

Adopted: _____

Revised: _____

**ROCHESTER BEACON ACADEMY-RBA
POLICY No. 427
PROFESSIONAL DEVELOPMENT POLICY**

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 AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The School Board will ensure the establishment of Staff Development Committee.
- B. The majority of the membership of the Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education staff. The Committee also will include nonteaching staff, parents, and administrators.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Staff Development Committee will develop a Staff Development Plan which will be reviewed by the School Board annually.
- B. The Staff Development Plan must contain the following elements:
 - 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board and the Charter;
 - 2. The means to achieve the Staff Development outcomes;
 - 3. The procedures for evaluating progress toward meeting educational outcomes consistent with re-licensure requirements under Minn. Stat. 122A.18, subd.
 - 4. Ongoing staff development activities that contribute toward continuous improvement in achievement 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 policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
- f. Provide teachers and other members with appropriate management and financial management skills.

5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and school wide progress and growth in teaching practice;
- b. Emphasize coaching professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. §120B.125;
- d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.

6. 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 the accommodation of 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 directors and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, 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.
7. Staff development activities may include curriculum development, and curriculum training programs, and activities that provide teachers and other members training to enhance team performance.
 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
 - a. The Staff Development Committee will develop a plan consistent with the goals and outcomes of the Staff Development Plan.

- b. The Staff Development Committee will review staff development efforts to the extent to which staff have met the outcomes of the Staff Development Plan.
- c. The Staff Development Committee will shall assist the Director in preparing any reports required by the Minnesota Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII below.

IV. STAFF DEVELOPMENT FUNDING

- A. Charter schools are not required to allocate 2% of their funding to staff development.
- 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.

V. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly basis, the Staff Development Committee shall prepare a projected budget setting forth proposals for allocating staff development funds. Such budgets will include, but not be limited to, projections as to the cost of building training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the 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 must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Director for consistency with the Staff Development Plan on an annual basis.
- 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.

VI.REPORTING

- A. By October 15 of each year, the School District and 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).
1. The report must include assessment and evaluation data indicating progress toward district 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.
 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences
 - c. 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, and whether the expenditures were made possible by the 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 (UFARS).
- C. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the Executive Director.

VII. SCHOOL BOARD CREDIT

The School Board may grant salary increment credit, referred to as "School Board Credit". School Board credit may be earned upon successful completion of those courses which have received prior approval by the School Board. Twelve hours of instruction on a common topic or in a

common content area are required to earn one School Board credit as determined by the Executive Director. Staff members wishing to receive a School Board credit must pay the fee established by the School Board.

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)