

Policy and Procedure #228.0, Jurisdictional Learning

The Jurisdictional Learning policy and procedure outline the Board's commitment to professional travel for the purpose of benchmarking the work of the Board against other high-performing educational jurisdictions. It does not address individual and ongoing professional learning and/or training.

Who has responsibilities?

- Board of Trustees
- Director of Education
- Associate Director(s) of Education
- Superintendents of Education
- Principals, Managers and Teachers
- Jurisdictional Learning Participants

How is this policy and/or procedure related to Board priorities?

The Jurisdictional Learning policy supports all areas of the Board's improvement planning processes as it strives to further promote continuous improvement related to staff and student learning, achievement and well-being. In so doing, it builds on and enhances the understanding of the York Region District School Board through the demonstration and leveraging of processes and procedures highlighted as impactful on staff, students and student learning in current educational research from high-performing jurisdictions across Ontario, Canada and internationally.

It ensures accountability, transparency and confidence in public education by ensuring stewardship of Board resources.

Department

Education and Community Services
Curriculum and Instructional Services

Related Documents

[Conference and Workshops – Employee Attendance and Reimbursement](#)
[Travel, Meals and Hospitality Expenditures](#)
[Trustee Services](#)
[Student Trustees](#)
[Conflict of Interest](#)
[Curriculum Review, Development and Implementation](#)
[Leadership Development](#)

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both parents and guardians in all Board policies and procedures.



Board Policy #228.0 Jurisdictional Learning

Policy Statement

The York Region District School Board believes that accountability and transparency are critical to ensuring confidence in public education.

Learning from other educational systems or districts is an essential element in the Board's commitment to continuous organizational learning and improvement in support of the goals and priorities outlined in the [Multi-Year Plan](#) and the [Board Improvement Plan for Student Achievement and Well-Being](#).

[Jurisdictional learning](#) provides an opportunity for groups of trustees and staff from different educational systems or districts to learn from one another, benchmark internationally and examine proven successful approaches.¹

Application

The selection of jurisdictional learning opportunities takes into consideration the criteria outlined below:

- enables the Board to benchmark and examine proven successful approaches in other educational districts;
- supports the ongoing achievement of Board goals and priorities including but not limited to the [Multi-Year Plan](#) and the [Board Plan for Student Achievement and Well-Being](#);
- is used to reflect on and inform policy and practice in the Board;
- typically includes the development of ongoing partnerships; and
- includes a wide range of participants from a variety of roles.

Expenses will not be reimbursed for participants who have not obtained signed approval to participate in a jurisdictional learning opportunity prior to their departure from their supervisor or Chair's Committee, as applicable.

Participation in all other professional development opportunities must adhere to the following policies and/or procedures:

- [Policy and Procedure #122.0, Conferences and Workshops – Employees](#)
- [Policy and Procedure #220.0, Trustee Services](#)

Responsibilities

The Board of Trustees is responsible for:

- reviewing the Jurisdictional Learning policy in accordance with the priorities in the [Multi-Year Plan](#) and the approved policy review cycle;
- understanding and communicating with members of the community about the Jurisdictional Learning policy, as required;
- receiving information about jurisdictional learning opportunities at a public meeting of the Board a minimum of two months prior to the date of departure;
- approving trustee participation in jurisdictional learning opportunities;

¹ Hargreaves, Andy and Shirley, Dennis. *The global fourth way*. Thousand Oaks, CA, SAGE, 2012.

- receiving a mandatory follow-up report from participants for information at a public meeting of the Board; and
- approving professional development funds as part of the annual Budget approval process.

Chair's Committee is responsible for:

- reviewing individual trustee requests for participation in jurisdictional learning opportunities; and
- recommending trustee participation in jurisdictional learning opportunities to the Board for approval.

Trustee participants are responsible for:

- adhering to all responsibilities in the Jurisdictional Learning policy and procedure.

The Director of Education is responsible for:

- implementing and operationalizing the Jurisdictional Learning policy and procedure.

Definitions

Benchmarking

The comparison of one organization to another leading educational organization for the purposes of continuous improvement and shared learning related to Board goals and priorities.

Jurisdiction

An educational system in a territory or district outside of York Region.

Professional Development and Professional Learning

Professional development is the delivery of information in order to influence practice. Professional learning is an internal process in which individuals create professional knowledge through interaction with this information².

History

Approved: April 2014

Working Document: July 2013, October 2017, December 2017

Revised June 2018

² Katz, Steven, and Dack, Lisa A. *Intentional interruption: how to leverage the learning in professional learning*. Thousand Oaks, Corwin Press, 2013.



Board Procedure #228.0 Jurisdictional Learning

This procedure outlines the approval process for trustee and staff member participation in jurisdictional learning.

Application

Proposals for jurisdictional learning opportunities will be shared at a public meeting of the Board and include:

- rationale and learning objectives connected to Board priorities and goals including but not limited to the [Multi-Year Plan](#) and the [Board Plan for Student Achievement and Well-Being](#);
- budget and funding, potential participant involvement based on the rationale and learning objectives;
- an equitable and transparent process to determine participation;
- a plan for sharing recommendations; and
- timelines for sharing the mandatory follow-up report.

Mandatory meetings will be held with participants prior to departure to:

- review rationale;
- discuss learning objectives and itinerary;
- review budget and funding;
- identify knowledge mobilization strategies; and
- discuss expectations regarding the mandatory follow-up report.

A mandatory follow-up report will be prepared with input from all participants as soon as possible and within three months. It will be presented at a public meeting of the Board and posted on the public website and include:

- rationale and learning objectives connected to Board priorities and goals including but not limited to the [Multi-Year Plan](#) and the [Board Plan for Student Achievement and Well-Being](#);
- budget and funding;
- a detailed itinerary;
- participants;
- learning achieved; and
- recommendations for action.

Additional reports will be presented to highlight the steps that have been taken to implement the recommended actions into practice and the outcomes connected to Board priorities.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Jurisdictional Learning procedure; and
- share, for information, jurisdictional learning opportunities with trustees at a public meeting of the Board prior to departure.

The Associate Director(s) of Education shall:

- support the implementation of the Jurisdictional Learning policy and procedure;
- consider jurisdictional learning opportunities; and
- ensure that reports prepared by participants are available to the public.

Coordinating Council of Superintendents shall:

- during the planning of the jurisdictional learning opportunity review and approve;
 - staff participants,
 - rationale,
 - learning objectives connected to the [Multi-Year Plan](#) and the [Board Plan for Student Achievement and Well-Being](#),
 - detailed itinerary,
 - budget and funding,
 - knowledge mobilization strategies,
 - review reports prepared by participants,
 - support knowledge mobilization; and
 - assess partnerships to determine their ongoing value; and
- approve jurisdictional learning opportunities after proposals for jurisdictional learning opportunities have been shared at a public meeting of the Board.

The Chief Financial Officer shall

- track applications, costs and reports related to jurisdictional learning.

Superintendents of Education shall:

- communicate with principals and managers about opportunities for participation in jurisdictional learning.

All Board staff shall:

- consider participation in jurisdictional learning opportunities; and
- adhere to all requirements outlined in the Jurisdictional Learning policy and procedure.

Participants shall:

- **with regard to application;**
 - express interest to their supervisor or Chair's Committee, as applicable,
 - adhere to application requirements, as applicable, in accordance with,
 - the [Conferences and Workshops – Employees](#) policy and procedure, or
 - the [Trustee Services](#) policy and procedure, and
 - provide a clear and detailed rationale for participating in multiple learning opportunities to the same jurisdiction.
- **with regard to expense reimbursement;**
 - understand that if written approval to participate in a jurisdictional learning opportunity is not obtained prior to departure expenses will not be reimbursed;
 - use professional development funds to pay for participation, in accordance with all applicable Board policies and procedures,
 - ensure that all expenses comply with the [Travel, Meals and Hospitality Expenditures](#) policy and procedure and all other relevant Board policies and procedures,
 - understand that expenses with the exception of prepaid airfare will not be reimbursed until the mandatory follow-up report has been presented at a public meeting of the Board and posted on the public website,

- submit the expense report with a copy of the mandatory follow-up report to Accounting Services and the Chief Financial Officer, and
- cover the cost of expenses, events or excursions not related to the jurisdictional learning opportunity.

Definitions

Knowledge Mobilization

The ongoing communication, integration and reporting of new knowledge before, during and after the jurisdictional learning opportunity. The process brings new knowledge from jurisdictions outside the Board into and throughout the organization.

History

Working Document: October 2017, December 2017
Approved June 2018