

**Preliminary Performance Review**

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**Center for Professional  
Development Board**

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**The Center for Professional Development  
Board is Helpful in Overseeing the Training of  
Education Personnel in the State**



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John Sylvia  
Director

July 13, 2003

The Honorable Edwin J. Bowman  
State Senate  
129 West Circle Drive  
Weirton, West Virginia 26062

The Honorable J.D. Beane  
House of Delegates  
Building 1, Room E-213  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0470

Dear Chairs:

Pursuant to the West Virginia Sunset Law, we are transmitting a Preliminary Performance Review of the *Center for Professional Development Board*, which will be presented to the Joint Committee on Government Operations on Sunday, July 13, 2003, in Parkersburg, West Virginia. The issue covered herein is "The Center for Professional Development Board is Helpful in Overseeing the Training of Education Personnel in the State."

We transmitted a draft copy of the report to the Center for Professional Development Board on June 19, 2003. The Board opted not to have an exit conference. We received the agency response on June 30, 2003.

Let me know if you have any questions.

Sincerely,

Handwritten signature of John Sylvia in cursive script.  
John Sylvia

JS/wsc

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*Joint Committee on Government and Finance*

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# Contents

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<b>Executive Summary</b> .....	5
<b>Review Objective, Scope and Methodology</b> .....	7
<b>Issue 1:</b> The Center for Professional Development Board is Helpful in Overseeing the Training of Education Personnel in the State.....	9

## List Of Tables

<b>Table 1:</b> Number and Capacity Participating in CPD Programs, 2000-2002.....	12
<b>Table 2:</b> CPD is a Significant Source of Continuing Professional Education.....	13
<b>Table 3:</b> CPD Board’s Annual Expenditures, FY 2000-FY 2002.....	13
<b>Table 4:</b> Meeting Attendance, 2000 - 2002.....	14

## List Of Appendices

<b>Appendix A:</b> Transmittal Letter to Agency.....	17
<b>Appendix B:</b> Agency Response.....	19



# Executive Summary

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## **Issue 1: The Center for Professional Development Board Is Helpful in Overseeing the Training of Education Personnel in the State.**

The Center for Professional Development Board was created to provide guidance to the Center for Professional Development (CPD). Both entities were created in 1991. The Board provides oversight and guidance to the CPD in the form of approving recommendations made by the CPD's executive director, monitoring CPD performance, and directing the CPD on the implementation of statutory activities, programs and other requirements. As stipulated in West Virginia Code §18A-3A-1, the Board is responsible for hiring and fixing the salaries of the CPD executive director and all necessary staff, and they serve at the Board's will and pleasure. The Board also is responsible for the expenditure of funds out of CPD's special revenue account. The general mission of the CPD is to advance the quality of teaching and management in the state's K-12 public schools through:

- The implementation of statewide training;
- Professional staff development and technical assistance programs and practices as recommended by the State Board of Education to assure the highest quality of teaching and management; and
- The provision of technical assistance and support to regional and local education agencies in identifying and providing high quality professional staff development and training programs and implementing best practices to meet their needs.

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*The Board's main duty is to monitor and approve the activities of the CPD. It also acts as a facilitator for improvements and for policy changes to meet requirements placed upon the CPD by the State Board of Education.*

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The success of the Board's guidance can be seen in the high enrollment of CPD courses and the high approval ratings of the courses. The Board's main duty is to monitor and approve the activities of the CPD. It also acts as a facilitator for improvements and for policy changes to meet requirements placed upon the CPD by the State Board of Education. The CPD provides a significant portion of continuing professional education for the state education professionals. The guidance and direction that the Board provides to the CPD is a minimal cost to the state. **The Legislative Auditor recommends that the Board be continued so that it can continue to provide oversight and guidance to the CPD in its training of education personnel in the state.**

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## Recommendations

1. *The Legislative Auditor recommends that the Center for Professional Development Board should be continued.*
2. *The Legislative Auditor recommends that the Center for Professional Development Board meet on at least a regular quarterly basis as required by §18A-3A-1(d) of the Code.*
3. *The Legislative Auditor recommends that the Center for Professional Development Board properly file meeting notices with the Secretary of State as required by §6-9A-3 of the Code.*

# Review Objective, Scope and Methodology

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The West Virginia Sunset Law, Chapter 4, Article 10, Section 5 of the West Virginia Code, requires a Preliminary Performance Review be conducted on the Center for Professional Development Board. The Board is to provide oversight and guidance to the Center for Professional Development (CPD), which is responsible for providing continuing professional education for West Virginia's education professionals in order to advance the quality of teaching and management in the state's K-12 public schools.

