

STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The Oxford Township Board of Education recognizes its legal obligation to provide inservice activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives. It is of particular concern to the board that continuing education for teaching staff provide demonstrable contributions

toward student achievement of the Core Curriculum Content Standards. The board of education also recognizes that the skills required of support staff members change with changing technology. In order to ensure both optimum efficiency in district operations, and the continued growth in expertise of the staff, the chief school administrator shall ensure that appropriate programs of in-service training shall be developed for support staff as necessary.

The chief school administrator shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings. The chief school administrator may recommend to the board the granting of leave for attendance of personnel at state, regional, and national job-related meetings without pay deduction and with expenses paid by the school system according to established allowances.

To be in compliance with state requirements, each teacher employed in this district as of the effective date specified in code shall complete 100 clock hours of state-approved continuing professional development and/or inservice every five years. Appropriate steps toward achieving this goal shall be included in the content of each teaching staff member's annual professional improvement plan. It is the individual teacher's responsibility in accordance with district policies, to assure that a teacher meets the professional development requirement. There is no mandated financial obligation on the part of the district.

The 100-hour requirement may be satisfied through a combination of state-approved experiences including: formal courses and conferences sponsored by colleges, district boards of education, professional associations, training organizations or other entities recommended by the Professional Teaching Standards Board and approved by the Commissioner of Education. Part or all of the 100-hour requirement may be satisfied through an inservice program that has been approved by the County Professional Development Board under standards established by the Commissioner based on the recommendation of the Professional Teaching Standards Board. Completion of each actual hour of approved training shall satisfy the requirement for one hour of continuing education.

In accordance with administrative code, the board shall establish a Professional Development Committee in order to assess inservice needs and professional development opportunities and to plan and implement professional development programs to assure that the students of this district achieve the Core Curriculum Content Standards. This committee shall be comprised of four teachers, elected by the instructional staff through its majority representative and two administrative staff appointed by the chief school administrator. The committee shall include the chief school administrator as an ex officio member and shall solicit input from parents, community members and local business leaders. Plans developed by the committee shall be submitted for approval to the County Professional Development Board and then to the board of education. The board of education reserves the right to deny any plan that fails to advance district goals and objectives; is not conducive to student achievement of the Core Curriculum Content Standards; or contravenes current negotiated agreements, other board policies, student safety and well-being, continuity of the instructional program, or budgetary constraints.

**4131/ 4131.1**  
**4231/ 4231.1**

Staff participation that may require released time and/or financial reimbursement from the board will be determined by the board of education after recommendation by the chief school administrator. Staff members who participate in out-of-district programs at board expense shall submit a written report highlighting the main thrust and ideas observed by the participant.

#### Travel/ Reimbursement

The board of education will provide for the payment of the actual and necessary expenses, including traveling expenses, of any employee of the school district incurred in the course of performing services for the district, as approved by the chief school administrator. The board will reimburse the teachers for expenses incurred in the pursuit of strictly school business. Any teacher or employee anticipating such expenses MUST first get approval from the chief school administrator. The voucher must include mileage, and all other costs. The board will reimburse the teacher or employee for mileage driven in his or her own car for strictly school purposes at the rate established at the annual reorganization meeting of the board.

Staff members must provide a written summary of the workshop they attended immediately following the event or reimbursement will not occur.

#### Mandated In-service Programs

The chief school administrator shall arrange development of appropriate inservice presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 100 clock hours of continuing education every five years.

**First Reading: August 16, 2007**

**Second Reading and Adoption: September 20, 2007**

**Review Date: January 4, 2011 – No Changes**

**Legal References:** N.J.S.A. 18A:6-111 et seq.

See particularly:

N.J.S.A. 18A:6-112

N.J.S.A. 18A:7A-11

N.J.S.A. 18A:11-1

See particularly:

N.J.S.A. 18A:7A-11e

N.J.S.A. 18A:17-46

N.J.S.A. 18A:27-4

N.J.S.A. 18A:30-7

N.J.S.A. 18A:31-2

N.J.S.A. 18A:40A-3

See particularly:

N.J.S.A. 18A:40A-3a, -18c

Instruction in Suicide Prevention

Instruction in suicide prevention for public school teaching staff

Annual report of local school district; contents;

General mandatory powers and duties

annual report of commissioner; report on

improvement of basic skills

Act of violence; report by school employee; notice of action taken; annual report

Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

Power of boards of education to pay salaries

Attendance at conventions of New Jersey Education Association

Initial in-service training programs; curriculum; availability

N.J.S.A. 34:5A-10

Retention of workplace surveys

**4131/ 4131.1**

**4231/ 4231.1**

N.J.S.A. 34:5A-13

Employee education and training program;  
certification of instructors

N.J.A.C. 6A:7-1.6

Professional development

N.J.A.C. 6A:9-15.1 et seq.

Required Professional Development for Teachers

N.J.A.C. 6A:14-1.2(b)13

District eligibility for assistance under IDEA

Part B

N.J.A.C. 6A:15-1.8

In-service training

N.J.A.C. 6A:16-1.1 et seq.

Programs to Support Student Development

See particularly:

N.J.A.C. 6A:16-3.1(a)4, -5.1(d),  
6.2(b)12

N.J.A.C. 6A:16-11.1

Reporting Allegations of Child Abuse and Neglect

N.J.A.C. 6A:30-1.1 et seq.

Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-4.1

Employment of teaching staff

N.J.A.C. 6A:32-4.4

Evaluation of tenured teaching staff members

N.J.A.C. 6A:32-4.5

Evaluation of non-tenured teaching staff

members

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The Comprehensive Equity Plan,

N.J.S.A. 18A:7-8(j)

N.J.A.C. 6A:23A-3.1.

**Possible**

**Cross References:**

- 4115 Supervision
- 4116 Evaluation
- 4133 Travel/reimbursement
- 4231/4231.1 Staff development; in-service education/visitations/conferences
- 5131.6 Drugs, alcohol, tobacco (substance abuse)
- 5141 Health
- 5141.4 Child abuse and neglect
- 6142.2 English as a second language; bilingual/bicultural
  
- 6171.3 At-risk and Title 1
- 6171.4 Special education
- 2224 Nondiscrimination/affirmative action
- 4215 Supervision
- 4216 Evaluation
- 5141 Health
- 5141.4 Child abuse and neglect
- 9250 Expenses and Reimbursements

**Key Words**

Staff Development, Professional Inservice, Visitations, Conferences, Continuing Education