



# Staff Development 2022-2024

CANNON FALLS PUBLIC SCHOOLS

Team	Participants	Meetings
Elementary Site Team *See page 4	PLC Facilitators- <i>each grade level, specialist areas, site chair, plc lead, and special education</i>	Monthly-in week prior to PLC meetings Second Wednesday in May- annual review and planning meeting
MS/HS Site Team *See page 4	PLC Facilitators- <i>each content area/grade levels, specialist areas, site chair, plc lead, and special education</i>	Monthly-in week prior to PLC meetings First Wednesday in May- - annual review and planning meeting
District-Wide Staff Development Cabinet *See page 4	SD Chairs PLC Leads Technology Rep Curriculum Rep Administration Mentor Coordinator Board Member Teacher Evaluator Continuing Ed Rep	SY 2022-2023 Oct-report and review Dec- report and review Feb - report and review Apr - annual review and planning meeting  Location is the Board Room from 3:15 to 4:15

SD Member	Roles/Responsibilities
<p>Staff Development Site Chair- 1 MS/HS 1 Elem</p> <p>Stipend \$1000 paid bi-annually or tri-annually</p> <p>Note: Buildings can choose to have co-chairs</p>	<ul style="list-style-type: none"> <li>Positively leads CFSD and collaborates with SD members and cabinet members to create and offer professional development opportunities to meet district SD plans and goals</li> <li>Knows, models, and encourages best practices, pedagogy, and 21st Century Educators</li> <li>Is creative and has the ability to differentiate professional development for adult learners</li> <li>Facilitates staff development workshops and will assist technology director, curriculum chair, District Assessment Coordinator and administration in planning and implementing 1-hour SD sessions</li> <li>Facilitates monthly site and cabinet meetings and quarterly cabinet meetings</li> <li>Establishes meeting norms and roles</li> <li>Creates professional development communication materials</li> <li>Communicates with all members, cabinet, Superintendent and district office, and faculty on professional development matters and opportunities</li> <li>Submits official cabinet meeting agendas to DO three days prior to meeting, as well as meeting notes recorded</li> <li>Allocates, budgets, and monitors staff development funds with assistance from SD Treasurer and support of SD members</li> <li>Collects data from faculty to make data-driven or informed decisions for professional development opportunities</li> <li>Develops a staff development plan and goal(s) with the assistance and reviewal of the site teams, and cabinet team</li> <li>Works up to 20 hours in the summer to prep and plan for August workshop</li> </ul>



# Staff Development 2022-2024

CANNON FALLS PUBLIC SCHOOLS

	<p>week and annual plan</p> <ul style="list-style-type: none"> <li>• Reviews summer curriculum writing by teachers, provides feedback, approves work, and forwards onto administration</li> <li>• Writes and submits the annual district staff development report to MDE by October 15 each school year</li> <li>• Creates CEU certificates or Google Forms to send to faculty each trimester or end of year</li> <li>• Submits check requests/purchase orders for staff development funded opportunities--workshops, PLC trainings, purchased resources, fees, breakfast, etc.</li> <li>• Updates Schoology Staff Development course and posts workshop materials, schedules, CEUs on Schoology</li> <li>• Collaborates with Administration, PLC lead, Curriculum committee chair, District Assessment Coordinator, Technology Director to plan and frame professional development that meets district and building needs and goals throughout the school year.</li> </ul> <p>**Additional assignments, presentations and reports are paid at the hourly rate; SD Chair(s) will submit a reasonable request for payment -ie. World's Best Workforce - 2-3 hours; presentation to the School Board including prep/presentation time - 3 hours; presentations to district or building staff.</p>
<p>PLC Leads 1 HS/MS 1 Elem</p> <p>\$1500 paid bi-annually or tri-annually</p> <p>Note: Buildings can choose to have co-leads</p>	<ul style="list-style-type: none"> <li>• Carries out duties set for PLC Lead</li> <li>• Responsible for all communication regarding PLCs--meetings, agendas, requests, coordination, resources, etc.</li> <li>• Understands staff development goals and helps and guides PLCs in meeting each</li> <li>• Supports and advocates for PLC Facilitators and their team needs</li> <li>• Attends monthly staff development meetings and 4 cabinet meetings each year</li> <li>• Is a positive leader and supporter of CFSD</li> <li>• Supports the work of PLC facilitators and the action research of PLCs by seeking out relevant resources and materials which supports unique learning needs</li> <li>• Is knowledgeable of Best Practices and "What Works" in classrooms for students in your grade level - including interventions for MTSS initiative</li> <li>• Collaborates with Administration, Staff Development Chair, Curriculum Committee Chair, District Assessment Coordinator, and Technology Director to convey and coordinate learning needs that supports work of PLCs to increase student achievement</li> </ul>
<p>PLC Facilitators \$750 paid bi-annually or tri-annually</p>	<ul style="list-style-type: none"> <li>• Carries out duties set for PLC Facilitator (By PLC Lead)</li> <li>• Actively participates and collaborates in creating and offering professional development opportunities to meet SD plans and goals</li> <li>• Communicates and advocates professional development needs for their PLC team</li> <li>• Communicates and collaborates with PLC lead and Staff Development Site Chair specific needs</li> <li>• Is a positive leader and supporter of CFSD</li> </ul>
<p>Treasurer \$Hourly rate for 6 reports - 4 cabinet reports;</p> <p>1 EOY report</p>	<ul style="list-style-type: none"> <li>• Tracks expenditures and reports monthly to each site team chair their building's SD fund balance -in an easily accessible format (i.e. Google Doc or Sheet)</li> <li>• Meets once a trimester with the district business manager about transactions and the fund balance</li> <li>• Attends quarterly cabinet meeting to report</li> <li>• Records and submits the budget plan that was devised by the SD teams</li> </ul>



