



Thames Valley
District School Board

Organizational Support Services

MEMO TO: Senior Administration, Managers, System Principals, Principals, Supervisors

FROM: Linda Nicholls, Associate Director of Organizational Support Services
Andrew Canham, Associate Director of Learning Support Services

SUBJECT: Board Motion: Professional Development; Travel and Catering

DATE: September 5, 2024

At the June 25, 2024, board meeting the Board of Trustees passed the following motion that is in effect for this new school year:

THAT all Professional Development opportunities, travel, and catered events must be reviewed to ensure cost effectiveness and alignment with TVDSB's strategic plan. Expenses must be saved where possible by considering location, transportation, and catering efficiencies as required.

Accordingly, we request you to consider these factors before participating in or arranging travel, catering, or any professional development opportunity for which there is a direct cost to the Board (e.g., off-site location, provided by external vendor, etc.). Should it be deemed necessary to travel outside of the district and/or order food, approval from your direct supervisor is required.

Please contact your supervisor if you have any questions about this motion's intent or implementation.