BEMIDJI AREA SCHOOLS

502 MINNESOTA AVENUE NW ◊ BEMIDJI MN 56601

ISD 31 Staff Development Program Handbook

Mission Statement

It is the mission of the Bemidji Area Schools District Staff Development Advisory Committee to encourage, support, and provide opportunities and funding for district staff to:

- Broaden and improve their professional skills and development in way that will enhance instruction in order to improve student achievement by all students
- Stay current with new and changing research-bases best practices methods
- Effectively meet the needs of a diverse student population
- Engage in curriculum development
- Create a safe and welcoming student-centered learning environment that engages all students
- Create a positive school climate for all staff and students.

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WHAT IS STAFF DEVELOPMENT

Staff development is a critical component of teacher/staff growth. Staff development can be defined as the processes and activities designed to increase the professional knowledge, skills, and attitudes of staff members to they can improve the learning of students. Defining characteristics of staff development are intentional, ongoing, and systematic process.

Ongoing staff development activities must contribute toward continuous improvement achieving the following goals:

1. Improve student achievement of state and local education in all areas of the curriculum, including areas of regular academic and applied an experiential learning, by using research-based best practices methods;
2. 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;
3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with the state education diversity rule and our District's education diversity plan;
4. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
5. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
6. Effectively deliver digital and blended learning and curriculum and engage students with technology;
7. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

EFFECTIVE STAFF DEVELOPMENT ACTIVITIES

Staff development activities may include curriculum development and curriculum training programs, and activities which provide teachers and other members of site-based teams training to enhance team performance. The district also my implement other staff development activities required by law and activities associated with professional teacher compensation models.

Effective staff development activities must:

1. Focus on the school classroom and research-based strategies that improve student learning;
2. Provide opportunities for teachers to practice and improve their instructional skills over time;
3. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
4. Enhance teacher content knowledge and instructional skills, including the delivery of digital and blended learning and curriculum, and engage students with technology;

5. Align with state and local academic standards;
6. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
7. Align with the plan of the district or site for a QComp pay system;
8. 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 academics language, and English language development of English learners; and skills to support native and English language development across the curriculum;
9. 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.

DISTRICT STAFF DEVELOPMENT ADVISORY COMMITTEE ROLES AND STRUCTURE

The 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.
The District Staff Development Advisory Committee shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal at all levels. The Committee will advise the school board on the planning of staff development opportunities.

1. Committee members may elect officer roles of chairperson, vice chairperson, secretary, and treasurer.
2. The majority of the district advisory committee shall consist of representatives from each building site based on the number of staff at that building. The maximum number of representatives from each building site shall be as follows:
    a. Bemidji High School Reps: 3
    b. Bemidji Middle School Reps: 2
    c. Gene Dillon Elementary Reps: 2
    d. Horace May Elementary Reps: 1
    e. JW Smith Elementary Reps: 1
    f. Lincoln Elementary Reps: 1
    g. Northern Elementary Reps: 1
    h. Solway Elementary Reps: 1
    i. Paul Bunyan / Related Services Reps: 1

3. A quorum shall mean that one-third of the committee members must be in attendance to vote and that two-thirds of those present must approve.
4. If there is more than the maximum number of representatives volunteering, that building site shall hold an election.
5. At least one (1) district committee member shall also serve on their building sites staff development committee.
6. The district committee may also include community members, an administrator, a School Board Member, a non-teaching staff member, and a parent.
7. The district committee shall make recommendations for trainings / staff development activities
8. The district committee shall assist in the planning and running of districtwide staff development day activities as necessary.

DISTRICT ADVISORY COMMITTEE RESPONSIBILITIES

It is the responsibility of the district staff development advisory committee, which is established by the local school board, to ensure all grant requests, activities, and funding align with State Statutes as well as legislative, district, and site goals.

The district staff development advisory committee shall:

1. Develop a district staff development plan that is consistent with education outcomes that the board has determined;
2. Assist site professional development teams in developing site plans that are consistent with the goals of the district plan; and
3. Evaluate staff development efforts at the site level.
4. All meetings shall be conducted according to Robert's Rules of Order.
5. Before or during the last district committee meeting of the school year, meeting dates and grant application deadlines following year will be set.
6. A scoring rubric will be used by district advisory committee members when determining the approval or denial of a grant request.
    a. Notification of determination and denial reason(s) if applicable, will be made by either the district advisory committee officers or the curriculum department.