# Staff Development 2022-2024

CANNON FALLS PUBLIC SCHOOLS

<p>and BOY payment will be determined by Cabinet</p>	<ul style="list-style-type: none"> <li>• Is responsible, organized, and trustworthy</li> </ul>
<p>Site SD Team Secretary and Cabinet Meeting Secretary</p>	<ul style="list-style-type: none"> <li>• Records notes at SD site and cabinet meeting shared with co-chairs who will post to Schoology and/or in faculty in staff lounge, SD bulletin board</li> </ul> <p>~~~~~</p> <p>The Staff Development Meeting Notes will be submitted for staff development reporting and may be shared as PLC materials and as a record of upcoming Staff Development activities.</p> <p>Note: PLC meeting secretaries are a rotated position and voluntary</p> <p><b>Cabinet Meeting Secretary - To be paid at the hourly rate</b></p>

<p>Mentor Coordinator - Stipend not to exceed \$5000</p>	<ul style="list-style-type: none"> <li>• Carries out duties established from past mentor program protocols</li> <li>• Facilitates new teacher workshop on the day before back to school workshop</li> <li>• Meets regularly, during the school day and before or after the regular school days with large group mentor program participants and new teachers and mentors to monitor progress, assess needs and concerns</li> <li>• Will perform walk through "snapshot" monitoring to assess</li> <li>• Communicates and advocates professional development needs for new teachers</li> <li>• Communicates and collaborates with PLC lead and Staff Development Site Chair specific learning needs for new teachers</li> <li>• Is a positive leader and supporter of CFSD initiatives and goals</li> </ul>
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# Staff Development 2022-2024

CANNON FALLS PUBLIC SCHOOLS

PLC Facilitators are Staff Development Building Representatives

## **HS/MS**

Lisa Endres and Amanda Thompson PLC Leads, Staff Development Building  
Leads and District Co-Chairs

Science - Paul Senechalle

Bus, Ag, Tech - Chris Sampson

Student Support Services - Madeline Latuff

Performance - Mike Legvold/Peter Duggan

Social Studies - Heather Loeschke

Math - Jayme Miller

Language - Morgan Schwarz

## **Elementary**

Alaine Nelson, PLC Lead, Taryn Benson Staff Development Building Lead and District  
Co-Chair

Pre - Liz Malecha

K - Lisa O'Brien

1st - Melissa Bieber

2nd - Lisa Peterson

3rd - Sara Kelly

4th - Sam Niemann

5th - Stephanie Bowen

Specialists {Computer Library Art, Music, PE} } Michelle Braun

Rtl - Chrissy Nelson

SpEd - Courtney Hovel

## **Staff Development Treasurer**

Amanda Thompson

## **Mentor Coordinators**

Deanne Coleman

Amy Dombeck

## **Curriculum Rep**

Tim Hodges

## **Technology Rep**

Tim Hodges

## **Teacher Evaluation Rep**

Kay Sabin

## **Continuing Education Rep**

Josh Olson, Melissa Huseth

## **Board Rep**

Brenda Owens

### *Cannon Falls Schools Staff Development Summary Report for 2022-2024 School Year*

#### **District Mission Statement:**

Cannon Falls Area Schools, partnering with families and community, will provide a safe, nurturing, challenging, and inspiring environment to educate ALL individuals to be lifelong learners and responsible, productive citizens.

