

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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<b>POLICY TITLE:</b>	<b>SECTION/CODE:</b>
Professional Development	Personnel A – 7

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<b>APPROVAL DATE:</b>	<b>SUPERSEDES:</b>	<b>NUMBER OF PAGES:</b>	<b>REVIEW DATE:</b>
December 5, 2016	November 12, 2012	Page 1 of 2	November 9, 2016

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**POLICY STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene encourages personnel to participate in professional development activities, as outlined in the Administrative Regulations.

**ADMINISTRATIVE REGULATIONS**

1. Subject to the limitations of the budget, funds shall be provided to assist in the professional development of trustees and staff members.
2. Applications for attendance at professional development functions shall require the approval of the Supervisory Officer.
3. Approvals for attendance at such activities as conferences, workshops, seminars and visitations shall be made with due regard to the needs of the school system.
4. All applications shall be made on the approved form and assurance shall be required that funds are available before any expenditure is made. The form is to be submitted to the Principal who in turn will submit it to the Supervisory Officer.

**OPERATING PROCEDURES**

**A: Trustees**

1. A list of approved conferences and workshops shall be prepared from time to time. Attendance of trustees shall be approved by the Board, subject to budget limitations.
2. The Board Chair and Vice-Chair may attend all such conferences as may be required or are in the interests of the Board to attend, subject to budget limitations.

**B: Teaching Staff**

1. Members of the teaching staff may attend such professional development activities as are approved by the Board, subject to budget limitations.
2. A teacher shall not be released from a classroom until the Principal sets forth the arrangements and certifies that they are adequate to meet the instructional program in the class.

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**Teaching Staff** (continued)

3. Any appropriate expense may be approved except for a category upgrading or for work leading to an additional degree.

**C: Professional Development Expenditures**

1. Accounts shall be submitted on the prescribed form, with supporting receipts attached, for payment of expenditures for approved professional development activities.
2. Subject to budget, allowable expenditures shall include the following:
  - a) registration fees
  - b) transportation at the current Board rate
  - c) meal allowance at the current Board rate
  - d) supply teacher cost
3. Under normal circumstances, the Board will pay the registration fees and the supply teacher. Employees are expected to pay the transportation costs for the activity, from their own funds and then submit an account for reimbursement.