The Committee will develop internal guidelines, procedures, and criteria for grant applications which will be reviewed annually and revised as needed.

DISTRICT ADVISORY COMMITTEE OFFICER RESPONSIBILITIES

The district advisory committee members may elect active staff members to the officer roles of district chairperson, vice chairperson, secretary, and treasurer.

District Chairperson

Serves a two-year term

a. Regularly communicates with the Director of Curriculum and Instruction

b. Creates meeting agendas
    i. Distributes to members prior to meetings
c. Conducts meetings

District Vice Chairperson

Serves a two-year term

a. In the absence of the Chair, assumes their responsibilities as stated above

District Secretary

Serves a two-year term

a. Records the minutes of and application determinations during each meeting
b. Minutes or hyperlink to minutes made available to committee members
c. Maintains records associated district staff development advisory committee
    i. Committee members & Officers
    ii. Meeting minutes
    iii. Submitted grant applications
        1. Scoring Rubrics
        2. Approval / Denial notifications
    iv. Communications associated with district committee

District Treasurer

Serves a two-year term

a. Maintain and monitor district staff development committee budget

BUILDING SITE STAFF DEVELOPMENT COMMITTEE ROLES AND STRUCTURE

Each site must have a professional development team, the majority of which are teachers. With assistance from the district advisory committee, the site team developments a site plan that is consistent with the goals of the districtwide plan. In making decisions, the site team must follow both the site plan and the districtwide plan approved by the board. It is the role of the building site staff development committee to ensure building- or program-specific grant applications submitted to them align with legislative, district, and building goals as well.

1. Building site staff development committees will be made up primarily of active teachers from their building.
    a. The committees may also include non-teaching support staff from their building, their building's principal, or parents of students attending their building.
2. One teacher from each building site committee shall also serve on the district staff development committee.
3. Each building site committee will determine the number of committee members for their respective sites.
4. Each building site staff development committee will review building- or program-specific grant applications submitted to them and determine their approval or denial.

5. The members of each building site committee shall elect officer roles of chairperson, vice chairperson, secretary, and treasurer.

BUILDING SITE STAFF DEVELOPMENT COMMITTEE RESPONSIBILITIES

It is the responsibility of each building site staff development committee to ensure all grant requests, activities, and funding align with State Statutes as well as legislative, district, and their building site goals.

1. All meetings will be conducted according to Robert's Rules of Order or other agreed upon process by the building committee.
2. Before or during the last committee meeting of the school year, meeting dates and grant application deadlines for the following year will be set.
3. A scoring rubric will be used by committee members when determining the approval or denial of a grant request.
4. All notifications of determination and denial reason(s), if applicable, shall be made by each building site committee.
5. Each building site committee shall forward a copy of an approved application and all applicable purchasing details for any proposed / projects costs associated with an approved building site grant application where an electronic purchase request needs to be submitted.
6. Prior to the end of each school year, each building site committee shall submit a final recording of activities and expenditures to the Director of Curriculum. This report shall be used as part of the district's World's Best Workforce (WBWF) Report.

BUILDING SITE STAFF DEVELOPMENT OFFICER RESPONSIBILITIES

The building site committee members may elect active staff members to the officer roles of chairperson, vice chairperson, secretary, and treasurer at their respective site locations.

Building Site Chairperson

Selected annually by members of their building site team

a. Annually submits to the Curriculum department a copy of their building site's staff development goals.
b. Regularly communicates with the Director of Curriculum and Instruction.
c. Conducts meetings.
d. Signs submitted building- or program-specific grant applications.
e. Signs submitted district-wide staff development grant applications.
    i. Ensure building site's principal has signed applications.
    ii. Formally submit applications to district committee for review.

Building Site Vice Chairperson

Selected annually by members of their building site team

a. In the absence of the Chair, assumes their responsibilities as stated above.

Building Site Secretary

Selected annually by members of their building site team

a. Records the minutes of and application determinations during each meeting.
b. Minutes, or hyperlink to minutes, made available to committee members.
c. Maintain records associated their respective building site committee.
    i. Committee members & Officers
    ii. Meeting minutes
    iii. Submitted grant applications
        1. Scoring Rubrics
        2. Approval / Denial notifications
    iv. Communications associated with building site committee

Building Site Treasurer

Selected annually by members of their building site team

a. Maintain and monitor building site's staff development committee budget.
b. Provide building site's budget to district committee treasurer at the beginning of each school year and when requested.
c. Share building site's budget with members of their school leadership team and committee members.

