# YORK CATHOLIC DISTRICT SCHOOL BOARD

| BOARD POLICY | |
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| *Policy Section*<br>**Governance** | *Policy Number*<br>**105** |
| *Former Policy #*<br>**805** | *Page*<br>**1 of 3** |
| *Original Approved Date* | *Subsequent Approval Dates* |
| **January 1979** | **March 25th, 2008**<br>**May 8th, 2007**<br>**December 16th, 2003**<br>**September 26th, 2000**<br>**February 7th, 2012** |

**POLICY TITLE: TRUSTEE PROFESSIONAL DEVELOPMENT**

## SECTION A

## 1. PURPOSE

Trustees, as elected community representatives and ambassadors of the York Catholic District School Board, benefit from participating in opportunities that enhance their individual and collective expertise in the role of trustee and in their understanding of educational issues. This policy is intended to clarify guidelines and budget parameters in support of professional development activities for trustees.

## 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to encourage professional development of Trustees through attendance and participation in approved educational conferences, workshops and seminars.

Professional development activities are supported within the context of guidelines and budgetary parameters established by the Board.

## 3. CROSS REFERENCES

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| YCDSB Policy 111 | Trustee Services and Expenditures |
| YCDSB Policy 808 | Travel, Meals and Expense Reimbursement |

## 4. RESPONSIBILITIES

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| Director of Education: | To monitor the implementation of the policy. |
| Executive Committee: | To deal with any inequity resulting from the policy.<br>To bring to the Board any matter relative to this policy which in the opinion of the Committee requires a Board decision. |

**POLICY TITLE: TRUSTEE PROFESSIONAL DEVELOPMENT**

**SECTION B**

**GUIDELINES**

1. **TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES**
   There are two main categories of professional development activities that trustees may wish to attend in their capacity as members of the Board or at which the Board may wish to have trustee representation.

   a) **Board Centrally Funded Conferences, Workshops and Seminars**
   Conferences, workshops and seminars at which it is deemed advisable that the Board be officially represented, will be funded centrally by the Board.

   Such conferences, workshops and seminars which are considered Board centrally funded for the proper exercise of a committee or trustee mandate shall include, but shall not be limited to:
   - O.C.S.T.A. Conferences
   - C.C.S.T.A. Conferences
   - Ministry of Education sponsored events/activities
   - Conferences, workshops, seminars organized by the Board or Administration
   - Others, as approved by the Executive Committee of the Board

   There is no limit to the number of Trustees that may attend these events.

   <u>Budget Impact:</u>
   - The Board will establish an annual budget for Board centrally funded conferences
   - Expenses related thereto shall not be charged to the Trustee's Discretionary Allowance.

   b) **Other Professional Development Activities and Board Related Travel Outside of York Region**
   Occasionally, the opportunity arises for Trustees to travel, as ambassadors for the Board, outside of York Region. As well, attendance at optional education conferences is of value to the professional development of individual trustees and their role at the Board table. Attendance will be pre-approved, using the Admin 83(A) by the Executive Committee, and expenses will be charged to the Trustee's Discretionary Allowance.

2. **ELIGIBLE PROFESSIONAL DEVELOPMENT/ACTIVITY EXPENSES**:
   The expenditures for approved conferences, workshops and seminars, outlined in the following, shall be eligible for reimbursement: See the Board's Travel, Meals and Expense Reimbursement Policy for direction
   - Registration Fee;
   - Standard hotel accommodation for the days of the conference/workshop/seminar;
   - Travel costs to and from conference, workshop/seminar;
   - Meals, not otherwise covered through registration, for the days of the conference, workshop, seminar

**3. GENERAL:**

a) A conference is defined as any meeting of interested persons, a workshop, a seminar, a consultation with a person or group of persons, a tour with a detailed itinerary, or other function which will benefit the Trustee and the Board.

b) A Trustee attending a conference may be required to report to the Board on the content of the conference.

c) The Chair or designate shall be authorized to attend local or out-of-town conferences, in addition to personally-selected conferences, when it is deemed advisable that the Board be officially represented, and when approved by the Executive Committee. Expenses for these conferences shall not be charged to the Trustee Discretionary Allowance.

d) A Trustee may be requested by the Executive Committee to attend a conference for the proper exercise of a committee or Trustee mandate. Such conferences, and the expenses related thereto shall be charged to the Board's Centrally Funded Trustee Budget.

e) The administration of this policy shall be the responsibility of the Executive Committee of the Board.

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| **Approval by Board** | **February 7th, 2012**<br>*Date* |
| **Effective Date** | **February 7th, 2012**<br>*Date* |
| **Review Date** | <br>*Date* |
| **Reviewed By** | **February 2016**<br>*Name* |