



**1. Rationale**

The Simcoe County District School Board (SCDSB) recognizes the importance of professional learning for members of the Board by attending conferences and workshops. Attendance at conferences and workshops are encouraged for the enhancement of knowledge and experience relevant to student achievement and trustee roles in the education system.

**2. Policy Statement**

It is the policy of the Simcoe County District School Board that funds be allocated in the annual budget for trustee attendance at conferences and workshops for professional learning.

**3. Definitions**

Conferences and workshops are professional learning opportunities for trustees offered by external educational and trustee organizations.

**4. Guidelines**

**Participation**

- 4.1 Trustees will report to the Board their intention to attend a conference or workshop for their professional learning.
- 4.2 The conference or workshop must be pertinent to the trustee role at the SCDSB or for the advancement of student achievement
- 4.3 Expenses for a conference or workshop will be within the annually approved budget.

**Participation Out of Ontario**

- 4.4 Trustees must receive prior Board approval to attend a professional learning conference or workshop held out of province.
- 4.5 Trustees shall request approval through the chairperson by submitting details of the conference or workshop including cost estimates.
- 4.6 The chairperson shall bring a recommendation forward to the Board.

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**Sharing Information**

- 4.7 Attendees are encouraged to share information and material from the conference or workshop at an appropriate Board meeting by way of a written and/or verbal report.

**Dispute Resolution**

- 4.8 Should there be a dispute about the eligibility of any expense related to a trustee's attendance at a conference or workshop, the matter will be brought forward by the superintendent responsible for business services to the external members of the Audit Committee for resolution. If a satisfactory resolution is not reached, then the affected trustee must contest the decision at a public session of the Board.

**5. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JUNE 8, 1988  
REVISED MARCH 9, 1994  
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