

2020-2021 DEADLINES/IMPORTANT DATES FOR COUNTY BOARDS OF EDUCATION

DISCLAIMER

The material in the following 2020-2021 deadlines calendar is a general overview of the deadlines found in the West Virginia Code and Policies of the State Board of Education for County Boards of Education for the school year 2020-2021 only, and may not be comprehensive as laws are frequently amended. This material is not meant to constitute legal advice on any particular matter. For legal advice, consult a lawyer of your choice.

July 1, 2020: First day of the 2020-2021 school year. *W. Va. Code § 18-1-2.*

On or before July 1, 2020: Each county board of education must adopt and implement an open enrollment policy that permits inter-county student transfers without charging tuition and without requiring approval of the school board of a student's county of residence. *W. Va. Code § 18-5-16.*

On or before July 1, 2020. Electronic County Strategic Improvement Plan. Each county board shall develop and implement an electronic county strategic improvement plan for a period of no more than five years. The plan shall be monitored and adjusted throughout the academic year as needed and shall be revised *annually* as indicated by changes in student performance data and other information such as monitoring reports, accreditation results, or changes in school conditions. *West Virginia State Board of Education Policy 2322 and W. Va. Code § 18-2E-5(b).* (see state board policy for details to be included in the plan).

On July 1, 2020: Each county board shall deposit in the annuity account of each member of the defined contribution system created pursuant to *W. Va. Code § 18-7B-9* an amount equal to seven and one-half percent of all compensation paid to members of the defined contribution system in excess of that authorized for minimum salaries in *W. Va. Code §§ 18A-4-2 and 18A-4-8a*, to the extent that the excess exceeds the amount distributed for salary equity to the county. *W. Va. Code § 18-7B-17.*

On or after July 1, 2020, but on or before September 29, 2020: The county board shall prepare and cause to be published the financial statement for the fiscal year 2019-2020 required by *W. Va. Code § 18-9-3a*. A copy of the published statement shall be filed with the state tax commissioner and the state superintendent “as soon as practicable after the close of the fiscal year.” *W. Va. Code § 18-9-3a.*

July 3, 2020: Independence Day Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

Before July 31, 2021: The county board will send to the State Department of Education, Office of School Transportation and Facilities a report on the number of indoor air quality complaints and

the total estimated cost of correction for all indoor air quality complaints registered during the previous fiscal year. *West Virginia State Board of Education Policy 6202, Section 2.5.*

Before August 1, 2020: If, prior to August 1, 2020, the reason for a particular employee reduction in force or transfer no longer exists as determined by the county board, the county board must, with certain exceptions, rescind the action and shall notify the released employee in writing of his or her right to be restored to his or her position of employment. This deadline applies to when the reason no longer exists, not to the date on which the board actually votes to rescind which may occur after August 1. *W. Va. Code §§ 18A-4-7a(m)(6) and 18A-4-8b(k).*

On or before August 1, 2020: The county board shall employ the equivalent of a full-time county director of school attendance if such county has a net enrollment of more than four thousand pupils, at least a half-time director of school attendance if such county has a net enrollment equal to or less than four thousand pupils and such assistant attendance directors as deemed necessary. *W. Va. Code § 18-8-3(a).*

On or before August 1, 2020: Each school shall file either an updated crisis response plan or a memorandum stating that no update to the crisis response plan was necessary with its county board and the Division of Homeland Security and Emergency Management. *W. Va. Code § 18-9F-9(a)(6).*

On or before August 1, 2020: The county board must review its policies that promote school board effectiveness that it adopted by January, 2020, and it may modify these policies as necessary. (See statute for required policy objectives). *W. Va. Code § 18-5-14(a).*

On August 14, 2020: The county board must begin to comply with new federal regulations creating obligations and requirements related to reports and complaints of Title IX violations, including but not limited to designation of additional positions, responding to reports and complaints, establishing a grievance process, conducting investigations, training of personnel, notification and record-keeping. Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106 (Title IX). (see actual regulation for details of obligations and requirements).

