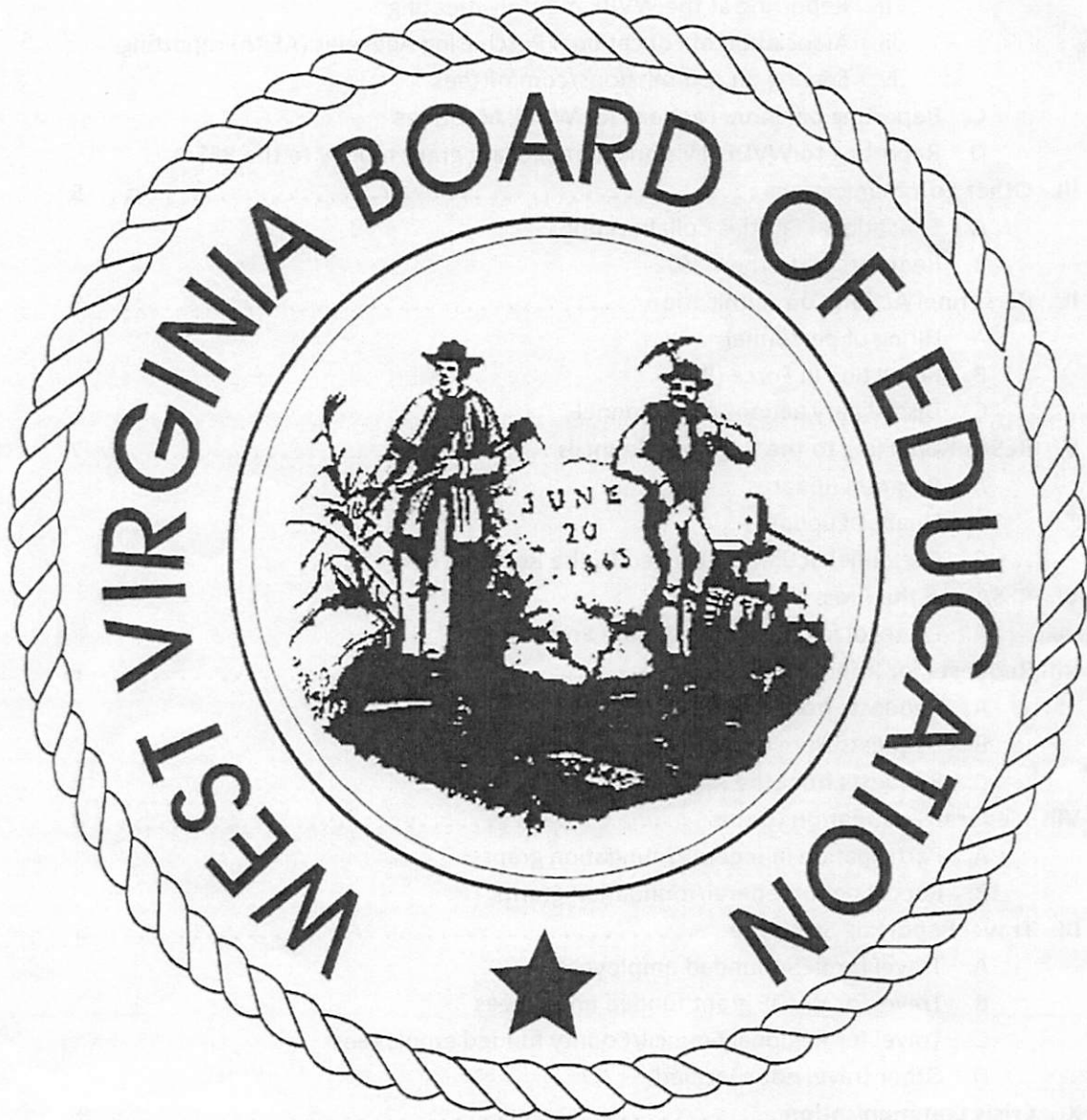


**RESA COMMUNICATION**  
**GUIDELINES**



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**WEST VIRGINIA BOARD OF EDUCATION**

