

***Wayne County Board of Education
Policies Update: (Bylaws) (4)***

- ***Policy 0100 (Bylaws: Definitions)***
- ***Policy 0142 (Bylaws: Qualifications)***
- ***Policy 0142.3 (Bylaws: Orientation and Training)***
- ***Policy 0147 (Bylaws: Compensation)***

***Your comments concerning these policy should be sent
in writing (mail or email) to:***

***Mr. Todd Alexander
Superintendent
Wayne County Board of Education
PO Box 70
Wayne, WV 25570
Email: talexand@k12.wv.us***

***These policies are out for public comment for 10 working days beginning
Tuesday, April 21, 2026 through Monday, May 4, 2026***

Book	Public Comment Period 4/17/26 thru 5/5/26
Section	Special Update-May 2025 Ready for TAA/Director
Title	Revised Bylaw - Special Update - May 2025 - DEFINITIONS
Code	po0100
Status	
Adopted	May 26, 2015
Last Revised	June 7, 2022

Revised Bylaw - Special Update - May 2025

0100 - DEFINITIONS

Whenever the following items are used in these (**x**) bylaws and policies () bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, parents, Board members, and/or other stakeholders and members of the community.

Athletic Director

A person employed by a county board who is responsible for planning, management, operation and evaluation of the athletic program for the school or schools to which s/he is assigned.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Central Office Administrator

A professional educator employee who implements or supervises one (1) or more aspects of the County's program and who meets the certification and/or licensing requirements of the State.

Classroom Setting

An environment where instruction or activities related to the school curriculum are occurring including, but not limited to, general classrooms, gymnasiums, common areas, or any other area where instruction may occur.

Classroom Teacher

A professional educator has the direct instructional or counseling relationship with students and spending the majority of his/her time in this capacity. W.Va. 18A-1-1(b)(1)

Compulsory School Age

Compulsory school attendance shall begin with the school year in which the 6th birthday is reached prior to the first day of July or upon enrolling in a publicly supported kindergarten program and continuing to the seventeenth birthday. There are certain statutory exemptions to compulsory attendance set out in 18-8-1.

County

A political subdivision of the State of West Virginia. The word county may be used in conjunction with the words school system, Board of Education or Superintendent to specify the particular entity to which a reference is made.

District

The School District.

Due Process

The safeguards to which a person is entitled in order to protect his/her rights.

Ethics Commission (Commission)

Means the West Virginia Ethics Commission.

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Instructional Day

The period of time from the start of the first instructional period to the end of the last instructional period, including transition times between classes.

Instructional Resources

Instructional Resources include print materials, electronic resources and/or combinations of such instructional resources which convey information to the student.

Long-Term Substitute

A long-term substitute means a substitute employee who fills a vacant position that the Superintendent expects to extend for at least thirty (30) consecutive days, and is either: (1) listed in the job posting as a long-term substitute position of over thirty (30) days; or (2) listed in a job posting as a regular, full-time position and (a) is not filled by a regular, full-time employee; and (b) is filled by a substitute employee.

For the purposes of WV Code 5-16-2 (eligibility for PEIA benefits), long-term substitute does not include a retired employee hired to fill the vacant position.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by at least a quorum and is open to all of the members of the Board, where deliberation toward a decision regarding the business of the Board is had or where such decision or action is made.

Other Professional Employee

A person from another profession who is properly licensed and is employed to serve the public schools and includes a registered nurse, licensed by the West Virginia board of examiners for registered professional nurses and employed by a county board of education.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

~~Personal communication devices (PCDs) include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), () and/or other web-enabled devices of any type.~~

Personal Electronic Device

Any portable device capable of wireless communication or computing including, but not limited to, cellular phones, tablets, laptops, smartwatches, and portable gaming systems not provided by a county board of education.

Policy

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The president of the Board of Education.

Principal

The professional educator who as an agent of the Board has responsibility for the supervision, management and control of a school or schools. The major responsibility shall be the general supervision of the school(s) and all school activities involving students, teachers and other school personnel. In policy, capitalization of Principal implies delegation of responsibilities to appropriate staff members.

Professional Educator

A teacher, supervisor, principal, Superintendent or public school librarian; registered professional nurse and employed by a county board, who has, at least, a baccalaureate degree from a nursing program; and includes technology integration specialists or any other person regularly employed for instructional purposes in a public school in this State.

