is required to report to work on both the canceled instructional day and the day used to make-up the canceled day, thus increasing the number of days the employee is required to work during the school year.

Rescheduled Days (Cont.)

In accordance with WVC §18A-5-2, an employee's pay is not to be adjusted during a pay period because of the cancellation of an instructional day.



Compensatory Time

- ▶ **County boards are permitted to offer **compensatory time** to employees who are required to work on a canceled instructional day.**
- ▶ **The Fair Labor Standards Act (FLSA) and West Virginia Code contain various requirements related to compensatory time for **non-exempt employees**, which for county boards are generally **service personnel**.**

Points of Emphasis



Points of Emphasis

- ▶ **County boards of education are required to provide, not just schedule, 180 separate days of instruction beginning with the 2014-15 school years.**
- ▶ **It is important to remember that the school calendar serves dual purposes - it is both a calendar for the instructional term (180 days) and a calendar for the employment term (200 days).**

Points of Emphasis (Cont.)

While the use of accrued instructional time for faculty senate meetings and professional development is permitted under State Board Policy 3234, counties are not required to utilize accrued instructional time for those purposes. It is simply an option available if a county determines that such a use of accrued instructional time would be beneficial.

Points of Emphasis (Cont.)

Co-curricular activities, such as school trips with an educational purpose, were not eliminated with State Board Policy 3234 and in some cases may be exempt from accrued instructional time requirements.

Contact Information

Questions regarding the school calendar should be addressed to the Office of School Finance at (304)558-6300 or via email:

- ▶ **Amy Willard, Executive Director of School Finance**
awillard@access.k12.wv.us
- ▶ **Lisa Wilcox, Coordinator of School Finance**
lawilcox@access.k12.wv.us
- ▶ **Sam Pauley, Coordinator of School Finance**
sepauley@access.k12.wv.us

Questions?

