



## **Staff Development Advisory Committee Guidelines and Procedures**

### **Statement of Committee Operations Under the Superintendent of Schools:**

All District Administration Advisory Committees are advisory in nature. These committees have the power to make recommendations to the Superintendent of Schools but not to take action on initiatives especially if the initiatives require a fiscal commitment or a change in the procedural objectives of the School District. After consideration, the Superintendent of Schools will advise the committee as to the proposed action on their recommendations and will follow up with any necessary feedback.

### **Committee Purpose, Mission and Vision:**

- To serve as an advisory committee to ensure active participation of employees in all phases of planning and implementing the district staff development activities.
- To create goals in alignment with the Minnesota legislative goals and the Winona Area Public Schools' goals for professional growth opportunities.
- To provide teachers and other district staff with individual and professional organizational growth and development opportunities to prepare them to provide excellent educational experiences for students and ultimately help them achieve the fundamental purpose of improving student learning.
- To plan a budget in alignment with the state statutes and local district policy and to monitor the expenditures on a regular basis.
- To review and monitor site professional development goals and to ensure the alignment of those goals with the district strategic directions and WBWF goals.

### **Core Values**

- All Committee Members are committed to:
  - Excellence: Be our best and expect the best of others;
  - Kindness: Concern, compassion, and advocacy for others;
  - Respect: Acceptance of self and others as we work together;
  - Honesty: Say and do the right thing, even if no one is watching;
  - Responsibility: Do our part and be accountable for what we say and do.

## **Membership:**

### **A. Membership Number and Make-Up:**

The Winona Area Public Schools District Wide Staff Development Committee will consist of up to twenty (20) members to include:

- a. a majority of teachers (11) approved by the Winona Education Association to represent each site receiving staff development dollars
- b. Goodview Elementary, Goodview EC/Pre-school, Jefferson Elementary, Washington-Kosciusko Elementary, Winona Middle School, Winona High School, Winona Area Learning Center
- c. at least one teacher rep must be licensed in and able to represent Special Education
- d. other committee members may be recommended by the committee and appointed by the board of education
- e. representatives may serve more than one role
- f. administrative reps from elementary, middle school and high school
- g. the Director of Learning and Teaching (non-voting member)
- h. the Superintendent is an ex-officio committee member (non-voting member)
- i. a representative from the paraprofessional bargaining unit will represent all non-licensed bargaining units
  - parent representative/community member
  - a representative of a College of Education in the community
  - a school board member is an ex-officio member (non-voting member) assigned by the School Board
  - Committee members shall either be employees of Independent School District 861 or persons residing within the boundaries of the district.

### **B. Membership Application:**

- a. Community Member Vacancies:
  - The Committee shall set a date for submission of applications to the Curriculum office of District #861.
  - The applications and selection process shall be approved by the Committee. Notice that the Committee is accepting applications to fill the vacancy shall be posted on the website of ISD #861 and published on district social media, as well as at least once in the Winona Daily News and Winona Post, at least two weeks prior to the submission deadline.
  - The Committee shall cast votes for the applicants for each vacancy. A report, which ranks the applicants based upon votes received and recommends the appointment of applicants to fill the vacancy.
  - A member appointed to fill a vacancy shall be appointed for the term stated in Section 4 or, if applicable, the unexpired term of his/her predecessor on the Committee.
- b. Education Based Members:
  - The Winona Education Association shall be involved in the appointment of teaching staff to the Committee.

**C. Membership Appointment:**

- a. The Director of Learning and Teaching along with the Committee Chair will review application materials and choose the top candidates who meet the desired vacancy requirement. The director and chair will bring a proposal for filling the vacancies to the full committee for a vote.
- b. In the case of a deadlock, or to get further input regarding the applicants, the chair and director may meet with a small work group consisting of two community members and 1 education based member. In this situation, the work group will present a membership proposal to the full committee for approval.