Professional Personnel

Persons who meet the certification and/or licensing requirements of the state and includes the professional educator and other professional employees.

Professional Instructional Personnel

A professional educator whose regular duty is as that of a classroom teacher, librarian, attendance director or school psychologist. A professional educator having both instructional and administrative or other duties shall be included as professional instructional personnel for that ratio of the school day for which s/he is assigned and serves on a regular full-time basis in appropriate instruction, library, attendance, or psychologist duties.

Professional Student Support Personnel

Teachers who are assigned and serve on a regular full-time basis as a properly licensed counselor or school nurse with a bachelor's degree who is licensed by the West Virginia Board of Examiners for Registered Professional Nurses. Professional student support personnel shall also include professional personnel providing direct social and emotional support services to students, as well as professional personnel addressing chronic absenteeism. Professional Student Support Personnel shall be considered as professional educators except in determining the allowance for professional educators.

Public Employee

Any full-time or part-time employee of any state, county, or municipal governmental body or any political subdivision thereof, including county school boards.

Public Official

Any person, including a public servant volunteer, who is elected to, appointed to, or given the authority to act in any state, county or municipal office or position, whether compensated or not, and who is responsible for the making of policy or takes official action which is either ministerial or nonministerial, or both, with respect to: 1) Contracting for, or procurement of goods or services; 2) administering or monitoring grants or subsidies; 3) planning or zoning; 4) inspecting, licensing, regulating or auditing any person; or 5) any other activity where the official action has an economic impact of greater than a de minimis nature on the interest or interests of any person.

Public Servant Volunteer

Any person performing services, without compensation, on behalf of a public official and who is granted or vested with powers, privileges or authorities reserved to public officials.

Regular Full-Time Employee

Any person employed by a county board who has a regular position or job throughout his/her employment term, without regard to hours or method of pay.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

School Personnel

All personnel employed by the Board of Education. They shall be comprised of two (2) categories: professional personnel and service personnel.

Secretary

The Superintendent of the Board of Education.

Service Personnel

An employee who serves the school or schools in a nonprofessional capacity, including such areas as secretarial, custodial, maintenance, transportation, food service and as aides.

Social Media

Social media includes online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, weblogs (blogs), wikis, online forms (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the ~~District~~County.

Superintendent

The chief executive officer of the School System and Secretary to the Board. In policy, capitalization of Superintendent implies delegation of responsibilities to appropriate staff members.

Teacher

A teacher, supervisor, principal, Superintendent, public school librarian; or any other person regularly employed for instructional purposes in a public school in this State.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief fiscal officer of the District.

Vice-President

The Vice-President of the Board of Education.

Voting

A vote at a meeting of the Board of Education. Board meetings may be held by telephone conference or other electronic means and members may vote by telephone conference, other electronic means or in person.

6-9A-2(4), Code of West Virginia

Citations to West Virginia Statute are noted as WV Code or Code of West Virginia. Citations to Rules of the West Virginia Board of Education are noted as C.S.R. or (Code of State Regulations, or WV State Board of Education policy. Citations to the Federal Register are noted as FR; to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C. or U.S.C.A.

© Neola-~~2022~~ 2025

Book	Public Comment Period 4/17/26 thru 5/5/26
Section	Vol 16-2/Vol 17-2 Ready for TAA/Director
Title	QUALIFICATIONS
Code	po0142
Status	
Adopted	May 26, 2015
Last Revised	July 23, 2019

Revised Bylaw - Vol. 16, No. 2 - December 2024

0142 - QUALIFICATIONS

Each member of the Board shall meet the qualifications specified by law and State Board policy.

No person who has been convicted of an offense listed in WV Code 61-8A-1 et seq. through 61-8D-1 et seq., in which the victim is a minor, may hold office as a member of a county board of education.

A Board member:

