



Conferences, Workshops and Seminars

Approved: 88-045
Reviewed: 06-059

REFERENCES

Education Act (2004) Section 191.2

RELATED FORMS/PROCEDURES/DOCUMENTS

Administrative Procedure AP: 5-5 Conferences, Workshops and Seminars

Board Policy BP: 3-6 Trustee Generated Accounts

Board Policy BP: 5-4 Travel Allowances

Board Policy BP: 8-2 Non-Owned Automobile Liability Insurance

POLICY STATEMENT

The Board approves of the attendance of trustees and personnel at meetings, conferences, workshops and seminars to provide opportunities to gain a greater depth of knowledge and experience and to keep abreast of current developments related to their role/work in the school system.

POLICY REGULATIONS

- 1) a) Attendance at conferences, conventions and seminars shall be limited by the approved budget of the Board.
- b) Trustee attendance at conferences, workshops and seminars shall be subject to Board guidelines.
- 2) Approval:
 - a) Authorization to attend meetings, conferences, conventions and seminars shall be as follows:
 - i) Trustees - Chairperson/Vice-Chairperson of the Board
Business Officials - Superintendent of Business
Human Resources Officials - Superintendent of Human Resources
Board Office Academic Staff - Superintendent of Education
School Staff - School Principal
Senior Administrative Staff - Director of Education
 - b) Authorization for payments is dependent upon the submission of the Request/Approval Form, Expense Account and the Conference Report Form.
 - c)
 - i) Approval of the payment of expense accounts shall be made by the person who authorized attendance at the conference, convention or seminar.
 - ii) Approval of expense accounts incurred by the Director of Education shall be made by the Superintendent of Business.
 - iii) Questionable expense accounts shall be submitted to the Board for consideration.
- 3) Recognized Expenses:

- a) Travel - First class rail and/or economy flight expenses will be paid if supported by receipts.
 - Travel by car will be paid at the current board rate. Whenever possible, individuals shall be required to share transportation arrangements in order to minimize additional costs to the Board.
 - Taxi, bus, parking expenses will be reimbursed for actual cost.
 - Where a variety of travel options are available, the Board will reimburse individuals at a rate equivalent to the most reasonable and economical means of travel.

- b) Registration Fees will be paid by the Board. If the delegate pays the registration fee, reimbursement will be made if supported by a receipt.

- c) i) Meals, tips and gratuities will be reimbursed according to actual receipts issued. The cost of alcoholic beverages will not be reimbursed.

 ii) Expenses for personal entertainment may not be claimed.

- d) Accommodation - the expenses for accommodation will be reimbursed only if supported by receipts.

- e) An Expense Account Claim form, accompanied by the necessary receipts, must be submitted for payment within thirty (30) days of the return date from the conference/workshop.

**GUIDELINES FOR TRUSTEES ATTENDING
CONFERENCES, WORKSHOPS, SEMINARS**

(subject to Board Policy with respect to budget and authorization)

- A. Individual trustees may attend workshops/conferences, which are related to their specific area of interest (e.g. Trustee P.D. Day, etc.)

- B. A Catholic School Board derives its character and authenticity from the interaction of the triad of family, parish and the schools under its jurisdiction.

Each trustee's role includes attendance at numerous meetings and school functions. This will result in on-going sacrifices by the family, due to the trustee's absence from the home setting.

It is with the above-noted in mind, that the Board supports the attendance of trustee spouses at specific trustee events ...

- Conference for newly-elected trustees
- The annual (Ontario) OCSTA meeting
- The annual (Canadian) CCSTA meeting

C. CANADIAN CATHOLIC SCHOOL TRUSTEES ASSOCIATION (CCSTA)

The Board supports attendance at the annual CCSTA meeting as follows:

- when the event is held out of the province, the Chairperson and Vice-Chairperson or their delegate may attend;
- when the event is held in Ontario, other interested trustees may attend.

see Administrative Procedures
A.P. 5 - 5