# RESA COMMUNICATION GUIDELINES

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# **RESA COMMUNICATION GUIDELINES**

## **I. INTRODUCTION**

The purpose of the RESA Communication and Reporting Structure document is to coordinate communication and outline the reporting structure between the West Virginia Board of Education (WVBE), West Virginia Department of Education (WVDE), Regional Education Service Agencies (RESAs) and RESA Regional Councils (Regional Councils). This document will provide WVBE, WVDE, RESAs and Regional Councils with guidelines for communication and reporting as they relate to RESAs.

## **II. RESAs REPORTING TO THE WVBE**

### **A. PROGRAM OFFERINGS**

RESAs are mandated by Code to offer six (6) areas of service. They include

- Provide technical assistance to low performing schools and school systems
- Provide high quality, targeted staff development designed to enhance student performance and progress in state public education
- Facilitate coordination and cooperation among the county boards within each region in cooperative purchasing, sharing of specialized personnel, communications and technology, curriculum development, and operation of specialized programs for exceptional children
- Install, maintain, and/or repair education related technology equipment and software.
- Receive and administer grants
- Develop and implement other programs or services as directed by law or by the state board

Beyond those six (6) areas of service, the RESAs may administer programs and pilot projects for the WVDE, counties and individual RESAs. Before implementing such programs or pilots, WVDE staff will collaborate and communicate the requirements to the affected RESA Executive Directors and the WVBE Coordinator of Board Agencies. Affected RESAs shall assist with the development and execution of Memorandums of Understanding (MOU), or "Scope and Conditions" to qualify for disbursement of funds. All MOUs and/or "Scopes and Conditions" must be approved by the WVBE attorney prior to implementation. The RESAs may or may not administer these programs depending on current program offerings and funding of the program and/or pilot projects.

Regional Council members may request new programs through the collaborative decision process of the Regional Council and the affected RESA Executive Director(s).

RESA Executive Directors seeking to apply for outside grants (external to WVDE) shall notify the WVBE Coordinator of Board Agencies of interest in the outside grants.

**B. MONTHLY UPDATES**

**i. RESA Monthly Updates**

The RESA Executive Directors will submit a monthly activity report to the WVBE Coordinator of Board Agencies. The report template is located on the shared RESA One Drive. The report is due on the last day of each month. If the last day of the month falls on a weekend, the report is due on the last Friday of the month.

**ii. REPORTING AT WVBE MONTHLY MEETINGS**

At least two (2) times per year, the RESA Executive Directors will be scheduled to present summative updates to the WVBE and WVDE. This schedule will be coordinated by the WVBE Coordinator of Board Agencies.

**iii. ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES (AEPA) REPORTING**

The RESA Executive Director who is responsible for AEPA reporting will send a Quarterly AEPA report when available to the WVBE Coordinator of Operations Board Agencies.

**iv. SERVING ON COMMISSIONS/COMMITTEES**

The RESA Executive Directors and/or RESA Directors/Coordinators will, at times, be requested to serve on commissions and/or committees. Participation in these commissions and/or committees shall be communicated to the WVBE Coordinator of Board Agencies in a timely manner.

**C. REPORTING PERSONNEL ACTIONS FOR WVBE MEETINGS**

Personnel action forms are to be sent to the WVDE Office of Human Resources Secretary eight (8) working days prior to the WVBE regular monthly meeting.

