

### **STAFF DEVELOPMENT**

The Governing Board believes that, in order to maximize student learning and achievement, staff members must continuously learn and improve their skills. The Educational Services and Human Resources Division, in partnership with Teacher, Classified, and Paraeducator leadership, shall develop a program of ongoing professional development which includes opportunities for staff to enhance their skills and become informed about new and updated techniques and technologies. .

The Educational Services and Human Resources Division, in partnership with Teacher, Classified, and Paraeducator leadership, shall involve others, as appropriate, in the development of the district's staff development program. They shall ensure that the district's staff development program is aligned with Board Goals and district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other district and school plans.

The district's staff development program shall assist staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards.
2. Use of effective, subject-specific teaching methods, strategies, and skills.
3. Use of technologies to enhance instruction.
4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students.
5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning.
6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education.
7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention.
8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn.
9. Ability to interpret and use data and assessment results to guide instruction.
10. Knowledge of topics related to student health, safety, and welfare.
11. Knowledge of topics related to employee health, safety, and security.

The Educational Services and Human Resources Division, in partnership with Teacher, Classified, and Paraeducator leadership, shall, as appropriate, develop an individualized program of professional growth to increase competence, performance, and effectiveness and, as necessary, to assist meeting state or federal requirements to be fully qualified for their positions.

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers and staff, as well as support instruction and student learning.

The district's evaluation process may be used to recommend additional individualized staff development for individual employees.

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

The Educational Services and Human Resources Division, in partnership with Teacher, Classified, and Paraeducator leadership, shall provide a means for evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

#### **OUHSD – Meetings and In-Service Allowance for Staff Development**

Payment for refreshment and meal expenses may be authorized by the Superintendent or an Assistant Superintendent if the program, meeting, or in-service has been approved in advance, an appropriate source of funding is available, and the refreshments and/or meals are appropriate for the educational function – no alcohol is permitted.

Meetings may be formal or informal. Formal meetings may include events or workshops arranged in advance and conducted by the District. Informal meetings may include training sessions for District officials or employees and in-service meetings authorized in advance.

Child Nutrition Services should first be contacted at least two weeks in advance to confirm that they can provide refreshments/meals on the date/time requested by the school site or District. If Child Nutrition Services cannot provide refreshments/meals on the date/time as requested, then Purchasing should be contacted to assist in providing a list of caterers/vendors who will accept our purchase order and can provide equivalent services.

Payment is authorized for refreshment and/or meal expenses based on the following criteria:

#### **Refreshment Criteria**

1. The meeting has been approved by the Superintendent or Assistant Superintendent Educational Services or the Assistant Superintendent Human Resources in advance.
2. The duration of the meeting exceeds one hour.
3. The refreshments are appropriate for an educational function – no alcohol is permitted.
4. The total reimbursement does not exceed \$5.00 per participant
5. All receipts and supporting materials documenting reimbursement must be submitted in accordance with the district procedure. A copy of the meeting agenda with sign in sheet that includes all attendees, beginning and end time for the meeting, and must indicate administrator or district staff member in charge of the meeting should be included as supporting materials.

#### **Meal Criteria**

1. The meeting and expense have been approved by the Superintendent or Assistant Superintendent Educational Services or the Assistant Superintendent Human Resources in advance.
2. The duration of the meeting is at least three hours.
3. The meal is appropriate for an educational function – no alcohol is permitted.
4. Total cost of the lunches does not exceed \$15.00 per participant.
5. All receipts and supporting materials documenting reimbursement must be submitted in accordance with the district procedure. A copy of the meeting agenda with sign in sheet that includes all attendees, beginning and end time for the meeting, and must indicate administrator or district staff member in charge of the meeting should be included as supporting materials.

If a meeting exceeds 4 hours, reimbursement of both a refreshments and meal expense shall not exceed \$20.00 per participant.

Special events that require a cost greater than \$20 per participant shall be approved in advance by the Superintendent or Assistant Superintendent Business Services to ensure compliance with local, state, and federal budget regulations.

Legal Reference:

EDUCATION CODE

41530-41533	Professional Development Block Grant
44032	Travel expense payment
44259.5	Standards for teacher preparation
44277	Professional growth programs for individual teachers
44325-44328	District interns
44450-44468	University internship program
44570-44578	Inservice training, secondary education
44580-44591	Inservice training, elementary teachers
44630-44643	Professional Development and Program Improvement Act of 1968
44700-44705	Classroom teacher instructional improvement program
45028	Salary schedule and exceptions
48980	Notification of parents/guardians: schedule of minimum days
56240-56245	Staff development; service to persons with disabilities
99200-99206	Subject matter projects

GOVERNMENT CODE

3543.2	Scope of representation of employee organization
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CODE OF REGULATIONS, TITLE 5

13025-13044	Professional development and program improvement
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UNITED STATES CODE, TITLE 20

6319	Highly qualified teachers
6601-6702	Preparing, Training and Recruiting High Quality Teachers and Principals

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085 Management Resources:

CSBA PUBLICATIONS

Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Professional Development: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmp.ucop.edu>

Commission on Teacher Credentialing: <http://www.etc.ca.gov>

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