

DISTRICT CHECKLIST FOR MINNESOTA STAFF DEVELOPMENT PLANNING

(Taken from Minn. Stat. §122A.60 and §122A.61)
Updated 7-20-01, 7-24-01, 8-24-01, 9-7-01, 9-25-01, 9-27-01, 2-1-08

The Plan includes:

- the staff development outcomes
- the means to achieve the outcomes
- procedures for evaluating progress at each school site towards meeting outcomes.

POLICIES AND PROCEDURES

Requirements....

- _____ 1. Plan presumes that the local board has established education goals.
- _____ 2. Plan has been communicated to stakeholders.
- _____ 3. Plan is consistent with local school board education goals.
- _____ 4. Plan contributes to focuses on improving one or more of the legislatively mandated goals (Minn. Stat. §122A.60, Subd. 3):
 - ✓ Improve student achievement of standards in all areas of curriculum using best practices methods.
 - ✓ Meet needs of diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings.
 - ✓ Provide inclusive curriculum for racially, ethnically and culturally diverse student population that is consistent with the state education diversity rule and the district's education diversity plan.
 - ✓ Improve staff collaboration: mentoring and peer coaching programs for teachers new to the school or district.
 - ✓ Teach/model violence prevention policy and curriculum that address early intervention alternatives; issues of harassment; nonviolent alternatives for conflict resolution.
 - ✓ Provided site-based management teams with appropriate management and financial management skills.
- _____ 5. Plan is approved by the local school board.
- _____ 6. Plan distributes the staff development budget (2% of district basic revenue) by allocating:
 - ✓ 50% of the budget to sites on a "per teacher" basis
 - ✓ 25% may be allocated for district-wide efforts
 - ✓ 25% used for best practice grants to sites

- _____ 7. Plan represents the collaborative efforts of a district-wide committee composed of:
- ✓ A majority of teachers, representing a wide array of grades/subjects
 - ✓ Special Educators
 - ✓ Non-teaching staff
 - ✓ Parents
 - ✓ Administrators
- _____ 8. Plan reflects an alignment between allowable expenditures (curriculum development and programs, other in-service education, teachers' workshops, teacher conferences, the cost of substitute teacher staff development purposes, pre-service and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts and district and site goals and activities.
- _____ 9. Each site plan is consistent with district-wide goals.
- _____ 10. Plan identifies methods, procedures and resources for evaluating the effectiveness of the staff development efforts:
- ✓ In the district
 - ✓ At each site
- _____ 11. Plan describes intended activities that are specific, ongoing and contribute toward meeting the goals of the site and district.
- _____ 12. Plan describes activities that address a variety of audiences:
- ✓ Teachers
 - ✓ Administrators
 - ✓ Other licensed professionals (school psychologists, nurses, social workers, etc.)
 - ✓ Special Educators
 - ✓ Paraprofessionals
- _____ 13. Plan includes a process for site teams to demonstrate to the school board the degree to which staff at the site has achieved the staff development outcomes.
- _____ 14. Plan identifies the school process for potentially withholding revenue from sites based on unmet staff development outcomes.

Recommendations...

State and federal programs require staff development alignment with the district plan. Although not required by statute, consider these recommendations:

- _____ 15. Plan is focused on adult needs to increase student achievement in accordance with Minnesota standards (9-17-01, 9-27-01).
- _____ 16. Plan is consistent with National Staff Development Standards (National Staff Development Council – NSDC).
- _____ 17. Plan is consistent with responses in Frequently Asked Questions: Minnesota’s Staff Development Statutes document.
- _____ 18. Plan uses information from the district’s systems Accountability Report (SAR) to inform the creation of the district staff development goals.
- _____ 19. Plan aligns staff development budget to proposed outcomes.
- _____ 20. Plan reflects activities including in kind efforts (time, volunteer efforts, donations).
- _____ 21. Plan is aligned with other resources available for staff development (Goals 2000; Basic Practice Grants; New Teacher Grants; CSPD; Title I, II and IV).
- _____ 22. Plan may include the criteria and accountability standards for best practice grant awards (exemplary grants). (Best practice implementation indicates criteria and accountability standards are in place. See Frequently Asked Question #9).
- _____ 23. Plan provides for procedures for District/Site Advisory Committees:
 - ✓ Who chairs the committees?
 - ✓ How are representatives selected/appointed/elected?
 - ✓ Are terms limited? Rotated?
 - ✓ Are procedures outlined?
 - ✓ Do bylaws exist?
- _____ 24. Plan references related school board policies, appropriate master agreement articles, and other state statutes.

TEACHING AND LEARNING

Recommendations (Sources: Professional Development: Learning from the Best, Blueprints: A Practical Tool for Designing and Facilitating Professional Development, National Staff Development Standards – NSDC, Kansas State Department of Education, American Federation of Teachers, National Education Association.

- _____ 25. Plan aligns and supports the school or district long-term plan for staff development.
- _____ 26. Plan identifies staff development goals and outcomes (for what participants will know and be able to do) – for staff, students and the organization.
- _____ 27. Plan includes a needs assessment to identify priority skills and competences of staff to impact student achievement (includes: current reality of teaching/learning, current reality of staff development, related gaps and strengths).
- _____ 28. Plan considers methods and opportunities to build capacity to effectively plan, implement and evaluate staff development.
- _____ 29. Plan includes an action plan and timeline that identifies opportunities for awareness, learning, use of strategies (includes knowledge, practice, coaching, reflection, modeling, interview and feedback).
- _____ 30. Identifies types of evidence used to demonstrate and measure change in practice.