



**Sibley East  
Professional Development Plan  
2017-18**



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## **PURPOSE**

This plan is designed to support, through a district staff development committee, continuous learning and improvement opportunities for staff so as to achieve staff development outcomes as specified in Minnesota Statute 2005, 122A.60, Subdivision 3.

## **MISSION STATEMENT**

Sibley East - Committed to educational excellence and growth for all.

## **VISION STATEMENT**

Sibley East - Learning and Succeeding Together

## **BELIEF STATEMENTS**

We accept the Standards for Staff Development as expressed by the National Staff Development Council.

### ❖ WE BELIEVE in the Context Standards...

- Learning Communities improve the learning of all students and organize adults into learning communities whose goals are aligned with those of the school and district.
- Leadership improves the learning of all students and requires skillful school and district leaders who guide continuous instructional improvement.
- Resources improve the learning of all students and require resources to support adult learning and collaboration.

### ❖ WE BELIEVE in the Process Standards...

- Data-Driven improves the learning of all students using disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.

- Evaluation improves the learning of all students by using multiple sources of information to guide improvement and demonstrates its impact.

Research-Based improves the learning of all students and prepares educators to apply research to decision making. Design improves the learning of all students and uses learning strategies appropriate to the intended goal.

- Learning improves the learning of all students and applies knowledge about human learning and change.
- Collaboration improves the learning of all students and provides educators with the knowledge and skills to collaborate.

### ❖ WE BELIEVE in the Content Standards....

- Equity improves the learning of all students and prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments, and hold high expectations for their academic achievement.
- Quality Teaching improves the learning of all students and deepens educators' content knowledge, provides them with research-based instructional strategies to assist student in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.
- Family Involvement improves the learning of all students and provides educators with knowledge and skills to involve families and other stakeholders appropriately.

## **DISTRICT STAFF DEVELOPMENT GOALS**

District Professional Development Goals relate to the goals identified in Minnesota Statute 2000, Chapter 122A, Subdivision 3.

1. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;

- Improve reading, writing, mathematics, and science student assessment scores.
- Increase teacher's repertoire of teaching strategies.
- Provide opportunities for subject specific standards updating.

2. Effectively meet the needs of a diverse student population, including at-risk children, ELL students, children with disabilities, and gifted children, within the regular classroom and other settings;

- Develop strategies to work with sub groups and MCA data results.
- Research and implement strategies for increasing family and community involvement to promote increased achievement.

3. Improve staff collaboration and develop mentoring / peer to peer coaching programs for all staff to the school district

- Support the continuation of the mentorship program K-12

4. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, relationship building, and nonviolent alternatives for conflict resolution.

- Promote appropriate student behavior to ensure a safe school climate

5. Provide staff development with appropriate management and financial management skills.

- Continue to review and revise the staff development plan

## **SCHOOL BOARD GOALS**

1. Continue the open and transparent facilities process that addresses the educational mission of the district while seriously considering long-term building options that enhance opportunities for students, families, and residents of the district.

2. Recognize the financial constraints that currently exist on public education and plan accordingly to retain the district's fiscal acuity.

## **SITE GOALS**

### ❖ Elementary Professional Development Goals

- Market our school
- Markerspaces/STEM Activities
- Increase Volunteerism
- Evaluate Writing Process

### ❖ Secondary Professional Development Goals

- Support teachers in the PLC philosophy to strengthen teaching practices so that all students are successful academically, socially/emotionally, and behaviorally.
- Train and support teachers in implementing appropriate researched-based, best-practice teaching strategies used within content specific instruction that support student achievement and close the achievement gap (including, but not limited to differentiated instruction, academic language, and formative assessment).

## **DISTRICT STRATEGIC PLAN GOALS**

- Implement quality instructional improvement plans to maximize the performance of staff and students.
- Set high academic expectations to ensure students achieve, on average, above state and national averages.
- Increase the academic achievement of our students through effective instruction, a challenging and engaging curriculum, and aligned assessments.
- Increase the student retention and percentage of seniors graduating from Sibley East High School.
- Develop and implement a sustainable / practical well defined support system that enables all learners to achieve at high levels.
- Maximize the use of technology to enhance the work of staff, improve classroom instruction, and increase the academic achievement of students.
- Improve school climate and establish a connection between campuses.