On or before September 1, 2020: The county board must provide updated floor plans of each school to first responders and local law enforcement. *W. Va. Code § 18-9F-10(2).*

On or before September 1, 2020: Pursuant to Jamie's Law, all middle and high school administrators must disseminate and provide opportunities to discuss suicide prevention awareness information to all middle and high school students. The information may be obtained from the Bureau for Behavioral Health and Health Facilities or from a suicide prevention training program approved by the State Board of Education. *W. Va. Code § 18-2-40.*

On or before September 1, 2020: The county board must post at each county school or working station the current seniority list or lists of each service personnel classification. Each list shall contain the name of each regularly employed school service person employed in each classification and the date that each employee began performing his or her assigned duties in each classification. *W. Va. Code § 18A-4-8g(f).*

On or after September 1, 2020, and before October 1, 2020: County boards shall distribute to each school for the use by faculty senates the appropriations received from the legislature for academic materials, supplies and equipment for use in instructional programs. *W. Va. Code*

§ 18-9A-9(4); Accounting Procedures Manual for the Public Schools in the State of West Virginia, Section 1-37.

September 7, 2020: Labor Day Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

Before September 15, 2020: The county board and the county superintendent shall establish written goals or objectives for the county superintendent to accomplish within a given period of time. *West Virginia State Board of Education Policy 5309, Section 6.1.1.*

On or before September 30, 2020: When actual student enrollment in a grade level or program, unforeseen on or before May 1, 2020, permits the assignment of fewer teachers or service personnel to or within a school under any pupil-teacher ratio, class size or caseload standard established in *W. Va. Code § 18-5-18a* or any policy of the West Virginia State Board of Education, the superintendent, with board approval, may reassign the surplus personnel to another school or to another grade level or program in the school, if needed there to comply with any such standard. *W. Va. Code § 18A-2-7(e).* (This is arguably a conservative version of the deadline. See the statute and Section 9 of State Board Policy 5000 for notice and hearing requirements that precede the vote and other details.)

On or before October 15, 2020: The county board of education, in collaboration with county collaborative partners, is required to submit WV Universal Pre-K program data to the WVDE Office of Early Learning, which will include at a minimum: (i) program data verification, including classroom information; and (ii) a comprehensive pre-K fiscal report. *West Virginia State Board of Education Policy 2525, Section 18.4.a and 18.4.b.* (Revised policy effective August 10, 2020). (Deadline to submit required data regarding verification of the annual collaborative contracts and budgets signed and filed at county board of education is found in a separate entry near the end of this document. See Section 18.4.c).

November 3, 2020: General Election Day. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

November 11, 2020: Veterans Day Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

November 26, 2020: Thanksgiving Day Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the

employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

December 25, 2020: Christmas Day Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

On or before December 30, 2020: County and school report cards shall be presented to a meeting of the county board. All data in the county and school report cards shall be public information after the data has been presented to the county board and shall be made available to a newspaper of general circulation serving the county. The school and school district report cards shall be made easily accessible on the county's website and shall be submitted to the state board of education. *W. Va. Code § 18-2E-4(d); West Virginia State Board of Education Policy 7300, Section 3.4.* (Note: While the *W. Va. Code* states "prior to January 1," the State Board of Education Policy states "prior to December 31.")

On or before December 31, 2020: Parents seeking revocation of a student transfer from one county board to another must make proper application to both the sending and receiving county boards to revoke the transfer; otherwise any intercounty student transfer approved by the State Superintendent shall remain in effect for the 2021-2022 school year. *West Virginia State Board of Education Policy 7212, Section 3.7.* (Note – Because of the changes to *W. Va. Code § 18-5-16* (Open Enrollment), this deadline may change with the adoption of local county board and state board policies.)