#### **District Vision:**

Inspire learners to reach their potential, now and in the future.

#### **STRATEGIC PRIORITIES:**

Develop and implement a comprehensive communications plan. Increase fund balance to ensure that the district is financially stable and within Board policy.

Develop a long-range facilities plan and budget that includes a maintenance program.

Develop a safety plan that includes mental wellness and secure facilities.

Develop collaborative career and college readiness opportunities.

#### **Staff Development Mission Statement:**

The purpose of professional development is to provide learning experiences for teachers and support staff that help support student achievement and prepare students for 21<sup>st</sup> century learning and living. The Cannon Falls Staff Development Committee will provide ongoing professional development in best practice strategies and the implementation of technology to improve quality teaching and learning in ways that positively impacts student achievement by a general measured increase in MCA test scores and course summative assessments as well as providing learning opportunities to meet requirements for relicensure and state mandates. The Cannon Falls Staff Development Committee will also provide professional development opportunities that promote and provide strategies to promote mental wellness for both students and staff.

#### **Three ongoing goals of the committee are:**

1. Provide professional development in general and content specific best practices and strategies that support classroom teachers to increase student achievement as measured by an increase in classroom assessments (monitored in PLCs) and/or MCA math, reading and science test scores as determined by each building.
2. Provide at least 8 hours of training in each school year with breakout session choices for teachers to choose the most relevant information for their professional development.
3. Offer learning opportunities to assist staff in meeting licensure requirements including but not limited to best practices in curriculum, instruction and assessment; PBIS initiatives; reading strategies for all learners; and cultural competency.

#### **Actions to support these goals:**

·All staff will receive professional development that aligns to the goals listed above and to the areas needed for re-licensure - curriculum alignment, behavior interventions, mental health, literacy, cultural competency along with local initiatives.



# Staff Development 2022-2024

## CANNON FALLS PUBLIC SCHOOLS

·All instructional staff will participate in Professional Learning Communities {PLCs} that address building specific goals and grade level or content area goals as determined by each PLC.

### Norms and Protocols of the Committee: ■

#### District Committee -

- Members of the district committee are staff development chairs, staff development treasurer, administration, curriculum committee chair, technology committee chair, mentor program coordinator, teacher evaluation program coordinator, continuing education committee member and a representative from the school board.
- Co-chairs of the district staff development committee are the chairs of the elementary and high school building staff development committees.
- District meetings are held quarterly during the regular school year in October, December, February and May
- District committee will determine scope and sequence of ongoing professional development as well as determine the protocols for attending off-site workshops, expectations for on-site professional learning and curriculum writing.
- District committee members should work to support teacher learning which positively impacts student achievement through the use of best practices in education.
- District committee will promote the integration of technology into the classroom including modeling its use for district and building staff development.
- District committee will determine the allocation of funds that support district-wide initiatives.

#### Building Committee -

- Building committee meetings are held once a month at the beginning or end of PLC Facilitator training.
- Building committees will determine site specific needs in staff development, plans for building wide staff development learning four times a year at the beginning of grading periods and monthly meetings for district goals and site specific goals like technology integration or PLC activities.
- Building committees will also determine how funds are allocated throughout the school year and specifically, providing funding for in-house professional development as well as requests for off-site professional development.
- The learning needs of PLCs and the allocation of funding to support the work of PLCs will become the major factor in determining for professional learning not related to state and local mandates.

### Building Goals 2022-2024:

#### Elementary School

##### 2022-2023 Cannon Falls Elementary School Goals Site Goals

Cannon Falls Elementary School will increase student achievement from 55.1% to 60.1% in Reading as measured by the 2023 MCAs.

Cannon Falls Elementary School will increase student achievement from 51.5% to 56.5% in Math as measured by the 2023 MCAs.

Cannon Falls Elementary School will increase student achievement from 70.7% to 75.7% in Science as measured by the 2023 MCAs.



# Staff Development 2022-2024

## CANNON FALLS PUBLIC SCHOOLS

### PLC Goals

#### Kindergarten

- Fluency Goal: Timed Repeated Readings
- Continuation of Vocabulary Goal
- Use the leveled library with small groups/centers. (K+ too)
- Continue using View Sonic TV's to aid in reading and math instruction.