**D. REPORTING TO WVDE DIVISIONS THAT ALLOCATE GRANT MONEY TO THE RESAs**

RESAs often administer WVDE grants. This is a collaborative effort between the WVDE and the RESAs and requires input from both parties. Both RESA Executive Directors and WVDE Division Directors shall adhere to pertinent memorandum of understanding (MOU) and/or the "Scopes and Conditions" requirements. If the WVDE grant-awarding division director finds that a RESA is not administering the grant pursuant to the MOU, that division director should contact the WVBE Coordinator of Board Agencies. If the RESA Director finds that a WVDE grant-awarding division director is not facilitating the grant pursuant to the MOU, that RESA director should contact the WVBE Coordinator of Board Agencies. The WVBE Coordinator of Board Agencies will be responsible to determine and bring all appropriate parties together to rectify the issue. If an issue arises between a RESA and a grant-awarding WVDE Division Director, either the WVDE Division Director or the RESA Director

will contact the WVBE Coordinator of Board Agencies. The WVBE Director of Operations and the WVBE Coordinator of Board Agencies will be responsible to determine and bring all appropriate parties together to rectify the issue. The WVDE can reallocate funding for a program at the beginning of each fiscal year based on performance, satisfaction of delivery of services, and/or need. The WVDE shall provide a four (4) month advance notice before the start of the fiscal year, or as much advance notice as possible, if it intends to reallocate funds.

### **III. OTHER COMMUNICATIONS**

#### **A. EDUCATIONAL ENTITIES COLLABORATION**

The WVDE, RESA and county LEA will collaborate and coordinate in delivering of services.

#### **B. REQUESTS OF/TO THE WVDE**

RESA employees may request information from the WVDE. The request should be facilitated through the RESA Executive Director. The RESA Executive Director or designee shall contact the appropriate Division Chief with the request.

### **IV. Personnel Action Communication**

#### **A. HIRING OF PERSONNEL**

The hiring process for RESA employees is set forth in Section II of the RESA Handbook and Policy 3233.

Upon confirmation of the candidate by the Regional Council, personnel action forms are sent to the WVDE Office of Human Resources. Personnel action forms should be sent to the WVDE Office of Human Resources Secretary eight (8) working days prior to the WVBE regular monthly meeting.

#### **B. REDUCTION IN FORCE (RIF)**

Personnel actions due to lack of needs is set forth in Policy 3233 (lack of need of a program, loss of funding, expiration of grant, etc.). In these instances, the RESA Executive Director will notify the WVBE Coordinator of Board Agencies before the action is taken.

#### **C. DISCIPLINARY ACTIONS OF PERSONNEL**

All RESA personnel are "at-will" employees of the WVBE. Decisions to suspend or terminate employment may be a collaborative effort among all parties responsible. The RESA Executive Director will consult with the WVBE Coordinator of Board Agencies or the WVBE Attorney.

The RESA Executive Director may decide that suspension and/or termination of employment is necessary. If this occurs, the RESA Executive Director should inform the employee of their decision.

If the employee is funded by one or more the counties, the RESA Executive Director will present the proposed suspension/termination to the Regional Council for their confirmation after conferring with the Regional Council members from the funding county(s) as well as appropriate affected school administrators and establishing a recommendation. The RESA Executive Director will forward the personnel action (using the method outlined in section II-A of this document) to the WVBE for final action.

The Regional Councils, or member counties of the Regional Councils may decide that suspension and/or termination of employment is necessary. If this occurs, the county/counties will contact the RESA Executive Director to discuss the situation and determine the extent of discipline. The RESA Executive Director will present the proposed suspension/termination to the Regional Council for their confirmation and the Executive Director will forward the personnel action (using the method outlined in section II-A of this document) to the WVBE for final action.

If an employee is funded by a grant awarded by the WVDE, the RESA Executive Director will present the proposed suspension/termination to the WVDE Division Director who awarded the grant to the RESA. After the parties involved have made their decision, the RESA Executive Director will present the proposed suspension/termination to the Regional Council for their confirmation and the Executive Director will forward the personnel action (using the method outlined in section II-A of this document) to the WVBE for final action.

The WVDE Division Director, who awarded a grant to the RESA, may decide that suspension and/or termination of employment is necessary for the RESA employee that is funded through their grant. If this occurs, the WVDE Division Director will contact the RESA Executive Director to discuss the situation and determine the extent of discipline. After the parties involved have made their decision, the RESA Executive Director will present the proposed suspension/termination to the Regional Council for their confirmation and the Executive Director will forward the personnel action (using the method outlined in section II-A of this document) to the WVBE for final action.