On or before December 31, 2020: Each county board shall have completed its self-evaluation assessing its own performance using an instrument approved by the State Board of Education. *W. Va. Code § 18-5-1c.*

On or before December 31, 2020: Any county board which plans to close or consolidate schools in calendar year 2021 must have completed all the requirements of Policy 6204.¹ *West Virginia State Board of Education Policy 6204, Section 2.4.*

January 1, 2021: New Year's Day Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

¹ Note that the various timelines/deadlines associated with school closings or consolidations under State Board of Education Policy 6204 are not included herein. Further, the actual deadline in this policy states "on or before December 31st."

After January 1, 2021, but before June 1, 2021: A county board may appoint a county superintendent for a term to begin July 1, 2021. *W. Va. Code § 18-4-1(a)*.

Before January 1, 2021: The county board must schedule at least twelve of the eighteen required hours of staff development for service personnel. *West Virginia State Board of Education Policy 5500.02, Section 3.1*.

On or before January 15, 2021: The county board must post at each county school or working station the current seniority list or lists of each service personnel classification. Each list shall contain the name of each regularly employed school service person employed in each classification and the date that each employee began performing his or her assigned duties in each classification. *W. Va. Code § 18A-4-8g(f)*.

January 18, 2021: Martin Luther King's Birthday Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2*.

On February 1, 2021: County board members and county superintendents of schools must file with the Ethics Commission a financial disclosure statement containing the information required by *W. Va. Code §§ 6B-2-6 and 6B-2-7*.

Before March 1, 2021: If a county superintendent's contract will expire June 30, 2021, the county board must assess the superintendent's performance pursuant to *W. Va. Code §§ 18-4-6, 18-4-10 and 18-4-11; West Virginia State Board of Education Policy 5309, Sections 6.1.3; 6.1.4 and 7.1.1*.

On or before March 1, 2021: A classroom teacher may give written notice of retirement, to take effect at the end of the school year, so as to be paid the \$500 state bonus for early notification of retirement. *W. Va. Code § 18A-2-2(g)(1)*. This is also the deadline for other professional employees and service employees to give written notice of retirement to take effect at the conclusion of the school year, in order to receive a county bonus of \$500 or less to be paid entirely from local funds. *W. Va. Code § 18A-2-5a*.

After March 7, 2021, and before March 28, 2021: The county board shall meet to estimate the levy, as provided in *W. Va. Code § 11-8-12*. The secretary of the board shall immediately forward a certified copy of the statement to the Auditor and publish the statement forthwith. *W. Va. Code §§ 11-8-9 and 11-8-12*. If a levy is on the primary ballot, the county board may delay the meeting, so long as it is held before June 1, 2021. Recognizing that occasionally a school board cannot or does not meet these deadlines, the State Auditor is directed by *W. Va. Code § 11-8-9(c)* to propose rules that will establish a process under which a school board can apply for permission to extend the meeting deadline. *W. Va. Code § 11-8-9(a)*.

On or before March 25, 2021: Any county board which satisfies the requirements for seeking a waiver from full implementation of WV Pre-K for the following school year, must apply with the supporting data to meet the criteria for which they are eligible. *W. Va. Code § 18-5-44 (n)*.

On or before April 1, 2021: Each county board shall compile a list of facilities under the jurisdiction of the county board which would have space available for child day care for the benefit of school employees and others during the 2021-2022 school year. *W. Va. Code*

§ 18-5-26. **On or before April 1, 2021:** The State Auditor shall require all levying bodies to file a report of their meetings with the State Auditor. *W. Va. Code § 11-8-9(c)*. **On or before April 1, 2021:** The superintendent must provide written notice to professional and service employees who are being considered for transfer. Any teacher or employee who desires to protest the proposed transfer may request in writing a statement of the reasons for the proposed transfer. The statement of reasons shall be delivered to the teacher or employee within **ten days** of the receipt of the request. Within **ten days** of the receipt of the statement of the reasons, the teacher or employee may make written demand upon the superintendent for a hearing on the proposed transfer before the county board. *W. Va. Code § 18A-2-7(a)*.

On or before April 5, 2021: A county board shall officially act upon any school closings for the 2021-2022 school year and shall notify all affected teachers and service personnel of the county board action. *W. Va. Code § 18-5-13 (c)*.