## **Objective**

The objective of this review is to determine if the Center for Professional Development Board is fulfilling its mandate of providing guidance and oversight for the CPD.

## **Scope**

The scope of this Preliminary Performance Review covers the period from Calendar Years 2000 through 2002.

## **Methodology**

Information used in this report were gathered from the West Virginia Code, documents, correspondence and telephone conversation with the agency. Documentation received from the agency included: annual reports, meeting minutes, budget information, and course/program information. Every aspect of this review complied with the Generally Accepted Government Auditing Standards (GAGAS).



# ISSUE 1

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## **The Center for Professional Development Board is Helpful in Overseeing the Training of Education Personnel in the State.**

### **Issue Summary**

The Center for Professional Development Board was created to provide guidance to the Center for Professional Development (CPD). Both entities were created in 1991. The Board provides oversight and guidance to the CPD in the form of approving recommendations made by the CPD's executive director, monitoring CPD performance, and directing the CPD on the implementation of statutory activities, programs and other requirements. As stipulated in West Virginia Code §18A-3A-1, the Board is responsible for hiring and fixing the salaries of the CPD executive director and all necessary staff, and they serve at the Board's will and pleasure. The Board also is responsible for the expenditure of funds out of CPD's special revenue account. The general mission of the CPD is to advance the quality of teaching and management in the state's K-12 public schools through:

- The implementation of statewide training;
- Professional staff development and technical assistance programs and practices as recommended by the State Board of Education to assure the highest quality of teaching and management; and
- The provision of technical assistance and support to regional and local education agencies in identifying and providing high quality professional staff development and training programs and implementing best practices to meet their needs.

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*The Board's main duty is to monitor and approve the activities of the CPD. It also acts as a facilitator for improvements and for policy changes to meet requirements placed upon the CPD by the State Board of Education.*

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The success of the Board's guidance can be seen in the high enrollment of CPD courses and the high approval ratings of the courses. The Board's main duty is to monitor and approve the activities of the CPD. It also acts as a facilitator for improvements and for policy changes to meet requirements placed upon the CPD by the State Board of Education. The CPD provides a significant portion of continuing professional education for the state's education professionals. The guidance and direction that the Board provides to the CPD is a minimal cost to the State. **The Legislative Auditor recommends that the Board be continued so that it can continue to provide oversight and guidance to the CPD in its training of education personnel in the state.**

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## Makeup of the Board

The CPD Board is required to have eleven members under WVC §18A-3A-1(c). These members must include:

*The secretary of education and the arts, ex officio, and the state superintendent of schools, ex officio, both of shall be entitled to vote; three members of the state board, elected by the state board; three experienced educators, of whom two shall be working classroom teachers, and one of whom shall be a school or county administrator appointed by the governor by and with the advice and consent of the Senate, all of whom shall be experienced educators who have achieved recognition for their superior knowledge, ability and performance in teaching or management, as applicable; and three citizens of the state, one of whom shall be a representative of public higher education, and all of whom shall be knowledgeable in matters relevant to the issues addressed by the center, including, but not limited to, professional development and management principles, appointed by the governor by and with the advice and consent of the Senate. Not more than two appointees shall be residents within the same congressional district.*

## CPD Programs Have Enrollment At or Above Capacity

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*The enrollment rates for the various courses have been at or over capacity. The average enrollment of the courses provided by the CPD has increased to 110% of capacity.*

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The CPD provides instructional sessions for teachers and principals throughout the year. The enrollment rates for the various courses have been at or over capacity. The average enrollment of the courses provided by the CPD has increased to 110% of capacity (See Table 1). Furthermore, past surveys conducted by the CPD has shown a high rate of satisfaction by participants in its programs. Nearly 48,000 educators have participated in the programs offered by the Center since 1991. Programs provided by the CPD include:

- **Advanced Placement Institute** - provides teachers with training on new teaching strategies, materials and equipment for teaching advanced placement students. This program is intended to also increase the number of teachers within West Virginia who can teach

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advanced placement students.

