

**PROFESSIONAL STAFF DEVELOPMENT**

- I. The Board of Education supports the fact that staff development is a necessity to assure that staff will stay current in curriculum updates and teaching techniques. The Board establishes the following guidelines to achieve this goal:
  - A. All new staff members to the Granton Area School District shall participate in a one-day staff development/orientation day prior to the start of the school year that is outside of the required contract days. The staff shall receive a stipend equivalent to one day of pay at the base salary of the salary schedule being used at the time of hire.
  - B. In addition to the professional development days established in the school calendar, the Board will provide staff development time in the form of late start on the second Wednesday of selected months, from 7:30 a.m. – 9:30 a.m.
  - C. The Board designates the administration to establish a committee consisted of a minimum of four teachers and one administrator to recommend the programming for all professional development activities that occur on contracted days. The committee shall establish the professional development activities for each subsequent school year prior to the first of May each year.
  - D. The administrator shall set the parameters of a budget for the committee to work with to provide the staff development activities.
  - E. Each staff member is responsible for a minimum of one day of staff professional leave that is not built into the school calendar.
    1. Staff members must submit the proper request form to the administration for approval of the staff development activity.
    2. All staff development requests must support the curriculum or classroom instruction that the teacher is assigned to.
    3. If this day is scheduled on a day that school is in session, staff members are responsible for all costs for this day, other than the cost of the substitute, unless the administrator approves payment in part or whole from an available grant, up to a maximum of \$100 for one day or \$200 for two days.
    4. If the day is scheduled on a day when school is not in session, the district will cover a cost not to exceed \$200 for one day or \$300 for two days.
    5. Approved professional leave days in excess of one day will be at the cost of the employee.
  - F. When a staff member is requested to attend a professional staff development meeting or other meetings where it is beneficial or required to have a staff member in attendance, the district will cover the cost of the substitute and other costs related to the meeting.
  - G. All teaching staff must complete a professional development plan that is to be submitted and approved by the administration for each subsequent school year, by May first of each school year and all professional development requests must be in support of the goals and objectives of the professional development plan.
  - H. The Board limits the number of days that the teacher will be out of the classroom for staff development to two contract days. These days do not include days where the teacher

attends meetings or professional development activities as requested or arranged by the administration.

- II. The Board also supports the new PI 34 D.P.I. licensure program with the following guidelines:
  - A. All new staff members with a PI 34 initial educator certification shall have a Mentor appointed to them by the Principal. The Mentor must have completed the Mentor training sessions.
  - B. The Mentor should schedule a one-hour meeting with the PI 34 certified teacher once a week.
  - C. The Principal shall serve on the PI 34 Review Team as the District Representative.

Adopted: November 14, 2005  
Revised: February 13, 2006, December 9, 2013

Legal Administrative Code: PI 34  
References: Wisconsin Statutes: 121.02(1)(b)115.28(7); 118.19; 118.192; 118.21  
121.02(1)(a)