

POLICY 7 APPENDIX B

BOARD PROFESSIONAL DEVELOPMENT PLAN & GUIDELINES

As leaders, trustees must continually expand their knowledge to help ensure the success of students, the Division as a whole, staff, and communities. Modelling lifelong learning sets a good example and sends a strong message about the importance of education and continual learning.

According to its own policy ([Policy 2 Role of the Board](#), Section 7.2), the Board is required to develop a professional development plan for governance excellence in fiduciary, strategic, and generative engagement modes.

Guidelines:

1. Funds to support trustee professional development shall be allocated within the board governance budget each year.
2. Trustees should seek professional development opportunities and sessions at conferences, considering their areas of strength and weakness in relation to governance excellence.
3. It is the responsibility of all trustees to help ensure the board stays within budget.
 - 3.1. Attendance at professional development opportunities will be discussed in September of each school year, and the “Conference Chart for Attendance” will be completed as fully as possible, with the understanding that changes may occur.
 - 3.1.1. If necessary, the Executive Assistant will monitor and change the chart in consultation with the Chair and Secretary-Treasurer.
 - 3.2. The “Conference Chart for Attendance” provides a guideline for budgeting purposes, but actual costs must be determined before finalization.
 - 3.3. If the budget is close to being used at any time, priority will be given to trustees who have attended the fewest professional development activities within the year and/or terms.
4. Expenses and honoraria for professional development will be paid in accordance with [Policy 7 Appendix A, Schedule of Rates](#).
5. A trustee may attend additional professional development opportunities, as outlined below, with the board's special permission, provided the budget allows.
6. Association Conferences
 - 6.1. All trustees may attend the following conferences:
 - 6.1.1. Alberta School Board Association (ASBA)**
 - 6.1.1.1. ASBA Fall General Meeting (FGM) & Conference
 - 6.1.1.2. ASBA Spring General Meeting (SGM) & Conference
 - 6.1.1.3. ASBA New Trustee Orientation (Part 1 & 2)
 - 6.1.2. Public School Board Association of Alberta (PSBAA):**
 - 6.1.2.1. PSBAA FGM & Conference
 - 6.1.2.2. PSBAA SGM & Conference

POLICY 7 APPENDIX B

BOARD PROFESSIONAL DEVELOPMENT PLAN & GUIDELINES

6.1.3. Alberta School Councils Association (ASCA) Conference

7. Professional Development Opportunities within Alberta

7.1. Trustees may attend up to three (3) additional in-province professional development opportunities per year.

7.1.1. A trustee may "swap" attending an Association Conference listed above for a different professional development opportunity within Alberta with similar costs and expenses.

7.2. The Board believes it would be valuable if some trustees attended the following in-province conferences each year and if each trustee attended each one at least once a term:

7.2.1. College of Alberta School Superintendents (CASS) First Nation, Metis and Inuit Education Gathering

8. Professional Development Opportunities Outside of Alberta

8.1. Trustees who attend professional development outside of Alberta must have it approved by a board motion and have the costs considered within the budget.

9. Conference Chart for Potential Attendance per Year

PD Opportunity	Month
PSBAA FGM & SGM	October/June
ASBA FGM & SGM	November/June
Alberta Rural Education Symposium	March
National School Boards Association	April
Alberta School Council Association (ASCA)	April
CASS FNMI Conference	April
CAPSLE	April
Canadian School Boards Association (CSBA)	July
Other Indigenous Conferences/Webinars - with Board approval.	

Legal Reference: Policy 2 Role of the Board
Policy 7 Board Governance and Operations