- **Governor’s Summer Institute** - promotes professional development to assure that professional educators receive programs of the highest quality and to provide routine updating of skills. Goals are coordinated annually with the West Virginia Department of Education and the Regional Education Service Agencies (RESA).
- **Principals’ Leadership Academy** - focuses on aligning content standards, assessment processes and professional development using data to focus on specific curricula and instructional changes, organizing management systems that support teachers and instruction and developing a school community that fosters engaging students in learning so that higher achievement will result.
- **Evaluation Leadership Institute** - provides training on the Performance Evaluation of School Personnel (State Board Policy 5310) to individuals who are working towards or renewing administrative certificates.
- **Beginning Teacher/Mentor Institute** - provides instruction for mentors of new teachers and support for new teachers to help ease the transition from student to teacher.

**Table 1  
Number and Capacity Participating in CPD Programs, 2000 - 2002**

		2000		2001		2002	
Program	Description	Number	Capacity	Number	Capacity	Number	Capacity
Governor's Summer Institute	For teachers in grades PK to 12	1,804	120%	1,672	111%	1,837	122%
Beginning Teacher Mentor/Institute	Beginning teachers and their mentors	1,102	78%	904	86%	1,070	95%
Evaluation Leadership Institute	Administrators and teachers receiving and renewing certificates	272	136%	206	103%	231	116%
Advanced Placement Summer Institute	High school teachers of honors and AP	142	95%	171	114%	178	119%
Advanced Placement Fall Institute	High school teachers of honors and AP	318	127%	273	109%	269	108%
Principals' Leadership Academy	Principals, assistant principals and vocational directors	266	89%	142	100%	76	100%
<b>Total /Overall Capacity</b>		<b>3,904</b>	<b>102%</b>	<b>3,368</b>	<b>102%</b>	<b>3,661</b>	<b>110%</b>

### **The CPD Is a Significant Source of Continuing Professional Education**

The CPD is a significant source of continuing professional education for education professionals in the state. Approximately 3,250 educators need credit toward their certificate renewal annually. Of that number, nearly 60% take courses from the CPD and on average 44% receive credit towards their certification renewal (see Table 2).

**Table 2**  
**CPD is a Significant Source of Continuing Professional Education**

<b>Year</b>	<b>Approximate Number of Educators who need Credit Towards Certificate Renewal</b>	<b>Educators who Attended CPD Sessions in which Credit Towards Certification Renewal was Offered/Percentage of those who need Credit</b>	<b>Educators who Received Credit Towards Certification through CPD Sessions/ Percentage of those who need Credit</b>
<b>2000</b>	3,250	1,947 / 59%	1,489 / 46%
<b>2001</b>	3,250	1,847 / 57%	1,515 / 47%
<b>2002</b>	3,250	2,005 / 61%	1,246 / 38%

### **Adverse Impact If the Board Were Terminated**

*Without the Board, the CPD would be independent and could become less responsive to the need for improvements and policy changes.*

If only the CPD Board is terminated, there would be less guidance available to the CPD. The Board consists of educators knowledgeable of the needs of the education profession. The Board facilitates necessary improvements and policy changes in CPD activities. Without the Board, the CPD would be independent and could become less responsive to the need for improvements and policy changes. Moreover, the Board's cost to the State is minimal compared to the oversight it provides (see Table 3).

**Table 3**  
**CPD Board's Annual Expenditures, FY 2000 - FY 2002**

<b>Fiscal Year</b>	<b>Annual Expenditures</b>
2000	\$1,791.24
2001	\$1,704.70
2002	\$ 601.58

### **Minor Operational Issues Could Be Improved**

The Board has provided effective guidance to the CPD, resulting in a continuing education program in which enrollment and approval ratings have been high. However, there are three minor operations of the Board that can be improved. The Board doesn't consistently file meeting notices with the Secretary of State, as required by WVC §6-9A-3 (See Table 4). The Board has not

been fully appointed to its eleven members, until just recently, as required by WVC §18A-3A-1(c). The Board also has not met on at least a quarterly basis every year, as required by WVC §18A-3A-1(d).