DISTRICT STAFF DEVELOPMENT ADVISORY COMMITTEE GRANT APPLICATION REQUEST PROCESS

When a staff development activity's participants are not from a single building, a staff development grant application should be completed with the 'District' box should be checked signifying the request to use district-wide funds.

Steps Prior to District Advisory Committee Review

1. Applications should be submitted to your building site committee before submitting to the district advisory committee.
2. All staff development activity requests shall be aligned with the strategic plan, district initiatives, and staff development goals.
3. Individual staff member(s) shall complete all sections of the most current version of the Staff Development Grant Application:
    a. At least 1 District Goal and at least 1 MN Statute Outcome must be selected
    b. Provide a brief summary of how the activity aligns with the goal and outcome selected
    c. Provide responses to the Scoring Rubric questions regarding the activity's impact
    d. The Anticipated Activity Budget totals must be accurately listed
        i. Estimated dollar amounts must be included and based on reasonable calculations of costs listed on the application form

1. The committee reserves the right to determine reasonable costs

ii. If approved, final reimbursement will not be an amount greater than what is listed on the application form

iii. Participant Salaries listed must be consistent with district pay rate guidelines in effect at the time of application approval, if approved

iv. When possible, utilize expertise available among district personnel before hiring outside experts

e. Any activity cost funded by the building site committee must be listed and the amount reduced from the total activity amount.

4. Applications should be sensitive to the impact on the education of students in the absence of teachers.
5. The applicant's building site committee chair and Building Principal must review and sign the application form.
6. The Superintendent's signature must be obtained if more than 2 staff members from a single building site are attending the same State or National meeting / conference.
7. The Superintendent's signature must be obtained if the staff development activity is out of state.
8. Submit completed forms to the Curriculum Department at the District Offices.
9. Applications must be completed, fully signed, and submitted to the Curriculum Department by the specified proposal deadlines.

Steps During District Advisory Committee Review

1. Prior to each quarterly committee meeting, grant applications that have been submitted by the applicable deadline and which are considered complete, shall be reviewed by district staff development advisory committee members and individually scored using a rubric.
   a. The following process is used by the district advisory committee to approve or deny a grant application:
      i. Round One: All required criteria met
         1. All sections complete
         2. All signatures obtained
         3. Anticipated activity budget complete
      ii. Round Two: Each grant request be acted upon
         1. Motion and a Second to approve / deny grant application
         2. Application discussed
         3. Motion(s) amended or vote to approve / deny
      iii. Grants applications meeting rounds 1 & 2 criteria must also have an average rubric score of at least 60 to meet final approval
      iv. Grant determinations and any applicable comments recorded.

Steps After District Advisory Committee Review

1. Applicants who submitted reviewed applications shall be notified by the district advisory committee via email of their respective determination(s).
2. Be advised that applications may not be approved at the full application request amount. The district advisory committee may approve a partial funding amount or amend the anticipated activity budget as necessary.
3. If the approved activity involves travel:
    a. Complete and submit a Leave Request form, it must be approved before the staff development activity occurs.
    b. Contact the Human Resources Specialist regarding documentation to be attached to your form or completing a form for activities occurring in the Summer.
    c. List 'District-Wide Staff Development' as the *Entity Charged for Expenses* on the form.
    d. Work with your building / program secretary to submit vehicle rental requests via Trip Tracker.
4. See the Business Office Resources details in either the Finances or References section regarding staff travel procedures and how to submit electronic purchase requests, checking out purchase cards, out-of-district travel reimbursement vouchers, etc.
5. Participants associated with approved applications shall participate in sharing and/or demonstration of acquired information through the following ways:
    a. Notify other staff members in similar assignments of the experience and share information gained, or
    b. Be willing to present information at a future staff development workshop, or
    c. Other method of sharing approved by district or building site committee such as through staff meetings, trainings, staff emails, etc.

