

454 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. GENERAL STATEMENT OF POLICY

The District is committed to facilitating, nurturing and promoting opportunities to increase professional development of all staff. The school district shall provide the best possible learning for its students by providing ongoing job embedded staff development activities for all staff. The school district shall create a Staff Development Committee who will develop and implement the staff development plans of the school district. The staff development plans shall align with the mission and goals of the school district.

III. DISTRICT STAFF DEVELOPMENT COMMITTEE AND BUILDING STAFF DEVELOPMENT COMMITTEES

- A. The school board will establish a District Staff Development Committee to develop a districtwide staff development plan and to evaluate the effects of the staff development efforts at the district level.
 1. The District Staff Development Committee will be appointed with representation from the following:
 - a) Two high school teachers
 - b) Two middle school teachers
 - c) Four elementary teachers
 - d) One special education teacher (PreK-12)
 - e) Two support staff representatives
 - f) One elementary principal
 - g) One secondary building principal
 - h) Director of Teaching & Learning
 - i) Superintendent or designee (ex-officio).
 2. The District Staff Development Committee will be selected as follows:
 - a) Education Minnesota-Alexandria will select teacher representatives.
 - b) The superintendent will select administrative representatives.
 - c) The two support staff representatives will be determined by the E.M.T. (Employee Management Team) committee.
 3. Committee members will serve for three-year terms. One third of the staff development committee will be replaced each year. Terms for all new members will begin on May 1 of each year.

4. Officers of this committee will consist of the following positions:
 - a) Chairperson
 - b) Vice-chairperson
 - c) Secretary, whose duties will be completed by a district office staff person
 5. Each position will be filled from the district committee by voice nomination and vote. Election of officers shall be held at the first meeting in May of each year.
 6. The committee will meet on a regular basis as determined by the committee. The committee will operate under the rules of Parliamentary Procedure utilizing Robert's Rules of Order as modified.
- B. The school board will require the Building Leadership Teams (BLT) to develop building level staff development plans and to evaluate the effects of the staff development efforts at the building level.
1. Members of the Building Leadership Teams will be voted on by staff at each site. Team members shall serve a three-year term. The building staff shall appoint replacement members of the Building Leadership Teams as soon as possible following the resignation, serious illness, death or removal of a member from the Team.

IV. DUTIES OF THE STAFF DEVELOPMENT COMMITTEES

- A. The District Staff Development Committee will develop a Staff Development Plan that aligns with district and site goals. This plan will be reviewed and subject to approval by the school board each fall.
1. These plans shall be based on:
 - a) Student achievement data
 - b) Goals identified by the district or at sites and/or programs
 - c) State mandated goals.
- B. The Staff Development Plan must contain the following elements:
1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the school board.
 2. The means to achieve the Staff Development outcomes.
 3. The procedure for evaluating progress at each school site toward meeting educational outcomes.

4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a) Improve student achievement on state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b) Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c) Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with the state education diversity rule;
 - d) Improve staff collaboration and provide for mentoring and peer coaching programs for teachers new to the school or district;
 - e) Effectively teach and model the violence prevention policy and curriculum that addresses early intervention alternatives, issues of harassment, and teaches nonviolent alternatives for conflict resolution;
 - f) Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g) Provide teachers and other members of the building leadership teams with appropriate leadership and management skills.

5. The Staff Development Plan also must:
 - a) Support stable and productive professional communities achieved throughout ongoing and school wide progress and growth in teaching practice;
 - b) Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c) Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d) Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e) Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:
 - a) Focus on the school classroom and research-based strategies that improve student learning.
 - b) Align with goals established through the school improvement process.
 - c) Provide opportunities for teachers to practice and improve their instructional skills over time.
 - d) Provide opportunities for teachers to use student data as part of their daily work to increase student achievement.
 - e) Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology.
 - f) Align with state and local academic standards.

- g) Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring.
 - h) Provide teachers of English learners, including English as a second language, and content teachers with differentiated instruction strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i) Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development training activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

V. DUTIES OF THE BUILDING LEADERSHIP TEAM

- A. Each Building Leadership Team shall develop a site plan, consistent with the goals of the District Staff Development Plan and/or goals established through the School Improvement process. This plan shall include requests for the necessary resources to reach their goals. The school board will review the site plans for consistency with the Staff Development Plan each year and approve resource requests.
- B. The Building Leadership Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan.

VI. PROCEDURES FOR USE OF STAFF DEVELOPMENT FUNDS

- A. Revenues:
 - 1. The school district will determine the revenues available for staff development in accordance with Minnesota State Statute. These funds will be placed in reserve for staff development.
 - 2. All unused funds will remain part of the district reserve funds and will not be carried over.
- B. Expenditures
 - 1. The school board will determine the process for expending available funds. These funds will be divided into two funding categories:

- a) District programming
 - b) Building site programming
2. The school board will determine the percentage of funding available for each area and, as appropriate, follow the funding criteria established by Minnesota State Statutes.

Any changes in the funding allocations (i.e. teacher salaries) must be completed within the guidelines established by the Minnesota Department of Education. Requests for a change in funding shall be done in partnership between the district administration and the Education Minnesota-Alexandria president.

3. Each committee (District and Site) will establish an expenditure budget for the upcoming year by October 1 and will present it to the school board for approval.

The committee will determine the process for individuals or groups seeking district staff development funding support.

4. All district staff development funds, including at a building level, should include all related expenses:
- a) Salary, wages and benefits
 - b) Travel expenses
 - c) Substitute costs
 - d) Professional dues
 - e) Conference and workshop fees
 - f) Meals and lodging
5. District staff will use the district's established guidelines and procedures when attending conferences, workshops, training and other related activities.
6. The rates of pay for district staff development pay will be established, when appropriate, through the negotiation process and are available in the human resource office.

VII. REPORTING

- A. The School District and Building Leadership Teams shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
- 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a) Curriculum development and curriculum training programs;

- b) Staff development training models, workshops and conferences; and
- c) The cost of releasing teachers or providing substitute teachers for staff development purposes.

B. The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Policy Adopted: June 18, 2001

Policy Revised: September 20, 2010, February 24, 2014, March 20, 2017, November 20, 2017

Alexandria Public Schools - No. 206

Alexandria, Minnesota