- A. Must be a citizen, resident in the county.
- B. Cannot hold the position as a teacher or service ~~personnel~~ person in the ~~District~~ County.
- C. Cannot hold another public office or be a member of any political party executive committee, or become a candidate for any other public office other than member of the Board of Education. A candidate for Board, who is not currently serving on the Board, may hold another public office while a candidate if s/he resigns from the other public office prior to taking the oath of office as a Board member. The term "public office" as used in this bylaw does not include service on any other board, elected or appointed, profit or nonprofit, provided the person does not receive compensation and the primary scope of the Board is not related to public schools.
- D. Cannot become a candidate for, or serve as, a delegate, alternate or proxy at a national political party convention.
- E. Cannot solicit or receive political contributions to support the election of, or to retire the campaign debt of, any candidate for partisan office.
- F. May engage in any or all of the following political activities:
 - 1. make campaign contributions to partisan or bi-partisan candidates
 - 2. attend political ~~fund-raisers~~ fundraisers for partisan or bi-partisan candidates
 - 3. serve as an unpaid volunteer on a partisan campaign
 - 4. politically endorse any candidate in a partisan or bi-partisan election
 - 5. attend a count, State, or national political party convention
- G. Must possess at least a high school diploma or a GED/TASC diploma. This shall not apply to any member of the Board who took office prior to May 5, 1992 and has served continuously since that date.
- H. Upon election to the Board, may not assume the duties of a Board member unless s/he has completed a course of orientation, as set forth ~~herein below~~ in Board policy 0142.3. This shall not apply to any member of the Board who took office prior to July 1, ~~1988~~ 2024 and has served continuously since.

I. Upon assuming membership to the Board, must annually receive ~~seven (7)~~ twelve (12) clock hours of training, as provided in WV Code 18-5- 1a(f).

© Neola ~~2018-2024~~2025

Legal

WV Code 18-5-1a

Book	Public Comment Period 4/17/26 thru 5/5/26
Section	Vol 16-2/Vol 17-2 Ready for TAA/Director
Title	ORIENTATION AND TRAINING
Code	po0142.3
Status	
Adopted	May 26, 2015
Last Revised	July 23, 2019

Revised Bylaw - Volume 16, No. 2 - December 2024

0142.3 - ORIENTATION AND TRAINING

The Board of Education believes that the preparation of each Board member for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and learn Board procedures. Accordingly, each new Board member, ☐ when his/her election is certified, ☒ no later than his/her first regular meeting as a Board member, **[end of option]** shall receive for use during his/her term on the Board:

- A. ☐ a copy of the Board policy manual;
- B. ☒ the current budget statement, audit report, and related fiscal materials;
- C. ☐ a copy of the School Laws of West Virginia.

The Board will establish and maintain a library of publications and reference materials for the use of Board members and will provide a new Board member with a list of references that should be reviewed prior to being sworn in.

Each new Board member shall be invited to meet with the ☒ Board President, ☒ Superintendent, ☒ Treasurer, **[end of option]** to discuss Board functions, policies, and procedures.

[x] New Board members shall be invited to attend all meetings of the Board until sworn in.

[] The Board shall encourage the attendance of each new Board member at orientation and training meetings.

A. State Mandated Orientation

A person elected to a county board of education ~~must attend and complete a course of orientation after July 1, 2024, may not assume the duties of county board member unless s/he first attended and completed an orientation training relating to boardsmanship and boardsmanship, governance effectiveness, and fiscal management which shall be given provided between the date of election and the beginning of the member's term of office. Provided, that a~~ A portion or portions of the orientation subsequent training such as that offered in the orientation training may be given provided to members after the member has taken office and so long as part of the orientation was provided to the member prior to his/her taking office, the requirements set forth in 18-5-1a(e) ~~shall have been met.~~ after they have commenced their term of office. Attendance in the orientation training provided between the date of election and the beginning of the member's term of office permits the member-elect to assume the duties of county board member. Any county board member who is unable to attend the initial orientation training for good cause, is required to complete the orientation training within thirty (30) days of being sworn in as a county board member. Orientation is not a requirement for members who took office prior to July 1, 2025, and serve continuously from that date forward. Members appointed to the board shall complete the ~~next~~ an orientation training within thirty (30) days of being appointed. ~~such course offered following their appointment. Any county board appointee who is unable to attend the initial training course for good cause, is required to complete the orientation training within thirty (30) days of being appointed.~~

B. State Mandated Annual Training

Board members shall annually receive ~~seven (7)~~ twelve (12) clock hours of training in ~~boardsmanship and boardsmanship~~, governance effectiveness, fiscal management, and school performance issues including, but not limited to, pertinent State and Federal statutes such as the "Process for Improving Education" set forth in WV Code 18-2E-5, the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education and Improve Act of 2004 (IDEA), and their respective administrative rules. The State Board may require any county board member to attend additional training if they believe that the training would be beneficial in assisting the member in successfully fulfilling his/her duties on the county board as requested by the State Superintendent. ~~The orientation and training~~ All training required shall be approved by the State Board of Education and conducted by the West Virginia School Board Association or other organization(s) approved by the State Board. ~~A Board member serving in the final year of his/her term shall satisfy the annual training requirement by January 1st, unless the county board member is not seeking re-election.~~ The State Board may exclude time spent in training on school performance issues from the requisite twelve-hour requirement; and if the State Board elects to exclude time spent in training on school performance issues from the requisite twelve (12) hours, the State Board shall limit the training to a feasible and practicable amount of time. In the final year of any four-year term of office, a member shall satisfy the annual training requirement before January 1 unless the county board member is not seeking reelection.

