

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
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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 professional development opportunities that:

- 1.1 Support the Board's Mission, Vision, Core Values and Strategic Commitments;
- 1.2 Enhance their individual and collective expertise in the role of Catholic trustee as policy makers and stewards of the Board's finances;
- 1.3 Enhance their understanding of educational issues; and,
- 1.4 Enrich their personal and professional faith development as Catholic Trustees.

This policy is intended to clarify guidelines and budget parameters in support of professional development activities for Trustees.

2. OBJECTIVE

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, symposiums, workshops and seminars to ensure that schools operate within the standards established by the province and that programs and services remain responsive to the Catholic communities they serve.

3. PARAMETERS

- 3.1 To participate in professional development activities that:
 - 3.1.1 Are supported by the Ontario Catholic School Trustees' Association (OCSTA) or the Canadian Catholic School Trustees' Association (CCSTA).
 - 3.1.2 Are approved within the budgetary parameters established by the Board.
 - 3.1.3 Inform Trustees about the societal and global trends as well as the legal developments that have an impact on student achievement and well-being or

- on the many aspects of governing a Catholic school board;
- 3.1.4 Assist Trustees as an elected body to contribute to the Board's mandate and to their oversight of publicly funded Catholic education;
 - 3.1.5 Enable Trustees to become more effective in their roles and be well-informed decision makers.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Trustee Professional Development policy.
- 4.1.2 To ensure the provision of professional development support to Trustees through internal resources, as appropriate.
- 4.1.3 To ensure accurate reporting on an annual basis of Trustee expenses, including professional development.

4.2 Executive Committee

- 4.2.1 To deal with any inequity resulting from the Trustee Professional Development policy.
- 4.2.2 To bring to the Board any matter relative to this policy which in the opinion of the Committee requires a Board decision.

4.3 Chief Financial Officer and Treasurer of the Board (CFO)

- 4.3.1 To oversee the reimbursement of professional development expenses in according to the approved budgetary parameters established by the Board.

5. DEFINITIONS

5.1 Professional Development Opportunities

For the purposes of this policy, professional development opportunities include, but are not limited to, conferences, symposiums, workshops, seminars and online professional learning and training activities.

6. CROSS REFERENCES

YCDSB Policies

[YCDSB Policy 111 Trustee Services and Expenditures](#)

[YCDSB Policy 808 Travel, Meals and Expense Reimbursement](#)

YCDSB Procedures

[Travel, Meals and Expense Reimbursement](#)

TRUSTEE PROFESSIONAL DEVELOPMENT

SECTION B: GUIDELINES

1. TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES

Trustees may attend two main categories of professional development activities in their capacity as members of the Board or at which the Board may wish to have Trustee representation.

1.1 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:

- 1.1.1 O.C.S.T.A. Conferences
- 1.1.2 C.C.S.T.A. Conferences
- 1.1.3 Ministry of Education sponsored events/activities
- 1.1.4 Conferences, workshops, seminars organized by the Board or Administration
- 1.1.5 Others, as approved by the Executive Committee of the Board

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

Budget Impact:

- 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.
- Non-attendance at a previously confirmed Professional Development activity shall be charged to the Trustees Discretionary Allowance Trustees can appeal to Executive if there are extenuating circumstances.

1.2 Other Professional Development Activities Outside of Ontario

Trustee attendance at an optional education conferences may be deemed of value to the professional development of individual trustees and their role at the Board table. 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:

- 2.1 Registration Fee;
- 2.2 Standard hotel accommodation for the days of the conference/workshop/seminar;
- 2.3 Travel costs to and from conference, workshop/seminar;
- 2.4 Meals, not otherwise covered through registration, for the days of the conference, workshop, seminar.

(See *Policy and Procedure 808: Travel, Meals and Expense Reimbursement* for direction)

3. GENERAL

- 3.1 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.
- 3.2 A Trustee attending a conference will be encouraged to share information and material acquired through the Professional Development activities with all members of the Board of Trustees and staff.
- 3.3 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, and the expenses related thereto shall be charged to the Board's Centrally Funded Trustee Budget.
- 3.4 The administration of this policy shall be the responsibility of the Executive Committee of the Board.