

# Professional Development Catalog

Updated for 2009-10



*...it's you!*

**WVEA**  
WEST VIRGINIA  
EDUCATION ASSOCIATION

# PROFESSIONAL DEVELOPMENT

*Dear WVEA Member:*

*The WVEA is proud to once again provide you with this Professional Development Catalog. The WVEA staff has actively participated in state and national training events to increase their skills in order to assist you with your professional development needs. In addition, many of our WVEA leaders have also participated in various workshops and are willing to assist members in any way they can.*

*I urge you to share this catalog with your peers, your Faculty Senate, your principal and others in your building. This catalog is an excellent source of trainings and presentations for members in your school and/or county.*

*The following is a sample of presentations available in various media forms by the WVEA staff. We have listed those that are frequently requested. If you would like to schedule one of these presentations; or if you have a specific topic in which you are interested, please contact your Organizational Development Specialist (ODS) and advise her/him of your needs. Every effort will be made to accommodate your request.*

*Finally, it is strongly suggested you plan your training activities well in advance of your program date. Thirty days notice is suggested. You need to be flexible in your scheduling since not every program is done by every staff person or leader.*

*It is our intent to continually update and expand this catalog so that it will become an increasingly valuable resource for you. We hope that you and your colleagues take advantage of these opportunities to enhance and update your expertise on the topics provided.*

**WVEA . . .it's you!**

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# PROFESSIONAL GROWTH

## **Transitioning to Middle School**

This presentation provides assistance to parents/guardians whose children will be navigating the transition to middle school. Information and materials provided will assist parents/guardians in communicating with their “tween” during this phase of their school experience.

## **Healthy School Environment**

This session is designed to increase your awareness of issues surrounding a safe school environment. Participants will learn how to respond to HIV and AIDS issues as well as increase awareness in regard to indoor air quality issues.

## **Creating Family-School-Community Partnerships**

During this training, participants create a positive groundwork for partnerships, learn how to improve communication among all stakeholders, gain insight into how to work with families from diverse cultures, and create a climate to implement meaningful partnerships.

## **ESEA/No Child Left Behind**

This major federal reform will have a lasting impact on education in our nation for years to come. Find out the latest updates regarding the Elementary and Secondary Education Act (ESEA) how the legislation is being interpreted by the U.S. Department of Education and how it impacts schools in our state as outlined in WVDE policies.

## **Child Abuse and Harassment**

The session will focus on child abuse laws related to West Virginia public schools. There will be discussions related to the employee as a witness/reporter or as the accused perpetrator. Additionally, the program will discuss state law and policy related to harassment and employee obligations to report and investigate harassment allegations.

## **Effective Grant Writing**

Filled with useful ideas and checklists to help the beginning grant writer get organized and be successful, this session will focus on the resources and grants available to educators. This session will also highlight WVEA’s grant awarding foundation—West Virginia Foundation for the Improvement of Education (WVFIE).

## **Stress and Time Management**

Learn how to turn chaos into calm. Develop new time management skills that will benefit your professional and personal life. Rediscover a healthier you as you break the old patterns of being stressed and over-worked and finding no time for yourself. This workshop does provide some hands-on demonstration and role-playing.

## **Anger Management**

This session will examine the principal reasons of why we become angry and how to let go of that anger. In addition, participants will learn to recognize the stages of anger and how to stop negative reactions before they become aggression, not only in themselves, but also in others. Other topics include the body’s reaction to anger and how to survive the anger using different techniques without endangering yourself or others.

## **Team Building Essentials**

In this hands-on workshop, you will learn what it takes to create a positive school climate and the positive traits that are necessary in every team member. Find out how group norms, site-based management, personality traits and communication skills assist team members in their professional roles as educators.

## **National Board Certification®**

In this session, participants will discover how this voluntary program can assist in their professional growth and improve student learning. Interested teachers will find out how to apply for the process. Members will be given a variety of other resources including NEA’s Candidate Guide.



## **Appropriate Use of School Technology**

Technology use is common for all of us in this day and age. Employees’ use of technology has sometimes put them at risk of lawsuits or employer discipline. This session will explore ways to protect you against unwanted actions as a result of technology use. The session will explore acceptable use policies of school computers as well as communication with students.

## **Dealing with Difficult People**

Would you like guidance in dealing with people that are confrontational, blame others, are negative or always have all the answers? This presentation will provide strategies for individuals that exhibit those behaviors and others that cause stress when we encounter them.

## **Evaluations**

The workshop will focus on discussion of WVBE Policy 5310, the policy concerning employee evaluations. Examination of the evaluation process, the rating system and improvement plans will be covered as well.

## **WVEA's "Parents as Partners" Series**

This session will discuss one of the key components to enhance student achievement—parental involvement. WVEA currently has brochures available for the topics: "Get Involved in Your Child's School," "Homework," "Motivation for Learning," "Reading: The Key to Success," "Self-Esteem," and "Bullying."

