



Procedure GOV - #1

Title: **ACCESS TO PD FUNDS BY TRUSTEES**

Adopted: March 2019

Revised:

Related Documents: Procedure BF #1 – Expenditure Guidelines

PURPOSE

The purpose of this procedure is to provide trustees of the Bloorview School Authority with guidelines regarding their access to Professional Development funds which have been allocated in the budget.

BACKGROUND

1. Annually the Board of the Bloorview School Authority includes in its budget an allocation for trustee Professional Development.
2. Traditionally, fees for membership in the Ontario Public School Boards Association (OPSBA) and Ontario Education Services Corporation (OESC) have been charged to this account but there are still funds remaining which can be accessed by trustees for their professional development.

PRINCIPLES

3. Professional Development activities for trustees should relate directly to their role in accordance with the governance policies and other responsibilities. Such activities might include but are not limited to conferences, workshops, meetings or visits to other schools.
4. PD activities in which any one trustee participates should have the potential to benefit all trustees. The activity should also be related in some manner to the Mission, Vision, Values and Strategic Directions of the board.
5. A brief report back to the board after the completion of the session is expected.

6. Professional Development funds must be managed in a judicious manner to as to ensure equitable access.

PROCEDURES

7. A trustee who wishes to access the funds for PD activities must submit a request to the Chair (with a copy to the Director so that funding availability can be ascertained) for approval. Requests should be made at least one month ahead of the start of the activity/event. Such a request should include:
 - A description of the activity.
 - How the activity is related to the role of trustee of BSA
 - Specifics as to date, time and location of the activity
 - An estimate of costs including registration, transportation, accommodation, meals and any other expected expenditures (all expected reimbursements must conform with the board's expenditure guidelines).
8. The Director and/or the Chair will affirm whether there are sufficient funds in the budget allocation for trustee PD to cover all or some of the costs of the activity and will add this information to the request.
9. The Chair will review the request taking into consideration
 - The nature of the activity and how it relates to the role of trustee
 - How potential follow up to the activity could benefit the board as a whole
 - Available funds in the PD budget
 - The value of maintaining a contingency amount in the budget for unanticipated opportunities
 - Other requests likely to be made during the budget year
 - Whether this specific trustee has received funding for PD in the recent past
 - Any other matters as appropriate.
10. The trustee will be informed of the approval if such is the case. If the request is denied, the trustee will be informed of the denial and the reasons.
11. Upon completion of the activity, the trustee will provide a short written report to the board outlining the key features of the activity and the lessons or information learned which can be of value to the whole board.
12. Upon completion of the activity the trustee will submit expense reimbursement forms in the normal manner, for approval by the Chair.
13. Should a board member be requested, by the Chair or the Board itself, to attend a particular activity, the trustee would not be expected to submit a formal request but would be expected to submit expenditure documents and a brief report to the board.