



EDMONTON PUBLIC SCHOOLS

ORVILLE CHUBB
BOARD OF TRUSTEES - WARD C
FOR THE PERIOD: SEPTEMBER to NOVEMBER 2015

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ⁽²⁾⁽³⁾⁽⁴⁾	ATTACHMENTS
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1) BUSINESS TRAVEL

meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.

Nothing to report this period \$ -

Sub-Total: Business Travel **\$ -**

2) CONFERENCES

costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.

7-Oct-15 Harvard ManageMentor Modules Course Fees \$ 136.50 [Attachment 1](#)

Sub-Total: Conferences **\$ 136.50**

3) HOSPITALITY (Hosting)

cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB

Nothing to report this period \$ -

Sub-Total: Hospitality **\$ -**

4) WORKING SESSIONS

cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business

11-Sep-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39
25-Sep-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39
9-Oct-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39
23-Oct-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39
6-Nov-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39
20-Nov-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39

Sub-Total: Working Sessions **\$ 776.34**

TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 912.84

Notes:

(1) Invoice date may not coincide with the expense reporting period

(2) A receipt is not required for expenses for which an allowance is paid (i.e. car allowance, per diems)

(3) Edmonton Public Schools receives a partial GST rebate for District expenses (1.5843% of GST rate is paid). Amounts reported above include the net GST amount

(4) The net amount is the amount expensed to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.

Harvard ManageMentor - Fall



Dates/Times: online - available mid-October 2015 through mid October 2015 (see details below)

Deadline for registration: October 7, 2015

Location: online

Target Audience: Emerging/aspiring and experienced leaders

Description:

Aligned with district cornerstone values, the Harvard ManageMentor Suite contains individual, online modules to develop skills and knowledge regarding leadership topics. Designed by Harvard Business School, each online module is presented through a business lens. Modules include interactive scenarios presented in a business context, videos from various Harvard Business School faculty and/or business leaders, downloadable tools and templates along with the option to print a certificate of completion for participant's own records. Modules provide self-paced, self-directed learning options without instructors. Feedback is provided through automated quiz responses throughout each module.

The fee charged provides participants with access to all 16 modules for one full calendar year. Participants may choose to access one, many or all modules over the course of the year and can return at any point during the 12 months to review any module or to access templates, tools or any other features.

Each module takes approximately 3 to 4 hours to complete and will be made available through a district portal for a 12 month period after registration closes in October. The 12 month term will commence mid October 2015 - mid October 2016. (There will be 2nd entry point in mid February with the year term running mid Feb. 2016 - mid Feb. 2017).

The following Harvard ManageMentor modules are available:

- Career Management
- Change Management
- Delegating
- Decision Making
- Developing Employees
- Difficult Interactions
- Feedback Essentials
- Goal Setting
- Leading and Motivating
- Managing Upwards
- Persuading Others
- Performance Measures
- Stress Management
- Team Management
- Team Leadership
- Writing Skills

During last year's pilot, central staff from a variety of decision units (eg. Curriculum & Resources Support, District Support Services, District Technology, Human Resources and Planning) reported high levels of satisfaction with module content, design and the ease of access.

Competency Focus: Builds Relationships, Communicates Effectively, Manages and Engages Resources, Envisions the Future, Strives for Excellence

Cost: \$130/user + \$6.50 GST