

<p style="text-align: center;">EASTERN TOWNSHIPS SCHOOL BOARD</p>	<p><i>Title:</i></p> <p style="text-align: center;">PROCEDURE FOR COMMISSIONERS' PROFESSIONAL DEVELOPMENT FUNDS</p>	
<p><i>Source:</i></p> <p>Audit/Director of Financial Services</p>	<p><i>Adopted:</i></p> <p>May 23, 2017</p>	<p><i>Reference Number:</i></p> <p style="text-align: center;">P030-1</p>

OBJECTIVE

To establish procedures to provide opportunities and means for Commissioners to develop and maintain the skills, understanding and knowledge required to govern effectively and to ensure that expenditures of public funds by Commissioners are in compliance with *section 175 of the Education Act*. Furthermore it is intended that the following procedure be used for determining the priority by which professional development is to be supported and the financial allocation to be designated for those activities.

BUDGET

Each year, following the decree's adoption, the Council of Commissioners shall designate appropriate amount, from the decree, for the Commissioners' professional development (CPD) expenditures. The distribution of the amounts will be based on two criteria (i) general professional development activities open to all Commissioners (Symposium, QESBA Spring Conference and local training sessions); and (ii) specific professional development activities requested by individual commissioners.

The Director of Financial Resources shall prepare a monthly report of Commissioners' professional development (CPD) activities and present it at the next Audit Advisory Committee. This Committee will be responsible to review actual spending and to determine that sufficient funds remain in the budget to defray costs of future activities that have previously been identified.

REGISTRATION

For the QESBA Spring Conference, the School Board will register Commissioners. It will also reserve a block of hotel rooms at the host hotel (within a limited time). Commissioners will be responsible to confirm their reservation directly with the host hotel facility and they will need to pay the deposit.

The School Board will also be responsible for the organization of the venue of the Symposium. This includes but is not limited to the reservation of meeting rooms, Commissioners' hotel rooms, paying for the hotel expenses and any food requirements.

For all other conferences, Commissioners will be responsible for their personal registration and any other personal expenses such as transportation, hotel and meals as outlined in the Reimbursement Policy.

PROFESSIONAL DEVELOPMENT ACTIVITIES

The School Board recognizes the importance for Commissioners to engage in continuing personal professional development.

- a) Requests for professional development activities should be submitted **at least 30 days** prior to the activity on the appropriate form (included on the last page of this procedure) to the Chair of the Audit Committee.
- b) The allocation of funds for each professional improvement activity will be based on the recommendations of the Chair of the Audit Committee and the Chairperson of the Board.
- c) Priority consideration for the allocation of CPD funds will be based on:
 - I. The priorities of the School Board;
 - II. Events that require the representation of member(s) of the Council of Commissioners. These could include but are not restricted to QESBA conferences. The maximum number of representatives that may be approved for any single event or conference shall be determined annually in advance by the Audit Committee in consultation with the Chairperson of the Board taking into consideration the benefit to the Eastern Townships School Board and the cost of the activity
 - III. Those Commissioners who have not requested funds for at least one (1) school year;
 - IV. The amount of CPD funds used by the applicant in the past three (3) years;
 - V. Willingness of Commissioners to contribute to the cost or minimize them by sharing rooms and car-pooling.
 - VI. Any commissioner failing to submit a report will be ineligible for CPD funds for the ensuing 24 months.
- d) Should requests exceed the overall budgeted amounts for professional improvement, the Chairperson of the Board, the Chair of the Audit Committee and others as deemed appropriate will collaborate to find available funds.
- e) Commissioners are encouraged to attend events in concert with one or more individuals from the ETSB Administration or Pedagogical Teams.
- f) The School Board and the Council will continue to solicit resources from outside agencies and learning institutions for local workshops, research projects and local organizational assistance.

REPORTING

Within 30 days from the date of the event, Commissioners are expected to share with other Commissioners at an advisory committee meeting, **a report highlighting information** on their professional development activity and sharing any materials acquired. Each report shall contain the participant's assessment of the benefits of future attendance at annual iterations of said event by commissioners of ETSB.

REIMBURSEMENT OF EXPENDITURES

All expenditures referred to in this procedure must respect the requirements established in the Reimbursement Policy (P010) and Reimbursement Procedure (P010-1).

Conference, workshop and/or seminar expenditures must be submitted on the latest version of the Travel/Expense Reimbursement form provided by Financial Services.

<i>CPD Expense Codes</i>	
<i>CPD Travel - Hotel - Meals: 071-4-55500-300</i>	<i>CPD Registration: 071-4-55500-505</i>

Council of Commissioners

Eastern Townships School Board

Specific Professional Development Activities Funding Application

Name of Commissioner: _____

Name of Professional Development Activity: _____

Date: _____ Location: _____

Short description of the professional benefits of this activity: _____

Cost: Registration	\$	_____	
Meals	\$	_____	
Lodging	\$	_____	
Travel	\$	_____	
Other		_____	Specify: _____
TOTAL	\$	_____	

Amount requested if different from above total: \$ _____
(If amount requested is lower than above total)

Commissioner's Signature

Chairman of the Board's Signature

Date Reviewed by Audit Advisory Committee: _____

Audit Advisory Chairman's Signature: _____