

	Policy n° 2004- CA-11
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 is committed to excellence 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 all 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.

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.

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 A(D)-3((3.a 66 a 66 1( t)-1(6(C4)-13.1(A(D)-3D)-3T1(A7(h4(s)-82(W)-4(aa 66 a 66 1( t)-1(P)2(1)-1-on )-1)]TJ -12(de1(heP)

## 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/AAESQ Spring Conference.

Section 3.2: Commissioners, with the exception of the Chairman, wishing to attend a professional

Application to Attend a Professional Development Activity

Please print

Name of  
Commissioner: