

**Independent School District #182**  
**Staff Development By-Laws**  
**March, 2017**

**Philosophy:**

District #182 shall facilitate, nurture, and promote opportunities to increase the personal and professional development of its staff. The single greatest investment in education by District #182 is in its human resources. In a society and profession characterized by rapid change, it is necessary that all staff be engaged in continuous programs of professional and personal growth to improve student learning.

**Mission Statement:**

The ISD #182 staff development committees will operate in accordance with state statutes to provide staff-wide and individual in-service training to enhance student learning and increase student achievement.

**Membership: District Staff Development Committee:**

Teacher membership on the committee will be by vote of teachers in the respective building. If there are no teachers interested in serving on the staff development committee, the principal will be asked to try to recruit a teacher. Any non-teacher members will be solicited by the superintendent or principal. As new committee members are selected, they will serve a **three**-year term. Terms for new members will begin on July 1. Election of officers shall be held at the first meeting of each year. The officers will consist of a chairperson, secretary **and treasurer**. In the event of a resignation, a replacement will be made for the remainder of the vacated term.

**Objectives:**

The District Staff Development Committee is committed to providing opportunities towards:

- increasing the teaching competency of certified employees.
- increasing the professional competency of certified and support staff.

- providing training opportunities to improve methods of instruction using research-based, data-driven decision making.
- providing feedback and follow-up to teachers who try new instructional approaches.
- clarifying, updating, and implementing subject area learner outcomes.
- improving the intellectual, emotional, and physical well-being of staff.

**Expected Outcomes:**

1. Student academic achievement will improve.
2. Teacher performance and expertise will improve.
3. School and community relations will be enhanced.

**Commitments:**

The Board of Education is committed to:

- supporting the design and implementation of a professional growth and development plan for all professional staff members.
- providing staff members with opportunities to increase and strengthen competencies required to meet learner needs.
- providing personal and professional growth opportunities at the district, building, and individual levels.
- requiring that all professional staff members actively participate in professional growth activities.

**District Membership will consist of:**

- 4 teachers from the elementary school
- 4 teachers from the junior/senior high school
- 1 special education certified staff
- 1 principal (which will be a rotating position between principals)
- 1 school board representative
- 1 non-certified staff
- 2 parents, one from the elementary and one from the secondary
- 1 The District Superintendent (permanent position)

## **Role of the District Staff Development Committee:**

The committee will perform the following functions:

1. Formulate an annual Staff Development Plan
  - a. Ensure that a needs assessment is conducted to prioritize areas of development
  - b. Arrange professional development activities to meet identified needs
2. Systematically develop a plan to include long-range objectives
3. Implement professional development activities at the district or building levels
4. Correlate professional growth activities with curriculum development and respond to various recertification requirements
5. Allocate all funds as directed by Minnesota statutes
6. Provide an evaluation form after staff development activities have occurred
- ~~7. Write the final End-of-the-Year Staff Development Statement of Assurance Report Plan for the Minnesota Department of Education~~
8. Limit its functions in staff development as defined in Minnesota statutes.
9. Promote school/community relations

## **Committee Operating By-Laws:**

1. The committee meets monthly during the school year and other times as scheduled.
2. An agenda will be prepared for each meeting. Agenda items should be communicated to the secretary by the Friday prior to the meeting.
3. By-laws shall be amended by the following procedure:
  - a. Any representative to the Staff Development Committees may offer an amendment to the by-laws at a regular meeting.
  - b. A vote may not take place sooner than the first regular meeting after the amendment is offered.
  - c. It shall take 2/3 of members present to adopt the amendment. To adopt an amendment, 51 percent of the committee must be present.
4. Actions of the committee should be based on reaching consensus. When consensus cannot be reached, a simple majority vote of the committee members present will prevail, providing there is more than 1/2 of the committee members present.

5. Representatives from each school site will have responsibility to communicate information and proposals from their school site to the District Staff Development Committee.
6. In formulating an annual Staff Development Plan, a needs-assessment survey to determine the additional district focus will be designed and conducted by February of each year.
7. The annual Staff Development Plan, including the staff development by-laws, will be formulated by May 15 of each year and submitted to the school board for approval.