On April 20, 2021: The county board shall meet as provided in *W. Va. Code § 11-8-10a* and hear objections to the estimated levy and lay the levy to be submitted to the tax commissioner for approval. *W. Va. Code §§ 11-8-12 and 11-8-12a*.

On or before April 23, 2021: The secretary of the county board shall forward to the county superintendent and to the tax commissioner certified copies of the order laying the levies and the rate of levy upon each class of property. *W. Va. Code § 11-8-13*.

On or before April 26, 2021: The county superintendent shall report the rate of levy for each of the various classes and the total value of real, personal, and public utility property in each class in every district to the clerk of the county court, the assessor, the state superintendent, and the auditor. *W. Va. Code § 11-8-13*. (Deadline may be earlier depending upon the county board's submission of the order provided in the deadline above).

By May 1, 2021: A county board that so chooses may elect to have its fiscal year 2020-2021 audit performed by a certified public accountant approved by the chief inspector to perform the examinations. A copy of the order of the county board making this election shall be filed with the chief inspector and the state board of school finance. *W. Va. Code § 6-9-7(d)*.

On or before May 1, 2021: A teacher or service employee may initiate termination of a continuing contract by written resignation, to take effect at the close of the school year. *W. Va. Code §§ 18A-2-2(c)(1)(B) or 18A-2-6*.

On or before May 1, 2021: A professional or service employee's continuing contract may be terminated by a majority vote of the full membership of the board, to take effect at the close of the school year (as in a reduction-in-force). *W. Va. Code §§ 18A-2-2(c)(1)(A) (professionals); 18A-2-6 (service employees)*. (See the statute for notice and hearing requirements that precede the vote.)

On or before May 1, 2021: The board must conduct a hearing for any employee who has requested one regarding his or her proposed transfer or termination. *W. Va. Code §§ 18A-2-2(c)(1)(A), 18A-2-6 and 18A-2-7(a)*. (See the particular statute for requirement of notice to such employees.)

On or before May 1, 2021: The superintendent, at a meeting of the board, shall furnish in writing a list of teachers and other employees to be considered for transfer and a subsequent assignment for the next ensuing school year. An employee who was not provided notice and an opportunity

for a hearing pursuant to *W. Va. Code* § 18A-2-7(a) may not be included on the list. *W. Va. Code* § 18A-2-7(b)

On or before May 1, 2021: The superintendent, at a board meeting, must provide the board with a written list of all probationary teachers and service personnel that the superintendent recommends to be rehired for the ensuing school year. The board must act upon the superintendent's recommendations at the same meeting. *W. Va. Code* § 18A-2-8a. (See the statute for requirement of subsequent notice to probationary employees not listed, and for provisions regarding subsequent hearings.)

On or before May 1, 2021: A county board shall apply to the state superintendent if it wishes to employ personnel with funds from the foundation allowance to improve instructional programs. *W. Va. Code* § 18-9A-10.

On or before May 1, 2021: A county board shall send to the State Board of Education a report that includes: 1) the available teacher positions in the county; 2) any shortages in subject matter areas in the county; and 3) the name of each teacher reduced in force, provided the teacher has permitted the county board to submit his/her name. *W. Va. Code* § 18A-4-20; *West Virginia State Board of Education Policy 5202, Sections 7.3.e.*

On or before May 1, 2021: The county board shall, upon recommendation of the county superintendent with the aid of a committee of teachers, select from the state multiple list, as most recently approved by the State Board of Education, one or more resources to deliver instruction for a period as provided in *W. Va. Code* §§ 18-2A-1 and 18-2A-5.

On or before May 3, 2021: The county board shall upon recommendation of the county superintendent appoint a treasurer for the board. *W. Va. Code* § 18-9-6.

May 31, 2021: Memorial Day Holiday. Schools shall be closed. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term and full-time school personnel shall receive their pay for the same. *W. Va. Code* §§ 18-5-45(e)(1) and 18A-5-2.