**Table 4  
Meeting Attendance, 2000 - 2002**

<b>Meeting Date</b>	<b>Members Present</b>	<b>Members Absent</b>	<b>Total Members</b>	<b>Attendance Rate</b>	<b>Properly Filed Meeting Notice</b>
02/04/00	7	4	11	64%	No
04/07/00	6	3	9	67%	No
10/27/00	9	2	11	82%	Yes
12/07/00	7	4	11	64%	No
04/05/01	6	4	10	60%	Yes
10/04/01	8	2	10	80%	No
03/05/02	8	2	10	80%	Yes
04/05/02	9	1	10	90%	No
10/10/02	6	4	10	60%	Yes
12/10/02	8	2	10	80%	No

### **Conclusion**

Success of the Board can be seen in the success of the CPD. The CPD is providing a highly utilized education service to the state's education professionals. This service represents a significant source of continuing professional education for educators within West Virginia. Terminating the Board could have a negative impact on the success of the CPD. Without the Board, the CPD would be an independent agency. The risk associated with this independence would be an agency that could become less responsive to making necessary improvements and changes. The cost to the State to avoid this risk is relatively minimal.

### **Recommendations**

1. *The Legislative Auditor recommends that the Center for Professional Development Board be continued.*

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2. *The Legislative Auditor recommends that the Center for Professional Development Board meet on at least a quarterly basis as required by §18A-3A-1(d) of the Code.*
  3. *The Legislative Auditor recommends that the Center for Professional Development Board properly file meeting notices with the Secretary of State as required by §6-9A-3 of the Code.*



# Appendix A Transmittal Letter

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## WEST VIRGINIA LEGISLATURE *Performance Evaluation and Research Division*

Building 1, Room W-314  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0610  
(304) 347-4890  
(304) 347-4939 FAX



John Sylvia  
Director

June 19, 2003

Dr. Gail E. Looney, Executive Director  
WV Center for Professional Development  
The Peoples Building, Suite 221  
Charleston, WV 25301

Dear Dr. Looney:

This is to transmit a draft copy of the Preliminary Performance Review of the Center for Professional Development Board. This report is scheduled to be presented at the July 13-15, 2003 interim meeting of the Joint Committee on Government Operations, which will be held in Parkersburg, West Virginia. It is expected that a representative from your agency be present at the meeting to orally respond to the report and answer any questions the committee may have. When we are notified of the day, time and location of the meeting we will inform you.

If you would like to schedule an exit conference to discuss any concerns you may have with the report, please notify us by Tuesday, June 24, 2003. In addition, we will need a written response by Wednesday, July 2, 2003 in order for it to be printed in the final report. If your agency intends to distribute additional material to committee members at the meeting, please contact the House Government Operations staff at 340-3192 by Thursday, July 10, 2003 to make arrangements.

We request that your personnel treat the draft report as confidential and that it not be disclosed to anyone not affiliated with your agency. Thank you for your cooperation.

Sincerely,

Handwritten signature of John Sylvia in cursive script.  
John Sylvia

Enclosure

\_\_\_\_\_ *Joint Committee on Government and Finance* \_\_\_\_\_



# Appendix B Agency Response

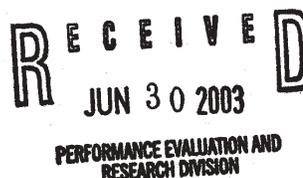


Governor  
Bob Wise

Executive Director  
Gail E. Looney

June 26, 2003

Mr. John Sylvia, Director  
Performance Evaluation and Research Division  
West Virginia Legislature  
Building 1, Room W-314  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0610



Dear Mr. Sylvia:

This is to transmit the response to the June 19, 2003 Preliminary Performance Review report of the West Virginia Center for Professional Development Board. This report is also being transmitted by email to Osagie Ayanru.

I will attend the interim meeting of the Joint Committee on Government Operations in Parkersburg July 13-15, 2003 to respond to the report and answer any questions the committee may have. I will wait to hear from you regarding the exact date, time, and location of the meeting.

We have had a very professional association with your staff during this Review and look forward to responding to the report at the meeting. Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Gail E. Looney".

Gail E. Looney

enclosure

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**West Virginia Center for Professional Development  
Response to Preliminary Performance Review  
June 20, 2003**

**Introduction**

The Center for Professional Development Board welcomes the opportunity for evaluation through a Preliminary Performance Review through the Performance Evaluation and Research Division of the West Virginia Legislature. Working with Brian Armentrout, Research Manager and Osagie Ayanru, Research Analyst has been a very professional experience.

