



Professional Development for Commissioners of the Sir Wilfrid Laurier S.B.

Resolution n°

040623-CA-0221

Revision: On an as need basis

1.0 Preamble

The Sir Wilfrid Laurier School Board has a strong commitment to excellence in teaching and learning. The Board accepts that students, pedagogical staff and administrative staff are the key to the attainment of this commitment. By encouraging and supporting professional development, the Board will be assisting in their contribution to this commitment of excellence. The Council of Commissioners, as the decision-making body, recognizes its responsibility to be aware of modern trends in education and believes that there is value in school board commissioners attending educational conventions, workshops and seminars.

2.0 Objectives

- 2.1 To ensure that all school board commissioners have access to resources with which to address needs for their professional development in a variety of areas.
- 2.2 To provide opportunities and means for school board commissioners to develop and maintain the skills, understanding and knowledge required to govern effectively the affairs of a school board.

3.0 Procedures ♦

- 3.1 The annual budget of the Sir Wilfrid Laurier School Board will include a professional development fund for school board commissioners. This fund will be used to cover registration, accommodations, travel and other sundry expenses for school board commissioner attendance at conferences, seminars and workshops.
- 3.2 School board commissioners will seek authorization to attend events by submitting in timely fashion a written request addressed to the Deputy Director General/Secretary General. Requests received will be tabled for decision at the Regular Meeting of the Council of Commissioners.
- 3.3 In addition to the professional development budget, in Section 3.1, the Board shall set aside in its annual budget an amount to be known as the "Commissioners Workshop Professional Development Account". This account will be used to provide professional development activities for the Council of Commissioners on a yearly basis. The Council of Commissioners may, at its discretion, invite participation from the General Directorate and Directorate.

♦ *Please refer to Procedural Guidelines*

4.0 Records and Reports

- 4.1 School board commissioners attending conventions, workshops or seminars will be expected to submit a written report at the Regular Meeting following their attendance at an event. The Chairman of the Council may defer this report by one meeting due to time constraints. The report should identify the highlights of the activity as well as possible implications for the Sir Wilfrid Laurier School Board.
- 4.2 After the conclusion of the activity, school board commissioners will promptly submit receipts and other claims for reimbursement. School board commissioners will be reimbursed for economy air, train or bus service and mileage according to the approved rate as per the policy on reimbursement of expenses.

**Procedural Guidelines for Policy #2005-CA-11
Professional Development for Commissioners
of the
Sir Wilfrid Laurier School Board**

In order to facilitate the application of section 3 of policy #2004-CA-11: Professional Development for Commissioners of the Sir Wilfrid Laurier School Board, the following guidelines will apply:

Section 3.1: The annual budget allocated for the professional development of Commissioners will represent .0032% of the school board annual budget. For the school year 2004-2005, this allocation will total 35 000\$. The funds will cover expenses for the professional development activities of the Commissioners including expenses incurred for participation at the QESBA/AESQ Spring Conference.

Section 3.2: Commissioners, with the exception of the Chairman, wishing to attend a professional development activity will be expected to complete an application form, refer to Annex A, of the policy.

An exception will be made for the annual QESBA/AESQ Spring Conference and for any focus session planned by the Sir Wilfrid Laurier School Board.

The Deputy Director General/Secretary General will arrange to meet the Chairman of the school board in order to review professional development applications prior to consideration by the Executive Committee and approval from the Council of Commissioners.

The Sir Wilfrid Laurier School Board will authorize a total of three (3) Commissioners at any one conference. The school board delegation will consist of the following:

- a) the Chairman of the Sir Wilfrid Laurier School Board
- b) two (2) Commissioners

Should the Chairman be unable to participate the vacancy will be made available to other Commissioners.

In the event that the Sir Wilfrid Laurier School Board wishes to add to the above delegation, a resolution seeking authorization will be approved by the Council of Commissioners.

An exception will be made for the annual QESBA/AESQ Spring Conference and for any focus session planned by the Sir Wilfrid Laurier School Board.

Section 3.3 The annual budget allocated for the Commissioners workshop professional development account will represent .0032% of the school board annual budget. For the school year 2004-2005, this allocation will total 35 000\$.



Application to Attend a Professional Development Activity

Please print

Name of Commissioner: _____

Conference Title: _____

Conference Dates: _____

Conference Location: _____

Past Conferences Attended (excluding QESBA / AAESQ Spring Conference) Please list title of conference & year attended.

1. _____
2. _____
3. _____

Are you currently Chair or a member of a Sir Wilfrid Laurier School Board Standing Committee?
Please list the Standing Committee(s) where you are presently a Chair / member:

Briefly describe how attendance at this conference will assist you as a Commissioner and Standing Committee member

Conference Expenses (S.V.P. approximate)

Registration	_____ \$	<input type="checkbox"/> Canadian	<input type="checkbox"/> US	<input type="checkbox"/> Other, please specify: _____
Travel	_____ \$	<input type="checkbox"/> Canadian	<input type="checkbox"/> US	
Lodging	_____ \$	<input type="checkbox"/> Canadian	<input type="checkbox"/> US	
Meals	_____ \$	<input type="checkbox"/> Canadian	<input type="checkbox"/> US	
Misc. / Sundry	_____ \$	<input type="checkbox"/> Canadian	<input type="checkbox"/> US	
TOTAL	_____ \$	<input type="checkbox"/> Canadian	<input type="checkbox"/> US	

Signature of Commissioner

Date Submitted

FOR OFFICE USE ONLY:

Date received (Y/M/D) _____

Date reviewed with Chairman (Y/M/D) _____

Date submitted to Executive Committee (Y/M/D) _____

Date approved by the Council of Commissioners (Y/M/D) _____