## **Helping Children in a Crisis Situation**

This session will assist teachers with an understanding of how divorce, separation, death, and natural disasters affect children in negative ways. Participants will learn strategies to assist students who are affected.

## **How to Plan A Successful Parent Conference**

This session provides tips for making those important parent-teacher conferences more comfortable and productive for the parent, teacher and student. Participants will also learn how to approach the most reluctant parents to participate in conferences.

## **Inclusion of Exceptional Students**

Participants will learn how the IDEA regulations affect them in the classroom. Participants will review what is necessary for an IEP and will review procedures for handling students who need special medical attention. In addition, participants will review in depth the discipline rules for IDEA students.

## **WV Safe Schools**

The WVEA has long been concerned about school safety and worked to assure our schools are safe places in which to learn and work. This training outlines your authority, resources and protections as school employees. Discussion will center on

empowerment, special education discipline and alternative placements as well as updates on WVBE policies pertaining to harassment/violence.

## **I Can Do It!**

This is a training that is tried and true with teachers across the nation. Participants will learn elements that will make a difference in their teaching and classroom management style. The extensive training is a very interactive presentation with practical hands-on information that participants will be able to use in the classroom the next day.

## **Certification**

A look at WVBE Policy 5202 – Certification and Licensure. This session will explore the renewal process, "highly qualified" requirements, changes due to the reauthorization of IDEA and alternative certification routes. A brochure which offers a summary of the process is also available upon request.

## **C.A.R.E.**

### **Strategies for Closing the Achievement Gaps**

Research-based classroom activities and educator self-reflections intended to engage culturally and linguistically diverse and/or low income students in their own learning. Concrete ways provided to examine and change curriculum and classroom practices.

## **Planning Periods**

A brief review of what the West Virginia Code says in regard to planning periods. This session will include a look at court and Grievance Board decisions that impact this topic.

## **Legislation from the 2009 Session**

This workshop will highlight the education bills that were passed in the 2009 Legislative Session. Bills discussed will include the major pieces of education legislation passed last year. This is a good training to keep abreast of mandated changes that occurred during the Legislative Session.

## **Bullying**

This session will explore the growing issue of bullying in our schools. It will examine the problems associated with bullying and your responsibility in dealing with the issue as it relates to WVBE Policies 4373: Student Code of Conduct and 5902: Employee Code of Conduct.

## **Professional Interaction with Students**

This workshop will focus on the appropriate and

inappropriate relationships between students and school employees. Participants will develop the knowledge of interactions with students that could lead to accusations or legal action.

### Professional Behavior

All school personnel employed by a county board of education whether employed on a regular full-time basis or otherwise are bound by the standards of conduct set in WVBE Policy 5902 (Employee Code of Conduct). The discussion of this policy will also include federal as well as West Virginia laws, policies, regulations and procedures with which all education employees must comply.

### Dispensing Medications

With more and more students coming to school with medication needs, the issue of dispensing medication has come to the forefront. This session explores the rights and the roles of school employees (specifically ESP) in dispensing medication to students.

### Specialized Health Care Procedures

This session will discuss the requirements of school personnel in dealing with students and their health needs within the school setting. Topics will include: training requirements, liability issues, the role of the school nurse, the role of other school

personnel and what health care procedures can and cannot be administered by someone other than the school nurse.

### Testing Ethics

This session addresses special concerns regarding appropriate testing practices surrounding the administration of assessments related to the requirements mandated by the Elementary and Secondary Education Act (ESEA) of 2002. Items discussed will include the *Testing Code of Ethics* that supplements the testing practices and procedures included in WVBE Policy 2340 (West Virginia Measures of Academic Progress) and the legal ramifications of noncompliance.

### SPARKS

SPARKS is a program specifically designed for new employees (less than six years) with little or no experience in the Association. SPARKS is a three day program held on a weekend or during the summer. The program is designed to meet the needs of the participants and discuss the issues newer employees are facing. If you are interested in participating in the SPARKS program or would like to schedule one for your county, contact WVEA at 1.800.642.8261, ext. 211.



## West Virginia Education Association

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# MEMBER ADVOCACY

## **Faculty Senates**

This session will review West Virginia law regarding faculty senates, address common problem areas and explore ways to make faculty senates more effective.

## **Recent Legal Developments**

A discussion of recent court and grievance decisions affecting school employees and their ramifications for the members of the Association.

## **PEIA**

The workshop will focus on a discussion of the current situation with long-range plans for the insurance program. This session will include current and proposed plan changes.

## **Can You Afford to Retire?**

This session includes recent developments in the state retirement systems, the retirement benefit formula, what counts as service credit, benefit options at retirement, survivor benefits, difference between the old and new systems, use of sick leave upon retirement, post retirement options, as well as a question and answer session.