Member county/counties may wish to recommend suspension and/or termination of a RESA employee funded by a state or federal grant. In this circumstance, the member county/counties would bring the issue to the RESA Executive Director. The RESA Executive Director will then confer with the WVDE Division Director who awarded the grant to the RESA. If the RESA Executive Director and the WVDE Division Director who awarded the grant feel it is necessary to involve the member county/counties in their discussions, they

shall do so. After the parties involved have made their decision, the RESA Executive Director will present the proposed suspension/termination to the Regional Council for their confirmation and the Executive Director will forward the personnel action (using the method outlined in section II-A of this document) to the WVBE for final action.

If an employee funded through the state appropriation to the RESAs, the RESA Executive Director will present the proposed suspension/termination to the Regional Council for their confirmation and the Executive Director will forward the personnel action (using the method outlined in section II-A of this document) to the WVBE for final action.

For further information, refer to the RESA Policy and Procedures Handbook, Section 1.101 – Employee Relations.

## **V. RESA REPORTING TO THE REGIONAL COUNCILS**

### **A. PROGRAM UPDATES**

Executive Directors will provide monthly updates to the Regional Councils on any new programs or grants available to the RESA. The RESA Executive Director will confer with the Regional Council to determine the strategic and fiscal viability of pursuing the program or grant. The Executive Director or the RESA Program Coordinator should provide regular program updates to the Regional Council.

### **B. FINANCIAL UPDATES**

The RESA Chief Financial Officer (CFO) and/or the RESA Fiscal Agent CFO will provide monthly updates to the Regional Council and the WVDE Coordinator of Board Agencies. The Regional Council and WVBE Coordinator of Board Agencies should immediately be informed of significant financial concerns to ensure appropriate action.

### **C. PERSONNEL ACTIONS ENTRUSTED TO THE REGIONAL COUNCIL**

The Regional Councils are responsible for personnel determinations on RESA personnel that county money funds. These determinations include:

- i. Approval of hiring positions (this action is then sent to the WVBE for final approval)
- ii. Personnel actions for council/county-funded employees

## **VI. RESAs AND THE PRESS**

### **A. PROTOCOL FOR SPEAKING WITH THE PRESS**

If the press contacts a RESA about a WVBE or WVDE directive or initiative that has state wide implications, sensitive information such as financial or personnel information or subjects affecting more than one RESA, the Executive Director will communicate with the

WVBE Coordinator of Board Agencies before responding to the request. The RESA Executive Director may also solicit assistance with the press requests as needed.

## **VII. REQUESTS FOR INFORMATION**

This section outlines the process for entities to request information from a RESA.

### **A. REQUESTS FROM THE WVBE**

WVBE members will direct requests through the WVBE Director of Operations or the WVBE Coordinator of Board Agencies. The WVBE Coordinator of Board Agencies will forward the request to the RESA Executive Director. The RESA Executive Director will coordinate and delegate obtaining and submitting the information.

### **B. REQUESTS FROM THE WVDE**

WVDE staff will direct requests to the RESA Executive Directors. The RESA Executive Director is responsible for coordinating collection and submission of the information and including the WVBE Coordinator of Board Agencies in the response to the WVDE.

### **C. REQUESTS FROM THE REGIONAL COUNCIL**

Information will be requested, about the RESAs, by the Regional Council. These requests will be made to the RESA Executive Director. The RESA Executive Director will determine the appropriate actions to meet the request.

## **VIII. FEDERAL/FOUNDATION GRANTS**

### **A. PARTICIPATION IN FEDERAL/FOUNDATION GRANTS**

Executive Directors seeking to apply for outside grants (external to WVDE) shall notify the WVBE Coordinator of Board Agencies of interest in the outside grant.

