



## OFIS POLICY STATEMENT

Re: Professional Development & Consultation

Date: February 2011

Introduction – In order to meet a key OFIS goal of assisting independent schools to meet and exceed ministry standards, legal standards and business standards, thus improving the public credibility of the province's independent schools, OFIS endeavours to offer professional development opportunities, services and resources to member and non-member schools.

These are offered to non-member schools with the specific intent of encouraging them to become members upon discovering the value of these opportunities, services and resources. The following set of policy statements shape OFIS' responsibilities and make clear expectations for schools that participate:

1. OFIS Professional Development Events, Services & Resources will be offered based on feedback and felt-needs brought forward by member schools and the *OFIS Professional Development Sub-Committee of The Board*.
2. OFIS Professional Development Events shall be offered to member and non-member schools at different price points, favouring member schools.
3. OFIS resources will be available to member schools with the exception of any resources offered during an OFIS Professional Development Event where a member has not attended. OFIS resources will not be available to non-member schools with the exception of any resources offered during an OFIS Professional Development Event where a non-member has attended.
4. OFIS services (consultation) will be available to member schools and non-member schools under the following conditions:
  - a) complimentary consultation is available to member schools based on membership level and/or as follow-up to an OFIS Professional Development Event – if this consultation requires on-site assistance, additional charges may apply (telephone and email are complimentary)
  - b) complimentary consultation is available to non-member schools only in so far as the consultation relates directly to attendance at an OFIS Professional Development Event – all other requests are subject to additional charges
  - c) all requests for consultation by member and non-member schools must be made in writing to the OFIS Executive Director either by a PD Event Facilitator or by a participant directly (can be made by email)
5. OFIS School Management Reviews are available to OFIS members only
6. All OFIS consultation services, Professional Development Events and School Resources will favour members with significant savings (50% or higher).
7. OFIS member schools shall request and receive professional development materials and support for the exclusive benefit of their own schools. Should the OFIS Executive Director believe, on balance, that such professional development assistance is being completely or partially requested for the benefit of any 3rd party, the OFIS Executive Director shall deny that request.
8. Schools that fail to renew OFIS memberships annually in a timely manner will be subject to non-members fees for Professional Development Events, Services and Resources without notice.