



## **431 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. ADVISORY STAFF DEVELOPMENT COMMITTEE**

- A. The School Board must establish an advisory staff development committee to develop the plan, assist site professional development teams in developing a site plan consistent with the goals of the plan, and evaluate staff development efforts at the site level. A majority of the advisory committee and the site professional development team must be teachers representing various grade levels, subject areas, and special education. The advisory committee must also include nonteaching staff, parents, and administrators.
- B. The committee shall follow regulations per Minnesota Statute 122A.60 regarding effective staff development activities, contents of staff development Plan, staff development outcomes and staff development report.

### **III. STAFF DEVELOPMENT FUNDING & REPORTING**

- A. The School District will reserve an amount equal to at least two percent of its basic revenue for per Minnesota Statute 122A.61, for:
  - a. Teacher development and evaluation under section 122A.40, subdivision 8, or 122A.41, subdivision 5;
  - b. Principal development and evaluation under section 123B.147, subdivision 3;
  - c. Professional development under section 122A.60; and
  - d. In-service education for programs under section 120B.22, subdivision 2.
- B. The district and site staff development committees shall write a report of staff development activities and expenditures for the previous year. The report, signed by the district superintendent and staff development chair, 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 under subdivision 3 as part of the district's world's best workforce report under section 120B.11, subdivision 5.

a. The report must break down expenditures for:

(1) curriculum development and curriculum training programs; and

(2) staff development training models, workshops, and conferences, and the cost of releasing teachers or providing substitute teachers for staff development purposes.

b. The report also must 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 grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards.

#### **IV. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF**

A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.

B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.

C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.

D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

**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. § 121A.642 (Paraprofessional Training)**  
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 4a, and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary; Development, Evaluation, and Peer Coaching for Continuing Contract Teachers)

Minn. Stat. § 122A.60 (Staff Development Program)

Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)

Minn. Stat. § 123B.147, Subd. 3 (Evaluation Duties; Principals)

Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)

Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

*Cross References:*

**POLICY ADOPTED:** September 26, 2013

**POLICY REVIEWED:** September 15, 2016

**POLICY REVISED:** February 18, 2021