## **WORLD'S BEST WORKFORCE GOALS**

- All children are ready for school
- All third-graders can read at grade level
- All racial and economic achievement gaps between students are closed
- All students are ready for career and college
- All students graduate from high school

## **DISTRICT MEMBERSHIP**

- ❖ From the Sibley East Education Association:

One Ex-officio Chairperson, Two Arlington Elementary Teachers, Two Gaylord Elementary

Teachers, Two Junior High Teachers, Two Senior High Teachers

- ❖ Additional Members as per the Minnesota Statute:

One School Board Member (to be selected by the Board), Superintendent of Schools, One Elementary School Administrator, One Secondary School Administrator, One Non-teaching Staff Member, One Parent from within the district

- ❖ Ex-officio Members:

Up to two Teachers as Learners and Leaders (TALL) Representatives

- ❖ From the eight teacher representatives, ideally, at least one member should also represent the Special Education staff.

## **LENGTH OF DISTRICT MEMBERSHIP**

The term of office for teacher representatives will be set by the SEEM. This is usually a 3 year appointment with staggered teachers rotations.

The term for School Board Member, Parent and Non-teaching Staff shall be for three years or more. The parent and non-teaching staff member will be nominated by the Staff Development Committee.

## **SELECTION OF DISTRICT CHAIRPERSON**

At the spring meeting the chairperson for the coming year will be selected from the members of the Staff Development Committee who have served a minimum of one year.

## **DISTRICT STIPENDS**

### ❖ District Staff Development Committee:

\$60 Per meeting for the Staff Development Chairperson

\$60 Per meeting for the Secretary / Financial Tracker

\$30 Per meeting for Staff Development Committee Members

\$150 Per person per year for discussion and writing of the Staff Development Plan by a maximum of five District Staff Development members

## **DISTRICT MEETING SCHEDULE**

The committee shall ideally meet for two general meetings. Additional meetings may be scheduled at the discretion of the Superintendent of Schools and/or the Staff Development Chair.

## **DISTRICT WORK SCHEDULE**

### ❖ August

- Take input from School Board and staff from baseline data, including student achievement results, staff development program reports and needs assessments.

- Establish the District and Site Goals.

### ❖ September

- Evaluate previous year's plan and prepare Staff Development report for the MN Department of Education to be posted on our school website.

### ❖ October

- School Website Report is due on the 15th

### ❖ May

- Present the plan updates to staff for the purpose of assessing how individual workshops and personal development plans are related to the district plan.

## **SITE MEMBERSHIP**

Each site shall form a staff development team comprised of the site principal and the four District Staff Development committee members from that site. Additional site members may be added as deemed necessary by the site committee.

Each site shall choose a chairperson whose responsibilities will include scheduling meetings, planning an agenda and communicating with district committee. The secretary will take minutes of all meetings and complete financial tracking sheets.

## **SITE DUTIES**

- ❖ Determine site goals to support the district goals.
- ❖ Meet on a regular basis or determine an appropriate method for reviewing all requests for professional development activities.
- ❖ Approve or reject said requests as is required by the District Staff Development Plan guidelines.
- ❖ Submit approved requests to administration for processing.
- ❖ Inform applicant of committee decision.

## **SITE STIPENDS**

Each site committee may be awarded up to \$400 for building leadership at each site. The sites will be free to determine their own organization and use of the stipend. The funds for this will come from the site budgets.

**STATE STATUTE REGARDING FUNDING**

Funding for staff development is provided in the Minnesota Statute 122A.61. The school district is required to reserve for staff development an amount equal to at least two percent of the basic revenue. It is also required that the money be divided in a proportion of 25% to the District, 25% for Best Practices Grants, and 50% to Sites. Site money is divided based on the number of FTE’s at each site. All remaining site funds will carry over to the next year.

**SIBLEY EAST FUNDING DISTRIBUTION**

❖ Total Funding (2017-2018 budget)

Athletics	\$ 3,000
Technology	\$ 5,000
25% District	\$25,208
75% Sites	\$71,792

❖ Funding by Site (Based on FTE)

(2017-2018 budget with carryover - voted on by SEEM)

Elementary \$26,703.00 plus carryover of \$3,658

Total \$30,361

Secondary \$28,329.00, plus carryover of \$13,102

Total \$41,431

Total Budget \$105,000.000  
(full 2% approximately \$159,295.00)

**SUBMISSION**

Site Professional Development requests should be submitted 2 or more weeks before the activity for approval by the Site Professional Development Committee. Applicants should use the request form available on-line.

By requesting and receiving approval for a staff development activity, the applicant is accepting responsibility to share the new information/learning experience with other staff and/or students as indicated on the form.

**APPROVAL**

The Site Professional Development Committee will approve or deny the request in a timely manner. Approval will be based on whether the activity meets a minimum of one of the current Site Professional Development goals and the available funding. The applicant will be notified of the committee decision.

Approved applications will be submitted to administration for processing. The superintendent of school must also approve all requests. The superintendent may refuse permission for the applicant to leave the work site due to unusual circumstances adversely affecting students.

**ATHLETICS AND TECHNOLOGY**

These requests should follow the above procedure and be given to Randy Walsh for Athletic Professional Development and Jeremy Wagner for Technology Professional Development.

## STAFF DEVELOPMENT REQUEST FORM

Directions: In order to qualify for staff development funds, you need to supply the following information written electronically and emailed to the Site Staff Development Chairperson, Rhonda Hermanson - Elementary, Lynn O'Brien - Secondary, Randy Walsh - Athletics, Jeremy Wagner - Technology.

Please allow 2 weeks for approval to be granted.

Once granted, you will be responsible to register and keep receipts of approved reimbursements. Within two weeks following the professional development activity, you will need to fill out a post-activity form, sign and give that (along with claim form for approved reimbursements if needed) to District Staff Development Chair (Rhonda Hermanson) who will sign it and then you can be reimbursed. (This is for state reporting purposes.)

Enter:

Your name/teaching position/campus:

Goals this staff development activity are aligned to: (refer to current site goals posted on-line)

- 1.
- 2.
- 3.

Name of Activity:

Date of Activity:

Funds requested:

Registration Fee: \_\_\_\_\_

Sub pay  
(2016-17 – budget \$150/day): \_\_\_\_\_

Mileage  
(2016-17 – budget \$0.53.5/mile): \_\_\_\_\_

Other expenses  
(itemize and give the cost): \_\_\_\_\_

TOTAL FUNDS REQUESTED: \_\_\_\_\_

If approved, be able to answer the following on a Post-Activity form in order to be reimbursed.

1. Findings: (Why is this activity needed at this time to strengthen your/students' growth?)
2. Impact on Student Learning: (How will this activity strengthen your students' growth?)
3. Impact on Teacher Learning: (How has this activity strengthened your professional growth?)



**POST ACTIVITY FORM**

Directions:

Within 2 weeks of your professional development activity, fill out this form, sign and date it and attach a combined claim and claim verification form to it.

Give both forms to the Sibley East District Staff Development chairperson, Rhonda Hermanson.

You will be reimbursed after the district chair has signed the bottom. (This information will be used on the MN Staff Development Report posted on the school website.)

Name of Activity:

Date(s) of Activity:

Approved reimbursed expenses (claim form must be attached):

1. I attended this staff development activity because I found that my students needed ...
  
2. Because I participated in this activity, my students' learning will be impacted in the following way(s) ...
  
3. Because I participated in this activity, my learning has been impacted in the following way(s) ...
4. By \_\_\_\_\_ (date) I plan to share this information with my colleagues (ex. PLCs, faculty meeting, in-service training etc.)

Signature of person to be reimbursed

\_\_\_\_\_

Date \_\_\_\_\_

Signature of SE Staff Development Chairperson

\_\_\_\_\_

Date \_\_\_\_\_

**SITE APPLICATION TRACKING SHEET**

Name of Applicant	Date Submitted	Approved/Declined	Name of Activity	Post Activity Report	Approximate Cost