



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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**Section: Board and Community**

- **Professional Activities**

**Policy: TRUSTEE ATTENDANCE AT WORKSHOPS,  
CONFERENCES AND CONVENTIONS**

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The Board wishes to provide opportunities for its members to acquire information and experience concerning school programs and administration. The Chairperson of the Board and the Director of Education and Secretary of the Board advise trustees of workshops, conferences and conventions by circulating information as it is received.

### **1. Trustee Delegates and Participants Selection**

- 1.1 The Board encourages members to attend conferences hosted by organizations in which it holds membership.
- 1.2 Attendance at conferences, conventions or workshops shall be approved by the Trustee Development Committee comprised of the Board Chairperson, Vice-chairperson and Past Chairperson of the Board.
- 1.3 Any trustee may appeal any decision of the committee to the Board.
- 1.4 Attendance at out-of-province symposia such as those hosted by the Canadian School Boards Association may be approved by the Trustee Development Committee. When selecting the Board's representative(s), the committee will consider trustee development, relevance of the agenda to the interests and role of the trustee(s), and a demonstrated timely sharing of conference material after attending other symposia as the Board's delegate(s) if requested. Travel to such symposia will be compensated at the most cost efficient method of travel and in accordance with Item 2 below.
- 1.5 Attendees at conferences and workshops will provide a written and/or oral report at an appropriate Board meeting and materials from conferences and workshops will be made available if requested by the Trustee Development Committee.

### **2. Trustee Conference Expenses**

- 2.1 Expenses must not exceed the annual maximum allocation, in aggregate, as determined by the Ministry of Education.
- 2.2 Travel to conferences, conventions or workshops will be compensated at the most cost efficient method as recognized by the Trustee Development Committee. Trustees approved to attend but choosing an alternate method of travel, shall be compensated as per the most cost efficient method of travel.

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- 2.2.1 Registration fees (and airline tickets if applicable) may be paid for by the Board in advance and will be charged to the appropriate budget allocation. Travel fare (i.e. air, train) shall be limited to economy rates.
- 2.2.2 Accommodation expenses will be billed directly to the Board.
- 2.2.3 Reimbursement shall be by signed travel expense claim supported by vouchers for expenditures.
- 2.2.4 Reimbursement for transportation by automobile shall be by signed travel expense claim in accordance with generally accepted accounting principles. Where two or more persons travel by automobile to the same destination, the use of car pools is encouraged.

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Established: February 11, 1999

Reviewed/Revised: September 28, 2000  
November 2004  
May 27, 2010  
April 23, 2015  
October 22, 2019