Minnesota Department of
Education

DATE: June 27, 2013

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 School Finance

RE: 2013 Minnesota Staff Development Legislation Changes and Reporting Requirements

The 2013 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 2013, Chapter 116, Article 3, Section 20).

The 2013 Minnesota Legislature also enacted a change eliminating the authority for school districts to transfer funds from the reserved account for staff development beginning in FY 2014 (Laws of Minnesota for 2013, Chapter 116, Article 7, Section 19).

What are the legislative changes in staff development? Minn. Stat. § 122A.61, Subd. 1 Reserve Revenue for Staff Development.

1. **The temporary suspension of the requirement to set-aside 2 percent for staff development is no longer in effect.**

   School districts are required to reserve an amount equal to at least 2 percent of the basic revenue for staff development. A district may annually waive the requirement to reserve their basic revenue under this section if a majority vote of the licensed teachers in the district and a majority vote of the school board agree to a resolution to waive the requirement. A district in statutory operating debt is exempt from reserving basic revenue according to this section. Districts may expend an additional amount of unreserved revenue for staff development based on their needs.

2. **Staff development revenue can be used for teacher evaluation.**

   Staff development revenue is used for staff development plans including plans for developing and implementing a teacher evaluation system.

3. **Transfer of carry-over staff development funds.**

   The authority for school districts to transfer carry-over staff development funds from district, school or exemplary grant accounts expires after fiscal year 2013. Districts may still transfer funds as of June 30, 2013, as part of FY 2013 closing, but authority to

transfer funds in FY 2014 and FY 2015 was eliminated. 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 or from the reserved account for staff development after FY 2013.

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.

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. **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 was made effective July 1, 2012.

6. **Staff Development Reporting Requirements.**

   The reporting requirements under Minnesota Statutes, section 122A.60, Subdivision 5, continue to be in place. 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.

If you have any questions, contact Deborah Luedtke (651-582-8440).