BUILDING SITE STAFF DEVELOPMENT COMMITTEE GRANT APPLICATION PROCESSES

School Site Improvement Goals and Results can be found on our District's World's Best Workforce website at https://www.bemidji.k12.mn.us/curriculum/worlds-best-workforce/

Steps Prior to Building Site Committee Review

1. All staff development activity requests shall be aligned with the strategic plan, district initiatives, and site staff development goals.
2. Applications should be submitted to your building site committee before any submission to the district advisory committee.
3. Individual staff member(s) shall complete all sections of the most current version of the Staff Development Grant Application:

a. At least 1 District Goal and at least 1 MN Statute Outcome must be selected
b. Provide a brief summary of how the activity aligns with the goal and outcome selected
c. Provide responses to the Scoring Rubric questions regarding the activity's impact
d. The Anticipated Activity Budget totals must be accurately listed
    i. Estimated dollar amounts must be included and based on reasonable calculations of costs listed on the application form;
        1. The committee reserves the right to determine reasonable costs
    ii. If approved, final reimbursement will not be an amount greater than what is listed on the application form;
    iii. Participant Salaries listed must be consistent with district pay rate guidelines in effect at the time of application approval, if approved;
    iv. When possible, utilize expertise available among district personnel before hiring outside experts.

4. Applications should be sensitive to the impact on the education of students in the absence of teachers.
5. The applicant's building site committee chair and Building Principal must review and sign the application form.
6. The Superintendent's signature must be obtained if more than 2 staff members from a single building site are attending the same State or National meeting / conference.
7. The Superintendent's signature must be obtained if the staff development activity is out of state.
8. Applications must be completed, fully signed, and submitted to your building site committee by the specified proposal deadlines.

Steps During Building Site Committee Review

1. Prior to each committee meeting, grant applications that have been submitted by the applicable deadline and which are considered complete, shall be reviewed by building site staff development members and individually scored using a rubric.
    a. The following process is used by the site committee to approve or deny a grant application:
        i. Round One: All required criteria met
            1. All sections complete
            2. All signatures obtained
            3. Proposed budget sheet complete
        ii. Round Two: Each grant request be acted upon
            1. Motion and Second to approve / deny grant application
            2. Application discussed
            3. Motion(s) amended or vote to approve / deny

iii. Grants applications meeting rounds 1 & 2 criteria must also have an average rubric score of at least 60 to meet final approval

iv. Grant determinations and any applicable comments recorded.

Steps After Building Site Committee Review

1. Applicants who submitted reviewed applications shall be notified by their building site committee of their respective determination(s).
2. See the Business Office Resources details in either the Finances or References section regarding staff travel procedures and how to submit electronic purchase requests, checking out purchase cards, out-of-district travel reimbursement vouchers, etc.
3. If the approved activity involves travel:
    a. Complete and submit a Leave Request form, it must be approved before the staff development activity occurs.
    b. Contact the Human Resources Specialist regarding documentation to be attached to your form or completing a form for activities occurring in the Summer.
    c. List 'Building Staff Development' as the *Entity Charged for Expenses* on the form.
    d. Work with your building / program secretary to submit vehicle rental requests via Trip Tracker.
4. Participants associated with approved applications shall participate in sharing and/or demonstration of acquired information through the following ways:
    a. Notify other staff members in similar assignments of the experience and share information gained, or
    b. Be willing to present information at a future staff development workshop, or
    c. Other method of sharing approved by district or building site committee such as through staff meetings, trainings, staff emails, etc.

USE OF FUNDS & FINANCE REFERENCES

MN Statues

Per MN Statute 122A.61, the district will set aside funds for the following:

1. Teacher development and evaluation under section 40, subdivision 8, or 122A.41, subdivision 5;
2. Principal development and evaluation under section 147, subdivision 3;
3. Professional development under section 60; and
4. In-Service education for programs under section 22, subdivision 2.

To the extent extra funds remain, staff development revenue may be used for staff development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teachers' mentoring under section 122A.70 and evaluation, teachers' workshops,

teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts.

A district may annually waive the requirement to reserve their basic revenue under this section if a majority vote of the licensed teachers in the district and a majority vote of the school board agree to a resolution to waive the requirement. A district in statutory operating debt is exempt from reserving basic revenue according to this section. Districts may expend an additional amount of unreserved revenue for staff development based on their needs.

In the event that the district is in a Statutory Operating Debt, these funds may be reduced or eliminated during that period, at the recommendation of the Superintendent and approval by the Board of Education.

Of a district's basic revenue, 2% must be reserved for staff development. A district may, however, spend more at its own discretion. If staff development funds remain at the end of any given year, the unspent funds are carried over by the district to be used for staff development in subsequent year(s).

