

Policy #: 425
Title: STAFF DEVELOPMENT
Date of Initial Approval: 05-06-1999
Revision/Re-authorization Dates: 11-17-2016; 02-28-2019
Reviewers: MSA Human Resources Director; MSAB Director; MSAD Director; MSA Director of Student Support Services

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning and which encourages professional development for all staff of the Minnesota State Academies (MSA).

II. NEED

The MSA Board believes that professional/staff development and learning should be an integral part of the Academies' strategic planning so that staff can perform their individual jobs effectively and, in doing so, ensure that the organization achieves its objectives.

The central aim is therefore to provide an environment where continuous development can take place and where staff are supported and enabled to meet the changing demands and priorities of MSA and our students.

To achieve this aim, learning and development needs will be regularly reviewed and staff will be encouraged to play an active part in identifying their own learning needs, selecting appropriate learning methods and in assessing the outcomes and effectiveness of their learning.

It is in the best interests of MSA that all staff members participate in ongoing professional development so as to improve their ability to perform assigned work and to improve the ability of MSA to meet the needs of students.

III. APPLICATION

- A. This professional development/training plan applies to all staff of MSA.
- B. All staff attending training and/or conferences off-site are required to share information from those trainings with their colleagues and supervisors as appropriate.
- C. Staff returning from trainings/conferences out of state must complete a report for the board explaining what was learned and how this training benefits MSA.

IV. REQUIRED TRAINING

- A. ALL STAFF are required to receive annual training or updates/sign off on policy in the following areas:
1. Mandatory Reporting/Child Abuse and Neglect
 2. Right to Know
 3. Crisis Prevention Intervention*
 4. Bloodborne Pathogen
 5. Preventing Sexual Harassment
 6. Code of Ethics/Code of Conduct

In addition to the above, specific departments require the following annual training and may require additional training throughout the year as determined by the supervisor/director of that department:

- B. MSA staff who are required to maintain student information systems are required to attend and remain up-to-date on student information systems training.
- C. All staff working with deaf, hard-of-hearing, and deafblind children are required to meet ASL Proficiency requirements and attend available training to obtain required levels (See MSA Policy #443).
- D. All staff working with blind, visually impaired, and deafblind children are required to meet the Braille and Blind Awareness requirements and attend available training to obtain required levels. (See MSA Policy #442)
- E. MSAB/MSAD Special Teachers and Special Education Program Assistants (SEPA) staff are required to obtain and maintain Cardio-Pulmonary Resuscitation (Infant-Child-Adult CPR), Automated External Defibrillator (AED), and First Aid certification. If coaches or activity sponsors are hired from outside MSAB/MSAD, they must also obtain and maintain CPR, AED, and First Aid certification.
- F. MSAB/MSAD Educational Staff are required to attend additional training as determined by the directors (i.e., Family Educational Rights and Privacy Act (FERPA), behavior management, graduation standards, Individual Education Program (IEP), curriculum, and other educational related matters).
- G. MSAD Residential Staff are required to obtain and maintain Infant-Child-Adult CPR, AED, and First Aid certification.
- H. MSAB Residential Staff are required to obtain and maintain Infant-Child-Adult CPR, AED, and First Aid certification; and participate in annual Pool Safety Training.
- I. Student Nutrition Staff are required to attend trainings as determined by the MSA Food Services Director to maintain skills and knowledge related to food handling and safety.

- J. Health Services Staff are required to attend trainings as determined by the MSA Health Services Director to maintain skills and knowledge related to student care and medical needs. (i.e., tube feeding, etc.)
- K. Fiscal and Human Resources staff are required to attend training and maintain current skills/knowledge pertinent to their work areas such as StateWide Integrated Financial Tools (SWIFT), Statewide Employee Management (SEMA4), Recruiting Solutions, and other financial/payroll/human resources systems.
- L. Other training is available to MSA staff but may only be required of certain individuals in specific areas. This training includes but is not limited to Lifeguard Training, Type III driving training, and Commercial Driver's License Training (bus driver training). Supervisors will determine specific training requirements for individual employees.
- M. All MSA employees and substitutes who work directly* with students (and contractors as assigned by the Director) must successfully complete an initial 12-hour course on Nonviolent Crisis Prevention Intervention (CPI) within the first year of employment. The 12-hour course will include training for appropriate completion of Incident/Physical Intervention Reports. After the initial training, all MSA employees, substitutes, and/or assigned contractors who work with students must maintain certification in CPI as provided by the Crisis Prevention Institute, Inc. This requires the successful completion of a 3-hour refresher class each year after the initial training.

**Direct care staff include: Special Teachers, Support Services, Special Education Program Assistants (SEPA's), Residential staff and Nursing staff.*

V. FUNDING

- A. Pursuant to Minnesota Statute 125A.71, Subdivision 1, a training and development account within the State treasury shall be created for the purpose of depositing rental income to be used for staff development purposes.
- B. Individual supervisors shall determine funds needed for their department for the purpose of training and staff development. This proposal shall be furnished to the Superintendent by May 1 of each year.
- C. The Superintendent shall approve or modify this recommendation and communicate the results of that decision to individual supervisors.
- D. All staff of the Academies are encouraged to seek out additional professional training and development opportunities outside of the above required training. All administrators and supervisors are encouraged to seek out and communicate training and development opportunities to staff.

- E. Staff members wishing to attend training sessions shall communicate with their supervisor for approval and completion of the registration materials, along with the assistance of the Fiscal Services staff.
- F. Staff development training opportunities are provided by the State of Minnesota Enterprise Learning and Development (ELD); courses available and other information is available at this website: <https://mn.gov/mmb/etd/>. Staff will enroll for courses provided by ELD through their individual self-service page.
- G. Supervisors shall have the discretion to approve or deny training/development opportunities. If the training is approved, the application materials are processed as necessary. Out of state training requests require approval from the MSA superintendent.
- H. Supervisors shall maintain a record of all training which occurs within their department to be filed in official personnel files at the end of each fiscal year. Supervisors will prepare a written report to be submitted to the Superintendent at the end of each fiscal year.
- I. Required training records will be maintained by the Human Resources office staff; supervisors will turn in official sign-in sheets (sign-in sheet can be obtained from HR) collected from required training to the Human Resources office following each training session.
- J. Costs to keep in mind that may be covered by training and development funds are:
 - a. Registration fees.
 - b. Expenses incurred by the employee to participate in the training/development opportunity (meals, transportation, etc.).
 - c. Costs of substitutes necessary for the employee to participate.
 - d. Additional salary cost in cases when the employee is not scheduled to work.
 - e. Materials and supplies to provide training/development opportunity on campus.
 - f. Fees and travel expenses for trainers/presenters to present programs on campus.
 - g. Expenses for qualified interpreters and other accommodations.