C.

D. Failure to Attend and Complete State Mandated Orientation/Training

The State Board of Education shall appoint a committee named the "County Board Member Training Standards Review Committee" whose members shall include the chair of the Senate Committee on Education and the chair of the House Committee on Education, or their respective designees, which shall serve as non-voting ex officio members and meet ~~at least~~ annually. Subject to State Board approval, the committee shall determine which ~~particular~~ trainings and training organizations shall be approved and whether County Board members have satisfied the annual training requirement. WV Code 18-5-1a(g) Failure to attend and complete the approved course of orientation and training relating to boardsmanship and governance effectiveness, the orientation meeting, annual training, or training required by the State Board, without good cause constitutes neglect of duty under WV Code 6-6-7. "Good Cause" means any of the following that prevents the member from attending: (1) an incapacitating physical or mental condition of the member, (2) a death in the immediate family [spouse, children, parents or any other relative who resides in the member's household and is a dependent of the member], (3) an accident or illness in the immediate family which requires the member's presence or (4) any other cause which is beyond the control of the member.

© Neola ~~2022-2024~~2025

Legal

- WV Board of Education policy 2322
- WV Code 18-5-1a(d), (e), (f), (g)
- WV Code 18-2E-5
- WV Code 6-6-7

Book Public Comment Period 4/17/26 thru 5/5/26

Section Vol 16-2/Vol 17-2 Ready for TAA/Director

Title Revised Bylaw - Volume 16, No. 2 - December 2024 - COMPENSATION

Code po0147

Status

Adopted May 26, 2015

Revised Bylaw - Volume 16, No. 2 - December 2024

0147 - COMPENSATION

Board members ~~may~~ shall receive compensation at a rate not to exceed ~~\$160.00~~ the maximum statutory rate of \$260.00 per meeting attended, unless the board votes to approve a lower rate, but may not receive pay for more than ~~fifty (50)~~ forty (40) meetings in any one (1) fiscal year. ~~WV Code 18-5-4e~~ Board members who serve on an administrative council of a multicounty vocational center may also receive compensation for attending up to twelve meetings of the council at the same rate as for meetings of the county board provided that council meetings are not counted as Board meetings for purposes of determining the limit on compensable Board meetings. However, a county board member who is in default of a training requirement established in WV Code shall not, until after the default is cured, receive compensation for any meetings held during the period of default. For purposes of compensation, a member in default of a training requirement may cure the default by completing the unfulfilled training requirements within three (3) months of the default. Upon curing the default, the member shall receive compensation, without interest, for the meetings held during the period of default.

In addition, up to five (5) paid meetings may be provided when planning for activities such as running an election for excess levy, construction bond hearings, school closure hearings, personnel hearings, student expulsion hearings, and in the case of a disaster.

[x] Expenses of a Board member incurred in the performance of his/her duties **(x)** and expenses of a member-elect in training and orientation **[end of option]** will be paid, provided that each such member **(x)** or member-elect **[end of option]** submits ~~an itemized sworn statement of his/her expenses for approval by the Board. WV Code 18-5-4f.~~ receipts for all necessary traveling expenses, including all authorized meetings, incurred on official business, at the order of the Board.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. **(x)** Expenses will be reimbursed only for activities authorized by the Board.
- B. **(x)** Reimbursement for mileage will not exceed the current rate permitted by law.
- C. **(x)** Attendance at Board-approved conferences should be at the location closest to the County.
- D. **(x)** When attending a Board-approved conference, all fees, parking, mileage, meals, and housing in accordance with policy can be submitted for approval.
- E. **(x)** No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- F. **(x)** A voucher detailing the amount and nature of each expense must be submitted to the Board for approval within 60 days after the expenses have been incurred.

WV Code 18-5-4(e)

© Neola-~~2008~~ 20242025

Legal WV Code 18-5-4(e)

