

## **425 STAFF DEVELOPMENT**

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### **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. DISTRICT STAFF DEVELOPMENT COMMITTEE AND SITE STAFF DEVELOPMENT COMMITTEES**

- A. The school board will establish a District Staff Development Committee to develop a District Staff Development Plan, assist sites in developing plans consistent with the goals of the District Staff Development Plan, and evaluate staff development efforts at the site level.
  - 1. The majority of the membership of the District Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include non-teaching staff, parents, and administrators.
  - 2. District Staff Development Committee members shall serve a three-year term. Members shall be appointed by site staff development committees.
- B. Each site will establish a site staff development committee.
  - 1. Members of the site staff development committees are selected at each building site. Members shall serve a three-year term.
  - 2. The majority of the site staff development committee members shall be teachers representing various grade levels, subject areas, and special education.

### **III. DUTIES OF THE DISTRICT SITE COUNCIL**

- A. District Staff Development Committee will develop a District Staff Development Plan.
- B. The District Staff Development Plan must contain the following elements.
  - 1. Student achievement goals consistent with District School Board goals.
  - 2. Staff development activities that support the student achievement goals.
  - 3. Procedures for evaluating progress toward meeting the achievement goals.
  - 4. Staff development activities that contribute toward continuous improvement in achievement of some or all of the following goals:
    - a. Improve student achievement of 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 state education diversity rule and the district's education diversity plan;
    - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
    - e. Effectively teach and model violence prevention, address harassment, and teach nonviolent conflict resolution.
    - f. Effectively deliver digital and blended learning and curriculum and engage students with technology.
    - g. Support professional learning communities that promote growth in teaching practice.
    - h. Reinforce national and state standards of effective teaching practice.
  - 5. Staff development activities must:
    - a. Focus on the school classroom and research-based strategies that improve

- student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional 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.
6. Staff development 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.
  7. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The District Staff Development Committee will assist Site Staff Development Committees in developing a site plan consistent with the goals and outcomes of the District Staff Development Plan.
  - D. The District Staff Development Committee and the site staff development committees will report progress on staff development plans to the School Board at least once each year.
  - E. The District Staff Development Committee shall prepare any reports required by the MDE relating to staff development including, but not limited to, the reports referenced in Section VII below.

#### **IV. DUTIES OF THE SITE STAFF DEVELOPMENT COUNCIL**

- A. Each Site Staff Development Committee shall develop a site plan, consistent with the goals of the District Staff Development Plan.
- B. Each site Staff Development Committee will submit a yearly report to the District Staff Development Committee on the implementation of the site plan. A yearly report to the school board can be made through the District Staff Development Committee.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for staff
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs

- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

**VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. The District Staff Development Committee and the Site Staff Development Committees will spend their allotted funds in accordance with their plans.
- B. The District Staff Development Committee and the Site Staff Development Committees are responsible for monitoring their expenditures.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

**VII. REPORTING**

- A. The School District and Site Staff Development Committee 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.
- B. The report will be signed by the superintendent and staff development chair.

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**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)