

	<i>Title:</i> PROCEDURE FOR COMMISSIONERS' PROFESSIONAL DEVELOPMENT FUNDS	
	<i>Adopted:</i> November 22, 2005	<i>Reference Number:</i> P030-1

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*.

BUDGET

Each year, during the budget building process, the Council of Commissioners shall designate appropriate amounts in the School Board's operating budget for Commissioners' professional development expenditures. The amounts to be established will be based on two criteria (i) general professional development activities open to all Commissioners; and (ii) specific professional development activities requested by individual commissioners.

The Director of Financial Resources shall prepare a monthly report of Commissioners' professional development activities and present the report to the Finance/Administration Advisory Committee.

The Audit Advisory Committee will be responsible to review actual spending and to determine that sufficient funds remain in the budget to defray costs of future activities.

PROFESSIONAL DEVELOPMENT ACTIVITIES

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

- a) be informed of current developments and issues in public education;
- b) develop and maintain essential skills to participate as effective members of a major educational governing body.

(i) General Professional Development Activities

Commissioners are encouraged to participate in conferences, workshops and/or seminars organized through various school board and other educational organizations such as the Quebec English School Board Association (QESBA).

Commissioners will be sent information about these conferences, workshops or seminars. Commissioners interested in attending the conference, workshop or seminar must express interest to the Chairman of the School Board.

(ii) Specific Professional Development Activities

The decision to undertake specific professional development activities or acquiring resources for the purpose of personal professional development shall rest with individual Commissioners, based on their analysis of their own needs, within the scope of this procedure.

Professional development activities shall be directly relevant to the role of Commissioners and/or the delivery of effective programs and services to students.

Requests for specific professional development activities must be submitted on the appropriate application form (see attached) and should normally be sent to the Secretary General's office at least 30 days prior to the professional development activity. The Secretary General will submit the request to the Executive Committee for review and decision.

REPORTING

Within 30 days from the date of the event (General or Specific Professional Development Activities), Commissioners are expected to share the results of their professional development activities with other Commissioners and staff, by circulating a written report or synopsis, by reporting to the appropriate advisory committee of the Board (when appropriate), and/or by making materials acquired in the course of an activity available to other Commissioners and staff.

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.

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: _____