

**DATE:** June 29, 2012

**TO:** Superintendents, Principals, Staff Development Chairpersons, Human Resource

Directors, Curriculum Personnel, and Business Managers

**FROM:** Steve Dibb, Director of School Support

Tom Melcher, Director of Program Finance

RE: 2012 Minnesota Staff Development Legislation Changes and Reporting

Requirements

The 2012 Minnesota Legislature enacted a change in staff development pertaining to the requirement to allocate portions of reserved staff development revenue for particular purposes (Laws of Minnesota for 2012, Chapter 206, Section 2).

What is the legislative change in staff development? Minn. Stat. § 122A.61, Subd. 1

 Districts are no longer required to allocate revenue reserved for staff development by school sites, district-wide staff development and exemplary grants.

School boards are no longer required to allocate 50 percent of the reserved revenue for staff development to each school site in the district on a per teacher basis. Nor are school boards required to retain 25 percent to be used for district-wide staff development efforts or use 25 percent of the revenue to make grants to school sites for best practices methods. This change is effective July 1, 2012.

What has not changed? Minn. Stat. § 122A.60 Staff Development Program

1. Districts and schools develop staff development plans.

Districts and schools are required to develop, implement, evaluate and report staff development plans, activities and results.

2. Districts and schools establish staff development committees.

The school board must establish an advisory staff development committee to develop the plan, assist site staff development teams in developing a site plan consistent with the goals of the district and evaluate staff development efforts at the district and site level.

3. Districts and schools submit an annual report of staff development goals, activities and results.

A report is submitted to the Minnesota Department of Education that includes staff development activities, results and expenditures for the previous school year by October 15. The commissioner provides a legislative report each year on district and school site staff development progress and expenditure data.

## 4. Staff development decision making policies.

The district should use the district staff development committee to form policies around staff development programs and use of funds. These processes should be transparent, well documented and include any information on ongoing actions. Many staff development decisions are made at the local level but also need to be aligned with Minnesota staff development statutes.

## 5. The requirement to set-aside two percent for staff development has been temporarily suspended.

Under Laws of Minnesota for 2011, First Special Session, Chapter 11, Article 1, Section 35, school districts may use revenue reserved for staff development under Minn. Stat. § 122A.61 Subd. 1, according to the requirements of general education revenue under Minn. Stat. § 126C.13 Subd. 5 for Fiscal Year (FY) 2012 and FY 2013 only. Also, a vote of the teachers is not required to waive the staff development two percent set-aside requirement for FY 2012 and FY 2013.

The reporting requirements under Minn. Stat. § 122A.60 Subd. 5 have not been waived. A report is to be submitted to the Minnesota Department of Education that includes staff development results, activities and expenditures for the previous school year by October 15. The commissioner provides a legislative report each year on district and school site staff development progress and expenditure data to the House of Representatives and Senate education committees.

## 6. Transfer of carry-over staff development funds.

School districts may transfer carry-over staff development funds from district, school or exemplary grant accounts under Laws of Minnesota for 2011, First Special Session, Chapter 11, Article 5, Section 11, and Laws of Minnesota for 2012, Chapter 239, Article 1, Section 31. During fiscal years 2012, 2013, 2014 and 2015 only, a school district may transfer money from one fund or account to another if the following conditions are met:

- a. The transfer must not increase state aid obligations or increase local property taxes:
- b. Transfers cannot be made from the community service fund or the food service fund under this section;
- c. The school board must adopt a resolution stating that the transfer will not diminish instructional opportunities for students;
- d. The district must apply to the commissioner to make the transfer. The application must include the amount to be transferred and the funds/accounts

involved. It must be signed by the superintendent and approved by the school board.

If you have any questions, contact Deborah Luedtke at <a href="mailto:deborah.luedtke@state.mn.us">deborah.luedtke@state.mn.us</a> or at 651-582-8440.