**D. Membership Officers:** The officers of the committee shall include a chairperson or designee.

- a. The officers shall be elected by a majority of the members of the committee at the September meeting.
- b. Each officer shall hold office until his/her successor is duly elected.
- c. Terms of office for the chairperson shall be one year.
- d. In the event of a vacancy of the chair due to death, resignation, or removal, the committee may vote to select a replacement at any meeting at which a quorum is present. Quorum shall be more than half the current membership.
- e. The chairperson shall preside at all meetings and execute all undertakings as directed by the committee and serve as the official representative of the committee for his/her term.
- f. The designee shall act in the absence of the chairperson and shall maintain all powers of the chairperson if the chairperson is absent or unable to perform his/her duties

**E. Membership Resignation, Termination and Absences:**

- a. When a committee member knows ahead of time that he/she will be absent from a meeting, he/she may assign a substitute from his/her site or area of representation to attend the meeting and have voting rights. The substitute should be reported to the committee chairperson prior to the meeting.
- b. If any committee member has failed to attend four (4) consecutive regular or special meetings of the Committee, said Committee member may be removed from membership by action of the committee. If a member has failed to attend three (3) consecutive meetings of the committee, said member shall be notified in writing at least two (2) weeks prior to the meeting at which failure to attend may result in his/her removal from the Committee.

**F. Membership Vacancy:**

- a. When vacancies on the committee arise mid-term, the current members may make recommendations for a replacement. Replacement of teachers will be approved by the Winona Education Association. Replacements for Educational Assistants will be approved by the non-licensed bargaining unit. Other members may be recommended by the committee. The new member will assume the unexpired term of his/her predecessor.

## **Meetings:**

### **A. Time and Location**

- a. The District Wide Staff Development Committee shall meet the second Monday of every month from 4:00-5:30 p.m. The location will be posted. Meetings are open to the public and held September- May. By resolution the committee may change the meeting date, time or place. Notice for meetings and an agenda shall be delivered in a timely manner (usually 5-7 days in advance of the meeting) via hard copy or by e-mail.
- b. The chairperson will work with the *Director of Learning and Teaching* to post meetings at least one week in advance, when possible. Meeting details will be posted on the District Website. Modifications to meeting dates, times, or locations will be communicated to the *Director of Learning and Teaching* as soon as possible for adjustment on the District Website. Emergency Meetings should be held only if at least two (2) days of advance notice are provided.
- c. Meeting locations, including virtual meetings, will be organized and scheduled by the Director of Learning and Teaching and the recording secretary.
- d. The recording secretary, also the Learning and Teaching administrative assistant shall record the minutes of each meeting and give copies to all members for review and approval.

### **B. Agendas:**

- a. The agenda will be set by the Director of Learning and Teaching and the committee chairperson.
- b. The agenda will be distributed to committee members and sent to the Communications Coordinator at least 4 calendar days prior to the scheduled meeting.

### **C. Rules of Order:**

- a. A simple majority of attendees shall transact business at any meeting of the committee.
- b. Robert's Rules will be followed when addressing action items.

### **D. Minutes and Records:**

- a. The finalized committee minutes using the agenda minutes template will be sent to the Communications Coordinator by the committee chair within four calendar days after the scheduled meeting.
- b. The minutes will also be sent to the superintendent's office to be posted in the Board Docs.

## **Data Privacy:**

- A. In alignment with the school board policies, regulations, and applicable laws that govern public and private data, committee members agree that private or confidential data will not be shared in a public committee meeting. As outlined in policy, private data may not be disclosed to parties without written informed consent from the data subject and/or the parent or guardian of the data subject.
- B. This prohibition of disclosure of private data applies to both verbal and written communication. Committee members must be mindful of any documentation or active links that are shared with committee members to ensure the protection of any data held within the documentation or active links
- C. Committee members in violation of this prohibition will be subject to progressive disciplinary action and/or removal from the committee membership.