The remainder of the response to the Preliminary Performance Review report is organized by listing the item from the report in bold and the response in regular formatting.

**Issue 1    The Center for Professional Development Board is helpful in overseeing the training of education personnel in the state.**

**Make-up of the Board**

Members of the Center for Professional Development Board follow:

***Co-chairmen***

Cabinet Secretary of Education and the Arts Kay Goodwin  
State Superintendent David Stewart

***Members of the State Board***

Ms. Delores Cook  
Ms. Barbara Fish  
Mr. Paul Morris

***Experienced Educators***

Ms. Karen Nowviskie – Winfield Elementary School, assistant principal  
Ms. Lora Sturm – Ripley High School, teacher of special services  
Ms. Victoria Smith – Geneva Kent Elementary School, kindergarten teacher

***Citizen Representatives***

Dr. Sandra Bailey – Marshall University Graduate College, professor  
Mr. Frank Devono – Harrison County Schools, Personnel Director  
Dr. Suzanne Snyder – Fairmont State College, professor (retired)

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**CPD Programs have enrollment at or above capacity.**

The Center for Professional Development provides instructional sessions for teachers and principals through a sustained effort throughout the year. However, summer offers the best time for provision of services to teachers since school is not in session for all but a few Kanawha County schools.

Decreases in funding as a result of budget cuts have proven challenging but have provided opportunities for staff to target non-instructional services for severe cuts while preserving instructional services to educators. Although staff anticipated a drop in 2003 enrollment because of the increase in registration fees and decrease in incentives offered, in actuality, enrollment is slightly higher than 2002 to date.

**The CPD is a significant source of continuing professional education.**

The Center for Professional Development works collaboratively with West Virginia University and Marshall University to provide graduate credit for teachers and principals and undergraduate credit for instructional aides and paraprofessionals who attend instructional sessions. Credit is awarded to all who register and pay university fees at a reduced cost and successfully complete the specific course. All courses except the AP Institute receive Satisfactory or Unsatisfactory grades. Participants successfully completing requirements for the AP Institute receive letter grades.

**Adverse impact if the Board were terminated.**

The Center for Professional Development Board provides a good cross-section of state officials, practicing educators and citizen representatives who advise and direct the staff. With co-chairmen from the Executive Branch of government and the State Department of Education, the likelihood of collaborative efforts is increased.

Practicing educators – one elementary teacher, one high school teacher and an elementary assistant principal – bring the focus of programs back to the classroom and school level to ensure effectiveness. With representation of the State Board of Education through three CPD Board members, additional opportunities exist for clarification of policies and discussion regarding practical application with practicing educator CPD Board members.

Finally, citizen representatives through higher education – one professor of education and one recently retired professor of fine arts – and through county office staff – a personnel director in a large county school system, complete the cross-section of members and close the circle from K-12 to higher education. Policy interpretation and impact on the county school system is an important perspective brought the table as well.

The CPD Board provides a perspective not available in any other education Board and allows the Center for Professional Development to achieve success.

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**Minor operational issues could be improved.**

Inconsistency in filing meeting notices with the Secretary of State as required by WV Code §6-9A-3 is an issue that has already been corrected upon receipt of this report. Procedures have been put into place to ensure that notification of all meetings will be filed with the Secretary of State as soon as meeting dates have been scheduled.

To ensure that the Board will meet on at least a quarterly basis every year as required by WV Code §18A-3A-1(d), a calendar of meetings will be scheduled at the end of each fiscal year. Meetings will be set at the discretion of chairmen and at the convenience of other members, but will be held every quarter. Additional meetings will be scheduled as needed within this framework.

**Recommendations**

1. ***The Legislative Auditor recommends that the Center for Professional Development Board be continued.***

The importance of continuing the CPD Board lies in the make-up of its members. The advice and direction provided by the diverse group of eleven members is critical to the effectiveness of professional development programs for the state's educators.

2. ***The Legislative Auditor recommends that the Center for Professional Development Board meet on at least a quarterly basis as required by §18A-3A-1(d) of the Code.***

The CPD Board will meet on a quarterly basis as required by WV Code §18A-3A-1(d).

3. ***The Legislative Auditor recommends that the Center for Professional Development Board properly file meeting notices with the Secretary of State as required by §6-9A-3 of the Code.***

The CPD Board will file proper meeting notices with the Secretary of State as required by WV Code §18A-3A-1(d).