### **B. REPORTING FOR FEDERAL/FOUNDATION GRANTS**

RESA Executive Directors should forward, to the WVBE Coordinator of Operations, a copy of any MOUs or agreements executed between the grantor and the RESA.

## **IX. TRAVEL REPORTING STRUCTURE**

### **A. TRAVEL FOR RESA FUNDED EMPLOYEES**

Travel requests of RESA State appropriation funded employees should be approved by the Executive Director. Travel requests for in-state travel should be submitted at least five (5) business days in advance. Travel requests for out-of-state travel should be submitted 30 business days in advance. Special consideration will be given in emergency/extraordinary circumstances.



**B. TRAVEL FOR WVDE GRANT FUNDED EMPLOYEES**

WVDE grant-funded employees will utilize the established MOU for travel requests. Emergency/Extraordinary work travel requests will be evaluated jointly by the grant-awarding Division Director and the RESA Executive Director.

**C. TRAVEL FOR REGIONAL COUNCIL/COUNTY FUNDED EMPLOYEES**

Regional Council/County Funded grant-funded employees will utilize the established MOU for travel requests.

**D. OTHER TRAVEL NOT SPECIFIED**

The Executive Director evaluates and approves all travel requests other than those outlined herein. Travel requests for in-state travel should be submitted at least five (5) business days in advance. Travel requests for out-of-state travel should be submitted 30 business days in advance. Special consideration will be given in emergency/extraordinary circumstances.

**X. CRISIS COMMUNICATION**

**A. CRISIS COMMUNICATIONS TEAM**

The Crisis Communication Team is comprised of various parties within the WVBE, WVDE and the Regional Council. The WVBE Director of Operations is the leader with primary responsibilities to provide leadership to the crisis communications team and coordinate support for the recovery effort. The primary responsibility of the crisis communications team will be to use the resources to support the recovery effort and activate recovery and organizational continuity.

Each RESA shall create a Crisis Communications Team. The responsibility of the Crisis Communications Team will be to: 1) determine the needs and actions of the RESA during a crisis scenario and 2) Communicate these decisions to the WVBE, RESA employees and the RESA Regional Councils. The Crisis Communications Team shall consist of:

- i. The RESA Executive Director
- ii. The WVBE Director of Operations
- iii. The WVBE Attorney
- iv. The WVBE Coordinator of Board Agencies
- v. The WVDE Chief Information Officer
- vi. RESA Executive Director Designee

- vii. The RESA Regional Council Chair and/or the County Superintendent from the affected county

## **B. COMMUNICATIONS TEAM RESPONSIBILITIES**

In the event of a crisis, the Crisis Communications Team will meet and determine how to address the crisis situation. Team members will carry out necessary steps:

- viii. The RESA Executive Director will communicate with the Regional Council and division directors
- ix. The WVBE Director of Operations will communicate with the WVBE.
- x. The WVBE Attorney will address any legal matters that result from the crisis.
- xi. The WVBE Coordinator of Board Agencies will communicate on behalf of the WVBE Director of Operations if he or she is unavailable. The Coordinator will communicate any pertinent information to other RESAs.
- xii. The WVDE Chief Information Officer will communicate the decision(s) and action plan to the West Virginia State Superintendent of schools or designee.
- xiii. The RESA Executive Director Designee will assist the RESA Executive Director with tasks as directed.
- xiv. The RESA Regional Council Chair and/or the affected County Superintendent may also be part of the crisis team in order to advise of local factors that inform decision making.
- xv. RESA Section Directors, while not officially part of the Crisis Communications Team, will contact immediate staff to provide pertinent information.

## **C. WORST CASE SCENARIO**

Events such as catastrophic structural fire, flood, and road closures due to a declared State of Emergency are the most likely crisis scenarios. If the event occurs during working hours, follow the **Emergency Egress Instructions**. The RESA Executive Director is responsible for establishing an emergency egress plan and providing a copy of the plan to the WVBE Coordinator of Board Agencies. If the event occurs after hours, all section directors should provide pertinent information to their immediate staff.