



RAA / ASCQ

PROFESSIONAL DEVELOPMENT FUNDS

GUIDELINES

2026-2027

PREAMBLE:

Riverside School Board is strongly committed to providing a wide range of professional development opportunities for its Administrators and Managers. Together with the Associations, we urge all to actively plan for, and pursue, professional development as part of a life-long learning process. For the purposes of this document, the term "Administrators" shall apply equally to school-level and board level administrators and managers.

PROFESSIONAL DEVELOPMENT FUNDING:

- 1.1 Each year, The Management Relations Committee (MRC) will be consulted on the formula employed by the Board (currently the equivalent of 1.25% of the mass salaral base for Administrators/Managers). The MRC will be consulted annually on the amounts projected by the formula in place, and the sums of monies shall be placed in a common funding "pot" regardless of Association affiliation.
- 1.2 Eligible employees shall each have access to an individual maximum set by the Committee as indicated in Annex 3 for professional development opportunities.
- 1.3 Should it become evident that this allocation will result in funds being depleted prematurely, a modification to the allocation may result, with a 30-day notice.
- 1.4 Funds remaining by May 1st of a school year will be utilized for a common professional development session to be held in May/June.

ELIGIBILITY:

- 2.1 All administrator personnel are eligible to receive Professional Development funds as per the eligibility criteria outlined below.
- 2.2 Administrators on 100% leaves of absences without salary are not eligible to receive Professional Development funds. Likewise, while on a medical leave, administrators shall not have access to Professional Development funding for the duration of their medical absence from work.
- 2.3 People named to an Administrative/Managerial position during the school year, those on a partial leave, and those named on a temporary or interim basis shall be eligible for funding on a pro-rata basis.
- 2.4 Those on a deferred leave of absence shall be eligible for reimbursement of educational studies only.

APPLYING FOR PROFESSIONAL DEVELOPMENT FUNDING FOR CONFERENCES/WORKSHOPS:

- 3.1 Administrators or Managers wishing to attend workshops or conferences must submit, to Human Resources, a completed Professional Development Committee Request Form (Annex 1) authorized by their immediate superior, including a copy of the program for the particular event
- 3.2 All requests must be received prior to the event, within 20 working days in advance. Please note that applications received after the deadline cannot be taken into consideration.
- 3.3 Personnel seeking professional development opportunities beyond Canada or the United States are encouraged to apply for provincial funding through CPG (Managers) or CPD (Administrators). Any such requests submitted for the use of these funds will be forwarded to the Administrators' Professional Development Committee for review and decision.
- 3.4 If uncertain as to whether to authorize a request, an immediate superior may forward a professional development request submitted to him/her to the committee for review and decision.
- 3.5 All applications to attend professional development activities are acknowledged. If an acknowledgment of application is not received within two weeks of the submission, the Administrator should contact Human Resources at pic_hr@rsb.qc.ca.

APPLYING FOR PROFESSIONAL DEVELOPMENT FUNDING FOR CONTINUING EDUCATION:

- 4.1 Expenses related to successful completion of educational studies shall be eligible for professional development funding. Eligible expenses include: tuition fees, related imposed university fees, overnight lodging (if required) and books/study packs for courses offering academic credit.
- 4.2 Work related non-credit courses (such as second language training and computer skill courses) will be considered for authorization. Applicants are encouraged to refer such requests initially with their immediate supervisor for relevancy to their role. If the request is deemed relevant to the position, it can be brought to the Administrators' Professional Development Committee for review and decision.
- 4.3 All requests must be received prior to the event, and with as much advance notice as possible. Under no circumstances will consideration be given to after the fact applications.
- 4.4 Other non-credit courses are not eligible for consideration for professional development funding.
- 4.5 Travel expenses related to such studying shall be eligible for funding as per the Board's Policy on Reimbursement of Travel Expenses.
- 4.6 Administrators following courses towards the acquisition of the 30 credit Educational Leadership Certificate requirement, or other relevant educational pursuits required for work or advancement, shall be eligible, upon approval by the Administrators' Professional Development Committee, for authorization subject to approval under the current Management Policy provisions governing professional development leave for administrators for a maximum of 4 days annually of authorized absence from work with salary for this purpose. If the administrator

is replaced during his/absence, such cost shall be deducted from the allocation available to them. These days, which may be used in half day portions, are limited to a maximum period of 5 years over the course of an individual's Riverside career.

- 4.7 Further absences than the number identified in 4.6 for educational purposes will need to be taken as compensation or vacation days for which the Administrator is eligible. Implicated Administrators will not be eligible for other professional development opportunities which call for an absence from work (unless their attendance is at the request of the Director General). All absences related to educational leave from work must be pre-authorized by the Administrator's immediate superior.
- 4.8 Any courses pursued during an individual's vacation period may, upon approval by both their superior and the Administrators' Professional Development Committee, result in the vacation time implicated being deferred rather than lost.
- 4.9 Continuing education expense requests for reimbursement of courses and related expenses need to be submitted to Human Resources (pic_hr@rsb.qc.ca) for processing after successful completion of the course. Please include original transcripts and official receipts in the case of credited courses, and certification of successful completion and official receipts for non-credit courses. (Administrator's Professional Development Committee Expense Claim Form - Annex 2).