Before June 1, 2021, but after January 1, 2021: The county board may appoint a county superintendent for a term to begin July 1, 2021. *W. Va. Code* § 18-4-1(a).

On or before June 1, 2021: The county board shall fix the annual salary for the period of appointment of any superintendent appointed for a term to begin July 1, 2021. *W. Va. Code* § 18-4-4.

On or before June 1, 2021: Teachers shall be selected to teach honors and advanced placement courses based upon the teacher's qualifications and academic interests and the needs of the students. *W. Va. Code* § 18-2E-3a.

June 21, 2021: West Virginia Day Holiday. Schools shall be closed. When the designated holiday falls on a Saturday, the schools shall be closed on the preceding Friday. The time lost by the school closings may not be counted as days of employment and may not be counted as meeting a part of the requirements of the minimum term of one hundred eighty days of instruction. When any such holiday falls within the employment term, it shall be considered as a day of the employment term

and full-time school personnel shall receive their pay for the same. *W. Va. Code §§ 18-5-45(e)(1) and 18A-5-2.*

Before June 30, 2021: If a county superintendent's contract does not expire June 30, 2021, the county board shall assess the county superintendent's performance pursuant to *W.Va. Code §§ 18-4-6, 18-4-10 and 18-4-11; West Virginia State Board of Education Policy 5309, Sections 6.1.3; 6.1.4 and 7.1.1.*

Before June 30, 2021: Any county board which received excess funds for increased enrollment shall refund the excess to the State Department of Education. *W. Va. Code § 18-9A-15(a).*

Before June 30, 2021: The county board must give written notice of insurance coverage to each of its insureds, including teachers, supervisors, administrators, service personnel, county superintendent, and board members regarding the coverages, monetary limits of insurance, and duty to defend for each occurrence as provided to insured by the Board of Risk and Insurance Management. *W. Va. Code § 29-12-5a(f).*

Before June 30, 2021: Each county board of education and multicounty vocational center must: (1) annually assess the safety and security of each of the school facilities within its boundaries; (2) when necessary, upgrade safety and security measures of each facility to ensure, to the best of the county board's ability, the safety of students within each facility; and (3) annually report to the State Department of Education the safety and security measures it has put in place, including upgrades. *W. Va. Code § 18-5-48.*

June 30, 2021: Last day of the 2020-2021 school year. *W. Va. Code § 18-1-2.*

Unknown due dates:

DATES FIXED BY THE SCHOOL CALENDAR ADOPTED BY THE COUNTY BOARD:

On a date selected by the county board: The 2020-2021 instructional term commences. *W. Va. Code § 18-5-45(f).*

On a date selected by the county board: The 2020-2021 instructional term shall end. *W. Va. Code § 18-5-45(f).*

DEADLINES FIXED BY REFERENCE TO OTHER EVENTS

At the beginning of the school year: Each county board of education must provide active shooter training for all school personnel and students. *W. Va. Code § 18-9F-10.*

Each school year: Each county board of education must provide first aid training for all school personnel and students. *W. Va. Code § 18-9F-10.*

Each school year: Children in grades K-12 shall receive body age-appropriate safety information regarding child sexual abuse **at least once during the academic school year**, with a preference of four times per academic year. *W. Va. Code § 18-2-41.*

Each school year: The county board will deliver comprehensive drug awareness and prevention programs for students in grades K through 12 may include faith-based electives, along with non-faith based electives, for drug awareness in classrooms. The state board shall promulgate a rule on how the faith-based electives can be offered in a way that is consistent with constitutional requirements. *W. Va. Code § 18-2-7b(e)*.

Early Childhood Education. Every county board shall submit its plan for re-approval by the Secretary of the Department of Health and Human Resources and by the West Virginia State Board of Education **at least every two years after the initial approval of the plan** and until full implementation of the early childhood education program in the county. As part of the submission, the county board shall provide a detailed statement of the progress made in implementing its plan. The standards and procedures provided for the original approval of the plan apply to any re-approval. *W. Va. Code § 18-5-44(l)*.

