

Adopted: 1974  
Revised: 9/7/1982; 6/17/2008

Saint Paul Public Schools Policy

421.00

## **421.00 STAFF DEVELOPMENT**

Site Professional Development Teams shall be established at each location. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, different subject areas, and special education.

### **DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE**

1. The Advisory Staff Development Committee shall develop a Staff Development Plan that shall be annually reviewed and approved by the School Board.
2. The Staff Development Plan shall support the mission of Saint Paul Public Schools.
3. The Advisory Staff Development Committee shall assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
4. The Advisory Staff Development Committee shall evaluate staff development efforts at the site.
5. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in "Reporting" 7below.

### **DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

1. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. Twice yearly, the School Board shall review the site plans for consistency with the Staff Development Plan.
2. The Site Professional Development Team shall demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
3. 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 below.

### **STAFF DEVELOPMENT FUNDING**

1. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District shall reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and

communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; pre-service and in-service education for special education professionals and paraprofessionals and other related costs for staff development efforts.

- The School District shall allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and shall retain such funds for each school site until used.
  - The School District shall allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, subd.. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes and other staff development efforts determined by the Site Professional Development Team.
  - The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.
2. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described above.
  3. If the School District operates a career teacher program, it shall reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for the career teacher program.
  4. 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.

#### **PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

1. Annually the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
2. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds shall meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures shall be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a quarterly basis.

3. 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.

### **REPORTING**

1. By October 15 of each year, the School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).
  - a. The report shall 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.
  - b. The report shall provide a breakdown of expenditures for:
    - Curriculum development and curriculum training programs;
    - Staff development training models, workshops, and conferences and
    - The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also shall indicate whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures shall be reported using the uniform financial and accounting and reporting standards (UFARS).

2. The School District shall utilize the reporting form and/or system designated by the Commissioner. The report shall 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.22, subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.40, subds. 7 & 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, subds. 4 & 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 & 2b (General Education Revenue)

### **CROSS REFERENCES:**