### **Workshop Requests:**

The committee will consider workshop requests from individuals or groups, and approve or deny the requests within the parameters of the budget allocated for the purposes of staff development. Individuals or groups who desire to attend a workshop, must complete a staff development request form. (See Appendix A.) Staff development request forms should be delivered to any member of the staff development committee, after obtaining a signature from the principal.

### **Committee Responsibilities:**

1. Committee members should attend all committee meetings. Members should notify the committee secretary if they are unable to attend.
2. The chairperson and secretary will be responsible for setting the meeting agenda, keeping the committee on task, and ensuring all committee members have an opportunity to participate.
3. It is the secretary's responsibility to take accurate minutes and provide a finished copy to the building sites, committee members, and principals in a timely manner.
4. Staff Development notes will be maintained by the secretary.
5. The treasurer shall work with the superintendent to reconcile staff development request forms with the balance of each building's allotment for conferences and workshops.

### **Funding:**

Funds will be allocated for the purposes of staff development, in accordance with state statutes and subject to approval by the Crosby-Ironton School Board.

**APPENDIX A**

**CROSBY-IRONTON STAFF DEVELOPMENT REQUEST FORM**

To be completed for consideration by the District Wide Staff Development Committee, at least 30 calendar days prior to the event.

Name \_\_\_\_\_ Date \_\_\_\_\_

Current Assignment \_\_\_\_\_

**1. Costs related to the activity/training you wish to attend:**

What is the event? (attach any helpful information and the registration application)

Substitute Costs @ \$145/day	Total \$ _____
Registration Fee	\$ _____
Mileage to/from event _____ @ _____ cents/mile	\$ _____
Meal Reimbursement @ \$40/day	\$ _____
Overnight Lodging @ \$200/day	\$ _____
Lodging exceeding \$200 per day must be approved by the superintendent	
Other Costs: _____	\$ _____

TOTAL ANTICIPATED COSTS FOR PARTICIPATION \$ \_\_\_\_\_

\*\* All receipts must be submitted for reimbursement

**2. Which Staff Development goal(s) does this activity address (check all that apply)**

- \_\_\_\_\_ Improve student achievement of state and local standards
- \_\_\_\_\_ Meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children within the regular classroom and other settings.
- \_\_\_\_\_ Provide an inclusive curriculum for a diverse student population.
- \_\_\_\_\_ Improve staff collaboration and develop mentoring and peer coaching programs.
- \_\_\_\_\_ Effectively teach/model violence prevention policy and address harassment issues.
- \_\_\_\_\_ Effectively teach/model conflict resolution in non-violent ways.
- \_\_\_\_\_ Effectively engage students with technology.
- \_\_\_\_\_ Provide challenging instructional activities and experiences for all students
- \_\_\_\_\_ Provide training for teacher licensure criteria.

Staff Signature: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

Staff Development Chair Signature: \_\_\_\_\_

\_\_\_\_ Request Approved

\_\_\_\_ Request Denied because

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Individuals who attend approved workshops are asked to complete a brief summary of new knowledge/skill acquired as a result of the workshop or attend a staff development committee meeting to present a brief summary of what was learned.

Written summary of the approved workshop is as follows: (To be completed if not presenting to the staff development committee.)

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Written summary is to be delivered to the building principal within five days after the workshop.

### 2017-2018 Staff Development Committee Members

	Name	Position	Term Expires
1.	Thoennes, Katherine	HS Teacher	June 30, 2019
2.		HS Teacher	June 30, 2020
3.	Planer, Jennie	HS Teacher	June 30, 2019
4.	Hoffman, Amy	HS Teacher	June 30, 2018
5.	Holmwig, Angela	CRES Teacher	June 30, 2018
6.	Larson, Tracy	CRES Teacher	June 30, 2019
7.		CRES Teacher	June 30, 2020
8.	Lee, Sheila	CRES Teacher	June 30, 2018
9.	Klansky, Ruth	Sped	June 30, 2018
10.	Lentz, Jeremy	Support Staff	June 30, 2019
11.	LeMieur, Michelle	HS Parent	June 30, 2018
12.	Meyer, Chelsie	CRES Parent	June 30, 2019
13.	Becker, Kurt	Principal	June 30, 2018
14.		School Board	June 30, 2018
15.	Skjeveland, Jamie	Superintendent	N/ A