Staff Development Use of Funds

1. Staff development funds can only be spent on activities which promote professional growth and must be used to fulfill the criteria of the approved application.
2. Funds cannot be used to purchase materials to be used in the instruction of students. They can only be used for those training materials which are required for staff training.
3. Funds cannot be used to purchase equipment.
4. Funds cannot be used to for activities that have already occurred.
5. Staff development funds may be used to purchase snacks or food during staff development activities, but are approved on an individual application basis to which approval is not precedent-setting.
6. Funds may be used for the training of paraprofessionals or other non-certified staff who are affected by the activity.
7. Funds may be used for training expenses of parents who are part of the staff development grant application activity.
8. Release time provided for teachers to supervise students on field trips and school activities;
9. Independent tasks not associated with enhancing the teacher's knowledge and instructional skills (such preparing report cards, calculating grades, or organizing classroom materials).
10. Be advised that applications may not be approved at the full application request amount. The district committee may approve partial amounts or amend the budget as necessary.

Staff development funds may be used to pay salaries if a position is designated as full-time or part-time to engage in staff development activities. That percentage of time may be reimbursed using staff development funding. Such staff development activities are:

1. Researching or designing;

2. Planning;
3. Writing;
4. Delivering;
5. Coaching; or
6. Coordinating staff development activities.

Staff development funds may be used to pay salaries on in-service days. Funds may be budgeted to pay staff development committee members for time spent planning and implementing staff development plans.

School Board Policies

1. SBR 300-60-1R District Purchasing and Requisitioning Administrative Procedures
2. SBR 500-20-1R Transportation – Staff Travel Administrative Procedures

District Resources

1. Staff Resources webpage: https://www.bemidji.k12.mn.us/staff/
2. District Staff Development webpage: https://www.bemidji.k12.mn.us/staff/district/
3. District Committee Officer Annual Compensation Stipends
   a. District Chairperson $500
   b. District Vice Chair $250
   c. District Secretary $250
   d. District Treasurer $250

Business Office Resources

1. Business Office Forms webpage: https://sites.google.com/a/isd31.net/district-forms/district-forms/business-office-forms
   a. Reimbursements
   b. Warehouse / Purchasing / Accounts payable
2. SBR 500-20-1R Transportation – Staff Travel Administrative Procedures

MISCELLANEOUS INFO & OTHER REFERENCES

Miscellaneous Information

1. Staff development grant applications should first be submitted to your building site staff development committee for approval prior to submitting to the district advisory committee.
2. Applicants should share information from trainings with their colleagues.
3. The Superintendents' approval is required if:
   a. two or more staff from the same building or department are attending the same State or National meeting / conference, or

b. if the staff development activity is out of state.

4. If the activity involves travel:
   a. Ask your building / program secretary to submit vehicle rental requests via Trip Tracker
   b. Leave Request forms must be completed and approved before the activity occurs. Contact Human Resources regarding documentation to attach to your form or completing a form for activities in the Summer.
5. 122A.61 Reserved Revenue for Staff Development

Minnesota State Statutes

1. 122A.60 Staff Development Program
2. 122A.61 Reserved Revenue for Staff Development
3. 120B.11, subd. 5 World's Best Workforce

Minnesota Department of Education

Website: https://education.mn.gov/MDE/dse/staff/

1. Staff Development Outcomes
2. Staff Development Frequently Asked Questions (FAQs) 1.25.22

School Board Policies

Website: https://www.bemidji.k12.mn.us/district/board-of-education/board-policies/policy-finance/

1. SBR 300-60-1R District Purchasing and Requisitioning Administrative Procedures
2. SBR 300-60-1R(7) Direct Shipments/Direct Pick-up Administrative Procedures
3. SBR-400-30-8 Instruction – School District Curriculum and Instruction Goals
4. SBR-400-90-5 Instruction – Staff Development Standards
5. SBR 500-20-1R Transportation – Staff Travel Administrative Procedures

District Procedures

1. Staff Resources webpage: https://www.bemidji.k12.mn.us/staff/
2. District Staff Development webpage: https://www.bemidji.k12.mn.us/staff/district/

Business Office Resources

1. Business Office Forms webpage: https://sites.google.com/a/isd31.net/district-forms/district-forms/business-office-forms
2. SBR 500-20-1R Transportation – Staff Travel Administrative Procedures