



Rationale

The Board of Directors recognizes the need for school based administrators to maintain the currency of their knowledge and skills to assist them to be effective in their roles as spiritual, educational and management leaders.

Policy

The Board of Directors **encourages** the attendance of school based administrators at professional conferences, conventions, seminars and workshops.

Regulation

1. Attendance **at** conferences/conventions and other in-services is subject to the constraints provided in the annual budget and the prior approval of the Superintendent.
2. The annual budget will be based on \$5.00 per student assessment calculated on the enrolments as at September 30th.
3. Priorities will be established according to the following criteria:
 - Conferences, in-services, etc. aimed at the spiritual growth of the individual or school community
 - Related to the curriculum priorities within the school or system
 - Related to various other aspects of school administration.
4. School administrators anticipating attending a conference during the school year shall submit an intention form to the Superintendent.
5. Under normal circumstances not more than one administrator per school will be approved to attend a major conference in any one year.
6. Attendance at major conferences is limited to those held in North America.
7. Requests should include estimated cost - registration, travel, accommodation and subsistence must not exceed \$1200.
8. Final approval will be given by the Superintendent subject to the approval or release time by the Local School Council.
9. Unused funds may be **used for**:
 - Attendance at workshops **and** in-services that are organized in response to emergency needs

System wide administration Pro-D and Institutes.



Island Catholic Schools

ADMINISTRATION

**PRINCIPAL: PROFESSIONAL
DEVELOPMENT-SCHOOL BASED 307**

Reference:	Approved
	Date Approved: March 1998
Cross-reference:	Date(s) Revised: September 2007; March 2012