## **Understanding the Defined Benefit (old) Retirement Plan**

This session will examine retirement eligibility requirements, vesting, monthly benefit options, options for accrued sick leave after retirement, allowable service credit and health insurance at retirement.

## **Understanding the Defined Contribution Retirement Plan**

This session will examine the provisions of the new Defined Contribution Retirement System, investment time horizons, investment risk tolerance, current investment options and supplemental income.

## **Educators and Public School Law**

Depending on the length of the workshop, topics covered include rights of the educator in the classroom, how to understand local policies, address issues of concern regarding medication and students, exceptional children concerns, discipline, sexual harassment, and how to avoid problems. In this session you will be able to focus on your rights and

responsibilities and become more familiar with the West Virginia Code.

## **Grievance Procedure**

Participants will learn how to recognize and define grievances as opposed to complaints. The law and the new grievance process will be explained with the goal to have participants develop their skills so they can process a grievance.

## **Employee Rights in Reduction in Force and Transfers**

This session will be a general exploration of the laws and decisions related to reduction in force of West Virginia school personnel. Other relevant areas such as seniority and preferred recall will also be discussed. Legal theory and practical tips will be highlighted.

## **Hiring Criteria**

An overview of the hiring criteria outlined in WV Code 18A-4-7a. This session will include a look at the seven (7) criteria involved in hiring, their application and how case law has interpreted the statute. Also applicable to service professionals through discussion of 18A-4-8b.

## **Priority Vote Procedures (SB 299)**

This session explores what happens when a consolidation or merger occurs. An outline of the voting process and the implications of 'yes' or 'no' votes are discussed. A discussion of teacher rights during the consolidation/merger is also included.

## **Intercounty Transfer Agreements**

With increased interest in establishing multi-county consolidated schools, the legislature enacted a statute dealing with personnel in those newly created schools. This session will examine the laws enacted and their impact on employees.

## **Member Benefits and Services**

This session is used to familiarize members and non-members with the benefits available with WVEA membership. This is a good session to incorporate into faculty meetings, roundtables and during membership drives. It will include a discussion of our latest members-only *ACCESS* Internet-based savings program as well as those services offered by *NEA Member Benefits*.

# ASSOCIATION ADVOCACY

## **Membership Recruitment**

Participants will gain an understanding of how the successful use of organizing techniques can contribute to the building of a strong local association. This training examines ways of organizing around issues of common concerns as well as during a crisis.

## **Community Organizing**

The objective of the workshop is to demonstrate how to mobilize a community to action on short notice. Points covered in this workshop include: understanding the real issue, developing the issue, developing a communication network that can respond immediately and developing publicity for the issue.

## **Visibility for Locals**

The visibility of your local is the key to its success. This session will explore your audience, how visibility occurs and how decisions are made. This session is intended for local leaders and association reps.

## **Collective Bargaining**

The participants will be exposed to the basics—terms used in bargaining, the bargaining process and role-playing. This session will discuss why collective bargaining is advantageous to all parties.

## **Lobbying and the Legislative Process**

The workshop will explain the legislative process—how a bill becomes a law. The importance of effective lobbying both at the local and state level will also be stressed.

## **Activities for Effective Locals**

Do you know how to build and keep an effective local? If not, this workshop will present a series of “Do’s and Don’ts” designed to facilitate the process for you.

## **Organizing Around Political Issues**

Information includes how the WVEA recommends candidates for office, fundraising and lobbying strategies. Local PAC guidelines will be discussed as well as the procedures to establish a PAC for locals. Specialized training is available in voter contact, voter targeting, candidate recruitment, campaign planning, get out the vote and other campaign functions.

## **Association Rep Training**

This is a program designed to assist local leaders understand the roles of Association Representatives. The program defines member advocacy, increased awareness of what the Association can do for members, and assists you in organizing around issues of concern by members.

## **Public Relations**

Answers to questions such as the following will be discussed. How can you let the public know what a creative and inspiring job members do in the classroom despite budget cuts and other problems? How can you better communicate with the media? What does the media want in a press release? How can your local be on the radio or television with a public service announcement? A public service program? What can you do to build support for the education profession in the community?

## **Pre-Packaged Surveys**

Training and survey documents are available dealing with Local Association Programs, Teacher Satisfaction, Administrator Evaluation, Teacher Needs Assessment, etc.

## **Dealing with the Media**

When and what to say to the media will be discussed in this session. Role-playing and videotaping (if possible) will enhance this invaluable experience—a must for all CEA presidents.

## **Budget Preparation and Analysis**

Basic budget preparation and what to look for in a budget already constructed will be examined in this workshop.

## **Effective Communication for Local Associations**

This hands-on presentation shares important tips for creating and/or improving internal communications in your local. Learn how to produce local newsletters. Learn how to use the Internet and the WVEA website to assist you in gathering important information for members.



**WVEA**

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