WORKSHOPS, CONFERENCES:

- 5.1 The goal of in-service activities is the development of skills and knowledge that will facilitate and be beneficial in one's role as an Administrator.
- 5.2 Funding will generally be provided for a maximum 5-day period for any individual professional development workshop or conference opportunity. Exceptional situations may be submitted to the Administrators Professional Development Committee for consideration and decision.

Workshops or conferences pursued during an individual's vacation period may, upon approval by both their superior and the Administrators Professional Development Committee, result in the vacation time implicated being deferred rather than lost.

OTHER POTENTIAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

- 6.1 On approval by the Administrators Professional Development Committee, for memberships to professional organizations where professional development benefit can be demonstrated, to a maximum of \$2000 annually, from the annual allocation.
- 6.2 A maximum reimbursement of \$2000 per year from the annual allocation, on approval of the Committee, may be used towards the purchase of books, magazines, and other professional literature related to education and/or administration.
- 6.3 Administrative personnel are encouraged to submit requests for individualized or unique professional development opportunities (coaching, shadowing, etc.) to the Committee for consideration for funding.

PROCEDURES RELATED TO REIMBURSEMENT:

- 7.1 It is possible to obtain an advance of monies of related travel costs as per the Board's Policy on Reimbursement of Travel Expenses.
- 7.2 All workshop or conference expenses (travel, hotel, meals, etc) must be listed on the Administrator's Professional Development Committee Expense Claim Form – Annex 2 provided for this purpose, and forwarded to Human Resources (pic_hr@rsb.qc.ca) for processing.
- 7.3 Expense claims with original receipts, and should be submitted to pic_hr@rsb.qc.ca within 45 days of the event, when possible. Expense claims and applicable receipts not received within 60 days following the date of a workshop or conference will NOT be considered for reimbursement.
- 7.4 For conferences in the Montreal and surrounding area, expense claims (for meals, parking, and travel) are set at a maximum of \$100 for each full day of attendance will be reimbursed. This does not apply to conferences held at Riverside School Board or any of its facilities.
- 7.5 For travel distances up to 600 km return, car mileage will be paid at the prevailing Board rate to a maximum of the equivalent cost of rail or bus transport to the same location. Other modes of transportation will be considered if costs incurred can be demonstrated to be equal to or less than the related airfare travel costs that would have been incurred.
- 7.6 In general, economy travel airfare is paid for distances over 600 km return. Other modes of transportation will be considered if costs incurred can be demonstrated to be equal to or less than the related airfare travel costs that would have been incurred.
- 7.7 A one page summary form (Annex -4) is to be submitted with the expense claim as a reporting mechanism on topics of possible interest from the workshop or conference attended. This will allow us to create a databank of resource people with either information or training in certain areas or on certain topics.

Administrators/Administrateurs

Professional Improvement Committee - Request Form

Comité de perfectionnement - Formulaire de Demande

Name of Administrator :

Nom de l'administrateur:

Description of conference/activity:

Description de la conférence/activité:

Duration of conference/activity Durée de la conférence/activité	From/De :	
	To:jusq'au :	
	Registration: Frais d'inscription :	\$
	Travel: Voyage :	\$
	Lodging : Hébergement :	\$
	Meals: Repas :	\$
	Other: Autre :	\$
	Total :	\$

Comments/Commentaires :

Signature of administrator:

Signature de l'administrateur :

Signature of immediate superior:

Signature de l'autorité compétente :

Date:

Please annex pertinent information/Veuillez joindre toute information pertinente

ANNEX 2



Riverside School Board

Commission scolaire Riverside

Administrators/Administrateurs

Professional Development Committee - Expense Account Claim

Comité de perfectionnement - Demande de remboursement - Compte de dépenses

Last Name:

Nom :

First Name:

Prénom :

School/École :

Service :

Name of Conference / Activity:

Location

DATE	Conference registration Frais d'inscription	Voyage Travel	LOGEMENT LODGING	* REPAS * MEALS	AUTRES DÉP. OTHER EXP.	STAT. PARKING	NOMBRE KM NUMBER KM	VOITURAG CARPOOLING	TOTAL KM
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00

MILEAGE TOTAL AMOUNT								\$0.00
TOTAL FROM B,C,D,E,F,G								\$0.00
GRAND TOTAL								\$0.00

Date

Signature

ANNEX 3

ADMINISTRATORS PROFESSIONAL DEVELOPMENT COMMITTEE

Annual Allocations

The Administrator's Professional Development Committee has established the following limits for the 2026-2027 school year:

- Total reimbursement to any individual administrator/manager workshops or conferences, and tuition fees is **\$2,000**.

Administrators Professional Development Committee
Comité de perfectionnement des administrateurs

Title of conference/session : _____
Titre de la session/conférence : _____

School/École :

Date of session/Date de la session :

Please list elements, topics, issues covered - any useful information or resources you have as a result that can be shared with others who might be interested.

Veuillez inscrire les éléments, sujets, thèmes couvertes – toutes information utile ou les ressources que vous avez reçu qui pourraient être utile ou partagée avec les autres administrateurs/gérants.

[illegible]

Kelly O'Neill
Human Resources/Ressources humaines
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