

General Personnel

Administrative Procedure - Staff Development Program

The following procedure implements policy 5:100, *Staff Development Program*. It sets professional growth requirements (105 ILCS 5/24-5). Failure to meet professional growth requirements is considered remediable (Morris v. ISBE, 555 N.E.2d 725 (Ill.App.3, 1990)).

This procedure is consistent with the minimum requirements of State law. If the Cooperative has a local collective bargaining agreement, it may contain provisions that differ from this procedure.

Implementation of Staff Development Program

All Cooperative-sponsored staff development programs, including in-services, shall be approved by the Executive Director. Staff development opportunities exist through the following:

- A. Planned in-service programs, courses, seminars, and workshops are offered within the Cooperative.
Every staff member is encouraged to suggest topics, formats, and speakers for in-service meetings. Suggestions should be given to the Executive Director or any member of the advisory committee, if one exists.
- B. Visits to other classrooms and schools, as well as attendance at conferences, workshops, and other meetings may be requested.

With the Executive Director's approval, staff members may be released with full pay to:

- Attend professional conventions and meetings, visit exemplary programs, as well as participate in other professional growth activities. At the time of approval, the Executive Director will indicate which expenses, if any, will be reimbursed by the Cooperative. After participation, a written report must be submitted to the Executive Director summarizing the activity's highlights.
 - Serve as speakers, consultants, or resource persons outside the Cooperative. The staff member accepting such assignments may not accept any fee or honorarium other than a reasonable fee for preparation done outside of the working day. The employee or the institution receiving the services is responsible for travel, lodging, meal expenses, and for substitute costs if any are incurred.
 - Attend training and staff development programs sponsored by an Educational Service Center (105 ILCS 5/2-3.62), the Illinois State Board of Education, a Regional Office of Education, the Illinois Association of School Boards, or any other professionally-sponsored education program. At the time of approval, the Executive Director will indicate which expenses, if any, will be reimbursed by the Cooperative. After participation, a written report must be submitted to the Executive Director summarizing the activity's highlights.
- C. Leaves of absence for advanced training and internships are governed by Governing Board policy and/or collective bargaining agreements, if any.
 - D. The topics to be covered on days declared as Teacher Institutes (TI) must be approved by the Regional Offices of Education (ROE) governing the schools of that region. The request for approval should be submitted to the Regional Executive Director (ROE) at least 30 days prior to the event.
 - E. Many opportunities for on-going professional development opportunities exist. Staff members are encouraged to discuss their plans for identifying and optimizing these opportunities with their supervisors.

LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.
 105 ILCS 5/2-3.48, 5/2-3.53, 5/2-3.56, 5/2-3.59, 5/2-3.62, 5/3-11, 5/3-14.8, 5/10-20.35,
 105 ILCS 5/10-22.6(c-5), 5/10-22.39, 5/22-80(h), 5/10-23.12, 5/24-5, 25/1.15, and
 110/3.
 23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
 77 Ill.Admin.Code §527.800.

Implemented: 5/2016