#### First Grade

- Analyze data -Fastbridge
- Growth---Identify which students are at risk or not meeting their Rtl goal
- Clear vision of where we are going with common formative assessments

#### Second Grade

- Align assessments with the Common Core Standards and determine essential outcomes.

#### Third Grade

- Determine and analyze common assessments

#### Fourth Grade

- Work collaboratively to ensure that the skills taught will impact student learning and ultimately their performance on quarterly summative assessments

#### Specialists

- Use observation time at area schools to learn how a specialist PLC can support student achievement and teacher growth.

#### **Middle and High School:**

#### **2022-23 Cannon Falls High/Middle School Goals** **Site Goals**

#### Overall Building Goals:

To utilize best practices to increase student achievement in each of the content areas as measured by an increase in course summative assessments by 2%.

Ongoing professional development will continue to focus on mental health and wellbeing of staff and students. We will offer 8 hours of staff development to include topics that support the building's PLC goals and to examine instructional best practices.

### PLC Goals

#### Business/Ag/Industrial Tech

- Increase CTE student enrollment by 5% over the enrollment period of 22-23.

#### Language

- The communications department will build communication between teacher to student, student to student, and teacher to parent.



# Staff Development 2022-2024

## CANNON FALLS PUBLIC SCHOOLS

### Math

- Our students will achieve 80% or greater as an aggregate over all math courses.

### Performance

- Successfully merge pandemic/distance learning teaching techniques with normal, in person instruction.

### Science

- Teachers will integrate each of the 3-D dimensions from NGSS and the 2019 MN science standard revision into each month of learning.

### Social Studies

- The social studies department will work to create positive relationships with students as a way of increasing student achievement.

### Support Services

- The student support services of Cannon Falls will integrate technology through the use of Google Forms, Google Sheets, and make Schoology more interactive with instructional and study tools to increase student test scores.

### **Results from 2019-2021**

Professional learning that results in an increase in student achievement as measured by formative, summative and standardized assessments is discussed in PLCs and a summary of the PLC work is provided staff development committee feedback in its continuous improvement measures and inform the committee in providing future professional learning opportunities. Each building also made goals for the school year:

### **High School/Middle School 2019-2021 Goals -**

- To utilize best practices to increase student achievement in each of the content areas as measured by an increase in course summative assessments by 2%.
- Ongoing professional development will continue to focus on mental health and wellbeing of staff and students. We will offer 8 hours of staff development to include topics from Joe Beckman and Social/ Emotional Learning, grade level team meetings, and examining alternative schedule options to support the learning of all students.

### **Content**

The content of professional learning will align to the goals of professional learning communities and as determined by state mandates. The content of professional learning activities should be focused on increasing student achievement.





# Staff Development 2022-2024

CANNON FALLS PUBLIC SCHOOLS

## Process

Through PLCs and district and building workshops, staff will receive professional development of which the intent is to improve best practices and the utilization of technology in order to improve student achievement as indicated by PLC {department or grade level} summative test scores, MCAs, FastBridge testing, and ACT data.

## Staff Development Funding

Minnesota Statutes Regarding Allocation:

### 122A.61 RESERVED REVENUE FOR STAFF DEVELOPMENT.

Subdivision 1. Staff development revenue. A district is required to reserve an amount equal to at least two percent of the basic revenue under section [126C.10, subdivision 2](#), for:

- (1) teacher development and evaluation under section [122A.40, subdivision 8](#), or [122A.41, subdivision 5](#);
- (2) principal development and evaluation under section [123B.147, subdivision 3](#);
- (3) professional development under section [122A.60](#); and
- (4) in-service education for programs under section [120B.22, subdivision 2](#).

## Process for the Use of Professional Development Resources

1. Requests on official forms (located on the school website) should be submitted to site team leaders. Please include a check request at this time as well.
2. Requests should meet guidelines for site team goals and overall district goals.
3. Site team leaders should send signed requests to building administrators for review.
4. Building administrators will send requests to the superintendent for another signature

## Acceptable Uses for Individual Professional Development Funds:

Individual professional development money allocated for staff members may be used in any of the ways listed below. Money can only be allocated in advance, not “post-facto”, consequently forward planning and communication is a must:

1. Workshops, regional, state, or national meetings for school staff related to teacher, site, or district goals per fiscal year.
2. Visitations to classrooms and other school districts.
3. Professional journals subscriptions and memberships.
4. Hotel accommodations will be considered upon request.

Any situations that occur that may be interpreted as unique to these guidelines, can be appealed to the professional development committee for consideration through the site team leader. The decision of the committee would be final.