



TRUSTEE PROFESSIONAL DEVELOPMENT EXPENSES

Legal References:	<i>Education Act, Section 171(1)17: Powers of Boards – Membership Fees and Travelling Expenses</i> <i>Ministry Memo 2006:B15 – School Board Expenditure Guidelines;</i> <i>Ministry Memo 2009:B8 – Trustee Expense Guideline</i>
Related References:	<u>Board Policy 3001 – Travel, Meals and Hospitality Expenditures – Trustees</u> <u>Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures</u> <i>Trustee Request For Reimbursement Of Expenses - Professional Development</i> <i>HR-99-300 - Request for Staff Development Funds</i>
Effective Date:	<i>January 25, 2010</i>
Revisions:	<i>November 20, 2017, April 11, 2022</i>
Reviewed:	<i>November 12, 2018</i>

1. Trustee Professional Development

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to support and encourage the attendance of trustees at conferences, conventions, seminars and courses of an educational nature, in accordance with the regulations governing this policy, subject to budget limitations established by the WRDSB, in recognition of the benefits of providing opportunities for trustees to gain greater depth of knowledge and experience relative to their responsibilities.

2. Guidelines

- 2.1 A trustee professional development budget shall be established annually by the WRDSB.
- 2.2 Trustees may not travel to more than one out-of-province professional development activity per year.
- 2.3 No more than three trustees may travel to the same out-of-province professional development activity.
- 2.4 In the event that more than three trustees apply to travel to the same out-of-province professional development activity, a special committee consisting of the Chairperson and two trustees to be appointed by the Board of Trustees would make the determination in accordance with the regulations. The Committee will give consideration to Board or Committee members having a special interest in the topic(s) being covered during the professional development activity and to the order in which applications were received.
- 2.5 The WRDSB will pay expenses in connection with the attendance by a trustee at an approved professional development activity in accordance with Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.
- 2.6 A “Request for Staff Development Funds” form (HR-99-300) must be completed and submitted to the Chairperson for approval prior to attending the professional development activity.

- 2.7 Supporting vouchers and receipts for expenses incurred under these regulations must be submitted to the Chairperson's Office on a Trustee Request For Reimbursement Of Expenses - Professional Development.
- 2.8 Trustees whose expenses are being paid by another sponsoring organization will not be reimbursed under the policy and regulations.
- 2.9 Trustees attending a professional development activity under this policy and its regulations must complete a written report attached to the Trustee Request For Reimbursement Of Expenses - Professional Development. The conference report will be posted on the WRDSB website quarterly providing information about the experience and how it contributed to their position as Trustee, as well as to education in the WRDSB while supporting the strategic plan.