

**SCHOOL DISTRICT
OF BONDUEL**

**STAFF
DEVELOPMENT
POLICY**

**DEVELOPED BY THE
DISTRICT STAFF DEVELOPMENT COUNCIL**

PROFESSIONAL STAFF DEVELOPMENT COUNCIL MEMBERSHIP

NAME

POSITION

| | |
|-----------------------|---|
| Bill LaChapell, chair | High School Principal/Director of Staff Development |
| Connie Rutledge | Middle School Principal/Director of Technology |
| Monte Huntington | Elementary Principal/Director of C & I |
| Julie LaBerge | Pupil Services Director |
| Harvey Fifield | Local Vocational Education Coordinator (6-12) |
| Dan Weidner | High School-Biology |
| Lynn Aprill | High School-Language Arts & Social Studies |
| Dawn Scheelk | Middle School Teacher-Language Arts |
| Traci Steinbach | Bonduel Elementary 5th Grade |
| Jill Giesler | Navarino 4th Elementary Grade |
| Fran Johnson | K-12 Speech and Language Clinician |
| Mary Bend | LMC |
| Mary Wudtke | Bonduel Elementary 3rd Grade |
| Judy Ebert | Cecil Elementary |
| Karen Schuyler | Middle School Guidance |

Adopted on: November 20, 1989
Revised on: April 16, 1992
October 18, 1993
October 4, 1999

Board of Education
School District of Bonduel
400 West Green Bay Street
Bonduel, WI 54107

STATEMENT OF PHILOSOPHY

The main goal of staff development is to foster personal and professional growth for individuals within a respectful, supportive, and positive climate. Ultimately, self-renewal for school employees will result in better learning for students and more efficient school operations. It is our belief that self-improvement programs for employees will increase their awareness and effectiveness in performing their jobs. Utilizing total staff involvement, the professional development process consists of identifying the areas in which improvement is needed; establishing programs that are designed to achieve the desired results; and implementing these programs with evaluation and revision as needed.

GOALS OF THE STAFF DEVELOPMENT PROGRAM

1. Identify areas needing improvement at all levels of staffing.
2. Develop action plans based on identified needs.
3. Develop implementation plans with time, schedule, and budget consideration based upon the identified needs.
4. Evaluated action plans with feedback and revisions.

OBJECTIVES OF STAFF DEVELOPMENT

1. Improve instruction in the classroom.
2. Motivate staff to strengthen effectiveness of educational programs.
3. Provide comprehensive programs.
4. Improve communication and cooperation within the district.
5. Coordinate district-wide staff development programs.

ORGANIZATION AND FUNCTION OF THE STAFF DEVELOPMENT COUNCIL

A. Members

1. Building level principals: Elementary, Middle, and High School
2. Representatives from:
 - * each school building
 - * school counseling/pupil services personnel
 - * vocational education
 - * library media services
 - * CWD staff
3. Bonduel Education Support Staff members representative of:
 - * secretaries
 - * custodians
4. Board of Education member

B. Membership

1. Selection is based on interest and desire to serve.
2. Vacancies will be filled by volunteers.

C. Length of Membership

The length of membership on the Council will be 2 years.

D. Officers

1. Co-chairpersons: BEA co-chairperson will develop the agenda with the Director of Staff Development; conduct meetings; report to staff, administration, and school board; and represent the district on the CESA #8 Staff Development Council.
2. Secretary: Record and distribute minutes in a timely fashion.

E. Council Responsibilities and Authority

1. To identify the kinds of staff development activities that are needed to strengthen and maintain the quality of education desired for the School District of Bonduel.
 - a. conduct needs assessments
 - b. develop and publish short and long range plans including time tables, procedures, resources, budget, and evaluation
 - c. design staff development programs based on identified needs
2. To provide numerous opportunities for staff members to participate in professional development activities.
 - a. schedule inservice education events
 - b. promote awareness of new programs and concepts
 - c. maintain a file of human/material resources for staff development
 - d. provide district-wide communication of inservice activities, seminars, conferences, etc.
 - e. participate in the CESA #8 staff development program
3. To motivate and stimulate staff members to participate in staff development activities through shared decision-making.
4. To assist with the administration of the budget.
5. To present to the Board of Education by the 1st meeting in May, the plan of action, budget, and calendar for the following school year.
6. The Co-chairpersons shall write proposals to secure CEU's from the Department of Public Instruction (DPI) for all district-wide programs that are appropriate. Building level inservice committees should request such action be taken as appropriate.
7. The District Administrator will monitor attendance at all individual inservice programs.

F. Board Responsibilities

1. To provide a planned, continuous staff development program for the professional staff as outlined in Wisconsin Statutes 121.02 (1); PI 8.01 (2)(b).
2. To provide funds and time for planning and implementation of the staff development program.
3. To act upon recommendations of the Staff Development Council.

PROGRAM PLANNING AND OPERATION

A. Levels of Staff Development

Staff development and inservice will be managed and operated at 3 levels:

- a. District-wide
- b. Building level
- c. Individual

1. District-wide

Staff development Council will coordinate the district-wide staff development needs which relate to district-wide needs assessments and goals.

2. Building level

Principal will coordinate and manage staff development and inservice activity in their respective buildings.

3. Individual

Individuals will make application to the building principal who will coordinate and manage staff development and inservice activities regarding attendance at conferences, seminars, workshops, etc. within their respective buildings (See Appendix A for application form).

B. Requests for Staff Development

Requests for staff development programs may be developed and submitted by an individual, group, or building staff in the district. Requests should be identified as meeting district educational goals or needs of a respective building:

1. District need proposals will be submitted to the Staff Development Council.
2. Building level need proposals will be submitted to the principal.
3. Individual need proposals will be submitted to the principal.

C. Approval Process

1. District-wide Staff Development

- a. determine need
- b. complete inservice proposal
- c. submit to SDC
- d. secure written approval and forward to the District Administrator
- e. plan for implementation
- f. conduct inservice
- g. evaluate outcomes

2. Building level Staff Development

- a. determine need
- b. complete inservice proposal
- c. submit to principal for written approval
- d. secure written approval and forward to the District Administrator
- e. plan for implementation
- f. conduct inservice
- g. evaluate outcomes

3. Individual Staff Development

- a. determine need
- b. complete request form
- c. secure written approval from principal
- e. participate in inservice
- f. evaluate outcomes and submit form to principal

4. All requests/evaluations for staff development approved/received by the Administration will be forwarded to the SDC.

D. Methods of Delivery

1. Scheduled inservice days as specified in the Master Contract.
2. Professional meetings (workshops, seminars, etc.)
3. Non-remunerative meetings (during contact time)
4. Summer workshops, classes, conferences, etc.
5. Release school time workshops (early release, committee meetings)
6. After hours special projects (short term workshops)
7. Mini grants

E. Budget Development

1. Budget planning sessions should be held by the SDC to cooperatively develop a budget based on identified needs. The resulting plan will be submitted to the District Administrator. This action should be completed by April 1st.
2. Individual requests for inservice for the following year will be estimated by the SDC and allocated to each building principal.
3. This plan will then be submitted to the Board of Education by the 1st Board meeting in April of each year.

F. Program Evaluation

1. The district long range plan for staff development shall be re-evaluated annually.
2. The SDC shall design and update instruments and methods for evaluating the long range plan.
3. The SDC shall review program evaluations and communicate results to the administration and Board of Education.

PROFESSIONAL INSERVICE EVALUATION FORM

Complete this form and the attached requisition form for every professional inservice you attend. The forms should be returned to your principal/director.

Name: _____

Title of Meeting: _____

1. What have you gained from participating in this activity? Please make your response on the back of this page (1 page narrative).
2. Would you recommend this activity to a colleague: yes _____ no _____
3. Reason for your response to question #2: _____

4. What other staff persons might benefit from materials or information you have acquired through your participation? _____
5. Overall evaluation of activity (1 =poor, 10=excellent)
Circle One: 1 2 3 4 5 6 7 8 9 10
6. Attach any materials obtained that you think the Staff Development Council might find useful for dissemination.
7. Explain plans to implement or apply the knowledge/skills/attitudes gained from this activity to your professional responsibilities.

8. The Staff Development council is developing a list of resource people to help with our program development. From your conference, please list name, address, phone number and topic if you feel this person can make a contribution to the program.

Name: _____ Phone: _____

Address: _____

Topic(s): _____

Signature of Participant

Fill out a reimbursement form and attach all invoices and expense slips.