Early Childhood Education. The county board of education, in collaboration with WVDHHR and the Head Start State Collaboration Office, is required to submit to the WVDE Office of Early Learning verification of the annual collaborative contracts and budgets signed and filed at the local county board of education, noting collaborative universal pre-k classrooms for the upcoming school year to continue to document maximization of resources through the collaborative model, submitted **prior to the first day of children's attendance**. *West Virginia State Board of Education Policy 2525, Section 18.4.c*.

Pre-K Health and Safety Checklist. The West Virginia Universal Pre-K Health and Safety Checklist must be completed annually in each WV Pre-K classroom **within the first forty-five days of school for students**. Results from each West Virginia Universal Pre-K Health and Safety Checklist must be electronically housed in an online platform provided by the WVDE. *West Virginia State Board of Education Policy 2525, Section 18.2*.

Submission and Approval of Budget. A county board shall, **on or before the day fixed by the budget calendar**, submit its proposed budget to the board of finance together with such supporting schedules as the board may require. *W. Va. Code § 18-9B-6*.

Delaying Submission of the Budget. Notwithstanding any other provisions of the code to the contrary, the county board shall not be required to submit its budget for approval by the State Board of Education as provided by *W. Va. Code §§ 11-8-12a, 18-9B-6 and 18-9B-7*, **until the tenth day next following the State Board of Education's transmittal of final state aid computations following the adoption of the state budget, but no later than the thirtieth day of May**: Provided, That, in any year in which the state budget is not adopted on or before the first day of May, the State Board of Education may require the county board to adopt a preliminary budget and to submit it to the State Board of Education no later than the thirtieth day of May, and when final computations of state aid are transmitted to the county board, the county board shall make such adjustments as are necessary prior to final adoption of the budget. *W. Va. Code § 18-9B-6a*.

Public Hearing on Preliminary Budget: A public hearing shall be held concerning the preliminary operating budget for the next fiscal year **not fewer than ten days after the budget has been made available to the public for inspection and within a reasonable time prior to the submission of the budget to the West Virginia State Board of Education for approval**. Reasonable time shall be granted at the hearing to any person who wishes to speak regarding any part of the budget. Notice of the hearing shall be published as a Class I legal advertisement in compliance with *the provisions of W. Va. Code §§ 18-5-4(c) and 59-3-1, et seq.*

Electronic School Strategic Improvement Plan Process. Each school must develop and implement an electronic school strategic improvement plan which outlines the strategies and processes the school shall implement to improve student performance and address student needs. The plan should be monitored and adjusted throughout the school year and revised *annually* as indicated by changes in student performance and school quality data. *West Virginia State Board of Education Policy 2322 and W. Va. Code § 18-2E-5(b).*

Approval for Alternative Certification Program Proposals. A partnership shall make written notification to the State Board of Education of its intent to become an alternative certification program provider **at least sixty days prior** to the ACEPPRB's scheduled meeting. The official submission of written proposals for an alternative certification program from the partnership shall be received by the West Virginia Department of Education **at least thirty days prior** to the ACEPPRB's scheduled meeting. *West Virginia State Board of Education Policy 5901, Section 9.5.a.1.*

Agenda for Local School Improvement Counsel. **At least 30 days before** a meeting with the LSIC of a school deemed to be low performing, the county board must give the LSIC an agenda for the meeting. *W. Va. Code § 18-5-14(a)(1)(B)* (see statute for the specific requirements of the notice).

Comprehensive Educational Facilities Plan (CEFP). Each county shall develop a ten-year Comprehensive Educational Facilities Plan (CEFP) that addresses the requirements for new construction and major renovations where applicable as described in the following sections. The CEFP not only encompasses new construction and renovations but also is used in school closures, consolidation, and reconfigurations as well as in developing levees and bond calls. This rule provides that each county school system must maintain and update annually the CEFP. *West Virginia State Board of Education Policy 6200.* (see the state board policy for specific details).

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