



STAFF DEVELOPMENT

Date Approved: 1999 11 11

Projected Review Date: 2001 11

Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to improve student performance and system effectiveness by facilitating the continuous growth of its employees through a comprehensive program of Staff Development within the framework of system beliefs and goals.

RESPONSIBILITY: Superintendent of Education – Staff Development

OPERATING PROCEDURES:

1.0 Structure

- 1.1 Staff Development and Training programs shall be driven by System initiatives, legislated regulations, school/department plans, and emergent staff needs.
- 1.2 A System Staff Development Advisory Committee shall be established. This committee shall:
 - a) establish guidelines and procedures for allocation and tracking of staff development funds;
 - b) review plans for expenditure of staff development funds;
 - c) assist in the development of a system plan for staff development initiatives, including partnerships; and
 - d) provide an annual review report, including exemplary practice, through Executive Council for information to the Board of Trustees.This committee shall consist of the following representation:
 - Principals
 - Department Managers
 - Employees
 - Supervisory Officer with the Staff Development portfolio
 - Staff Development Officer
 - Community Partner defined as School Council or Home and School
- 1.3 Each school/department shall have a Staff Development Committee. This committee shall:
 - a) identify staff needs;
 - b) interface staff needs with the school/department plan, giving priority to those needs related to the school/department plan, and forward these recommendations to the principal/supervisor;
 - c) recognize there may be instances where a principal or department manager may need to respond to an individual's unique needs;

- d) ensure that acquired information and/or expertise from approved conferences, courses will be shared with staff; and
 - e) in consultation with the principal/supervisor, forward identified school/department staff development needs to the Staff Development Department for system planning.
- 1.4 Each supervisory officer shall identify staff development needs to support those individuals/initiatives within each supervisory portfolio. These requests shall be forwarded to the Staff Development Department.
- 1.5 System accountability measures shall take the form of an annual review report, prepared by the System Staff Development Advisory Committee, regarding system expenditures and impact of staff development initiatives. The primary focus of the annual review report shall be to evaluate the impact of system staff development expenditures on improved student performance.

2.0 Expenditure Guidelines

- 2.1 Attendance at conferences, seminars, workshops must support either:
- a) the established objectives and priorities of the Staff Development plan or the school/department; or
 - b) must be of a type that can be reasonably expected to improve performance; or
 - c) is required for the employee's position.
- 2.2 Wherever feasible, cost effective measures are to be followed – i.e. shared accommodation, shared travel, economy class travel, and meals as prescribed by the Employee Expense Policy.
- 2.3 All claims for conference/staff development reimbursement shall be submitted on the Conference/Staff Development Reimbursement Claim Form (copy attached).
- 2.4 Honoraria: a gift to in-house in-service deliverers ranging from \$25.00 to \$50.00 where principal/supervisor deems warranted.

3.0 Authorization

- 3.1 Expenditure of funds allocated to schools to be authorized by the school principal.
- 3.2 Expenditure of funds allocated to the Education Centre departments to be authorized by the superintendent or designate(s).
- 3.3 Expenditure of funds allocated for system initiatives to be authorized by the appropriate supervisory officer.
- 3.4 All expenditures must be authorized by the applicant's supervisor.

4.0 Budget

- 4.1 Staff Development funds allocated to school/department budget lines shall be non-transferable.
- 4.2 Expenditures exceeding school/department allocation shall be covered by the school/department overall budget.
- 4.3 The cost of any occasional/casual coverage required for staff development purposes shall be charged to the school/department Staff Development budget.

Staff Development Policy

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to improve student performance and system effectiveness by facilitating the continuous growth of its employees through a comprehensive program of Staff Development within the framework of system beliefs and goals.

Please refer to Board Policy # 8.03 Staff Development for the complete policy.

- Staff Development and Training programs shall be driven by system initiatives, legislated regulations, school/department plans, and emergent staff needs.
- A System Staff Development Advisory Committee shall review the system Staff Development plan annually.
- Accountability measures shall take the form of an annual review report, prepared by the System Staff Development Advisory Committee, regarding system expenditures and impact of staff development initiatives. The primary focus of the annual review report shall be to evaluate the impact of system staff development expenditures on improved student performance.

Expenditure Guidelines

- Attendance at conferences, seminars, workshops must support either:
 - a) the established objectives and priorities of the Staff Development plan or the school/department; or
 - b) must be of a type that can be reasonably expected to improve performance; or
 - c) is required for the employee's position.
- **All claims for conference/staff development reimbursement must be submitted on this form.**
- Wherever feasible, cost effective measures are to be followed – i.e. shared accommodation, shared travel, economy class travel, and meals as prescribed by the Employee Expense Policy.

Authorization

- Expenditure of funds allocated to schools to be authorized by the school principal.
- Expenditure of funds allocated to the Education Centre departments to be authorized by the superintendent or designate(s).
- Expenditure of funds allocated for system initiatives to be authorized by the appropriate supervisory officer.
- **All expenditures must be authorized by the applicant's principal/supervisor.**

Submission of Claims for Reimbursement

- Upon completion, submit claim form to the Accounting Department for reimbursement.
- Ensure all **original** receipts are attached (incomplete forms will be returned).
Reimbursement cheques will be sent to the claimant's school/department.



THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
CONFERENCE/STAFF DEVELOPMENT REIMBURSEMENT CLAIM

Applicant's Name: _____

School/Location: _____

Description of Claim:
 (include Title, Date,
 & Location) _____

**All
 original
 receipts
 must
 be
 attached**

Registration Fee:	\$ _____
Meals:	\$ _____
Accommodations:	\$ _____
Mileage: _____ km x _____ rate	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL CLAIM: \$ _____

Staff Development Account #: _____

Applicant's Signature: _____

Authorization:

Principal/Supervisor: _____

For Accounting Use Only			
Vendor # _____	Approval: _____	Accuracy: _____	Reviewed: _____
Entry Date: _____			

Note: Please photocopy this blank form for claim submissions.