

TA [Signature] 3/17/2026
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431 INSERVICE TRAINING AND WORKSHOPS

Determination as to the implementation of inservice training will be by the Superintendent.

The District will provide advance notice of the time and place of professional development trainings. The District may provide all employees the opportunity to attend and earn CEUs for a minimum of 30 hours of District-provided professional development annually, that meets DEED CEU requirements.

Building and District administration shall establish an annual process to solicit employee input on the use of professional development days. This process will include the following:

- **Annual Surveys: Anonymous digital surveys will be distributed to all employees via email or a designated platform at a minimum of once per year.**
- **Feedback Transparency: An aggregated summary of survey responses will be posted on the designated platform and a notification will be emailed to all employees within 30 days of finalizing the results.**

At the discretion of the District administration, employees may conduct professional development for the staff throughout the District. Unless identified in their job description, no employee shall be required to plan, develop, organize, or conduct professional development (in-service) programs and/or presentations. Employees who do so will be provided with a minimum of two (2) hours of paid time, subject to prior approval, at the per diem rate for the planning and preparation of professional development.

Employees are required to complete District-mandated training as set forth through statute and Board policy. Building administrators will allocate two (2) hours per school year through staff meetings, building-directed in-service days, and other arranged times during the normally scheduled workday to work toward completion of such trainings.