



POLICY:

REGULATION: GCLA – Principals’ PD – Major Conferences

EXHIBIT:

Funding of Major Conferences for Principals and Vice-Principals

Major conferences may be invaluable opportunities to enhance one’s personal and professional growth. For that reason, all administrators are encouraged to attend one periodically. The following guidelines are meant to identify the process that is to be used in applying for such conferences and in determining the level of financial assistance available.

Procedure, Criteria and Guidelines

1. Level of financial support:
 - i) The fund will support a maximum of 4 applications per year plus unused spots from the preceding year to a maximum level of \$2250 (Cdn) per application. Advances may be made if requested; all expenses must be supported by original receipts.
 - ii) The applicant may not approach the PD Funding Committee for support.
 - iii) Supportable expenses include registration fees, meals (\$70.00 per diem), travel and accommodations.
 - iv) Should the actual cost be less than the maximum support allowed, the difference may not be transferred or carried forward to a subsequent conference or individual unless discussed with the Assistant Superintendent (Curriculum and Instruction).
2. The four individuals who are at the top of the rotation schedule are to make their intentions known to the Assistant Superintendent - Instruction before the end of December of the given school year in a letter/email of application.
3. Should one pass on his/her turn, he/she would be placed at the top of the following year’s list. Should this individual yet decline the opportunity the second year, his/her name would go to the bottom of the list. If someone chooses not to go, the position will be offered to the next person, going down the list.
4. The letter/ email of application/intention must contain:
 - i) an overview of the conference outlining how the conference meets the professional goals of the principal.
 - ii) an estimate of anticipated costs.
5. For the purpose of determining one’s position in the rotation, individuals new to administration or to the Division will be *counted as having attended a conference the year prior to their start date.*
6. Subsequent to the conference, the participants will be called upon to share their experience with colleagues and staff and to submit a report to the Superintendent’s Department.

APPROVED:

REVISED: February 2013

SOURCE:

OTHER REFERENCE: