



4100 Staff Development

Policy 4100

Original Adoption:
Revision Dates:

Effective Date:

I. PURPOSE

Staff development is a crucial factor in creating and maintaining an excellent school system focused on ensuring that all students learn. In addition, the District's ability to attract, develop, and retain excellent and diverse employees is improved when a strong staff development foundation exists. Effective and continuous staff development expands the knowledge base and repertoire of practices and skills necessary for employees to engage in educated and optimal decision-making so that all students acquire the highest quality of education. Staff development increases employee effectiveness, builds confidence, morale and commitment, and subsequently, the ability to improve the quality of education of all students in Minneapolis Public Schools. Staff development aligned with the educational goals of the district allows authentic assessment of both students and staff. Staff development aligned with curriculum adoption ensures the delivery of the education program with fidelity and the most effective use of the district's resources. The purpose of this policy is to establish the District's commitment to quality staff development that results in effective use of district resources to meet the district goals, mission and vision.

I. GENERAL STATEMENT OF POLICY

- A. The district's goals shall guide all district staff development activities.
- B. Staff development shall integrate federal and state mandates.
- C. Staff development activities may include curriculum development, curriculum training, assessment training, project management and problem solving training that provide teachers, other instructional staff and members of site councils training to enhance team performance.
- D. Staff development for non-instructional staff shall be designed to align with district goals and to:
 1. improve job performance,
 2. increase knowledge base that enhances job performance,
 3. improve team work skills or
 4. improve leadership skills.
- E. In addition to those funds required by law to be dedicated to staff development, the Board may approve additional funds for the purposes of staff development for the purposes of meeting district goals.
- F. Release time provided for teachers and other staff to supervise students on field trips and school activities, or independent tasks not associated with enhancing the



teacher's or employee's knowledge and instructional skills, shall not be counted as staff development time, including such activities as:

1. preparing report cards and entering progress reports into electronic records;
2. calculating grades; and
3. organizing classrooms and classroom materials.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Board shall establish an Advisory Staff Development Committee to :
 1. develop a Staff Development Plan which shall include, but is not limited to, plans for
 - a) development of all members of school site councils;
 - b) mandatory professional development to implement focused instruction;
 - c) mandatory professional development for non-instructional staff necessary to implement district initiatives and requirements of job descriptions.
 2. assist Site Professional Development Teams in developing site plans consistent with the goals set in the District plan including development of all members of school site councils;
 3. support and evaluate staff development efforts at the site level; and
 4. prepare for submission an annual report of staff development funding and activities to the Minnesota Department of Education.
- B. The Advisory Staff Development Committee shall consist of:
 1. teachers who represent:
 - a) various grade levels;
 - b) various content areas;
 - c) various school configurations;
 - d) special education;
 - e) English Language Learners; and
 - f) the diverse nature of our student body.
 2. central office staff,
 3. non-instructional staff,
 4. parents, and
 5. administrators.
- C. The Advisory Staff Development Committee shall include a Faculty Staff Development Subcommittee, the majority of which shall be teacher members. This subcommittee will address the professional development of teachers and other instructional staff in line with the district goals. The subcommittee shall prepare the annual staff development report required by the State.
- D. The Advisory Staff Development Committee shall establish Exemplary Staff Development Grants. The Committee is responsible for:
 1. setting the standards for grant applications and evaluation;
 2. evaluation of grant proposals;
 3. awarding such grants as the applications and available funds allow;



4. supporting grant applicants; and
5. evaluating grant results.

E. The plan developed by the Staff Development Advisory Committee shall present the plan to the Superintendent or Superintendent's designee for approval and adoption.

III. SITE STAFF DEVELOPMENT COMMITTEES

- A. Each school site shall establish a site staff development committee to:
1. develop the site staff development plan for all staff and members of the school's site council;
 2. establish and implement a process for allocating site staff development funds within the district criteria,
 3. prepare and submit annual, or more frequent, reports to the District Staff Development Advisory Committee, as requested, to report
 - a) how funds are allocated and spent;
 - b) site staff development activities;
 - c) evaluations and results of site staff development activities;
 - d) membership on the site staff development committee.
- B. The site staff development committee shall reflect the diverse nature of the school's student body and consist of:
- a) teachers, who shall be the majority of the membership, and who represent:
 - b) the school's various grade levels;
 - c) the school's content areas;
 - d) special education;
 - e) English Language Learners; and
 2. non-instructional staff,
 3. parents, and
 4. administrators.

IV. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. Employees are responsible for participating in staff development activities required under the terms of any collective bargaining agreement or contract to which they are a party or a beneficiary.
- C. Non-instructional staff shall arrange staff development with their supervisor in accordance with the terms of any collective bargaining agreement or contract to which they are a party or a beneficiary.
- D. The principal or site administrator is responsible for arranging staff development for members of the school's site council.



- E. The Superintendent is authorized to establish criteria for the spending of staff development funds at the district, site and department levels.

- F. District and site staff development plans may provide for mandatory participation in specific staff development activities. Employees designated under those plans are required to participate in that staff development.

Legal References:

Minn. Stat. §120B.22, Subd. 2 (Violence Prevention Education)
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)

Cross References:

MPS Policy 4120 (Professional Development)
MPS Policy 4121 (Professional Assistance and Review)
MPS Policy 4110 (Achievement of Tenure)
MPS Policy 6110 (Goals of the Educational Program)
MPS Policy 6200 (Curriculum)
MPS Policy 6420 (Copyright)

MPS Regulation 4100 A (Staff Development Plans)
MPS Regulation 4100 B (Criteria for Staff Development Funds)
MPS Regulation 4100 C (Definitions: Staff Development)

Other References:

National Staff Development Council (NSDC) Standards for Staff Development
(<http://www.nsd.org/standards/index.cfm>)
MPS Standards of Effective Instruction