

SD 42 POLICY: 2900

**TRUSTEE PROFESSIONAL DEVELOPMENT AND
ATTENDANCE AT CONFERENCES**

The role of Trustees is increasingly demanding and complex. In order for trustees to fulfill this role it is important for individual Trustees to recognize the need for, and take advantage of, professional development opportunities available.

It is the responsibility of the Board to ensure that budgetary provisions are made to facilitate the professional development of trustees and it is the responsibility of the Superintendent of Schools and Secretary Treasurer to ensure that trustees are kept informed of professional development opportunities available.

The professional development of trustees should include:

- (i) Access to the resources of the School District;
- (ii) Access to educational publications such as books, journals and newsletters;
- (iii) Participation in conferences, workshops and professional development;
- (iv) Memberships in educational associations.

1. PURPOSE OF ATTENDANCE

In order that they may fulfill their role in a dynamic, complex school district like Maple Ridge – Pitt Meadows, trustees are encouraged and have a responsibility to attend and participate in appropriate conferences, conventions, seminars, workshops and other programs that will contribute to their growth as a school trustee. “Appropriate” conferences and programs are not limited to, but include those where:

- (a) Representatives of educational systems meet to debate and formulate positions to be taken and submissions to be made to higher levels of government regarding educational matters. Examples include the annual general meetings of the BC School Trustees’ Association (BCSTA), the Canadian School Board Association, (CSBA), and the BC Public School Employers’ Association (BCPSEA). This definition would also include specially called BCSTA and BCPSEA conferences, called from time to time as issues arise, at which the School District should be represented.
- (b) Conferences and training workshop programs supporting professional development and learning to assist trustees with meeting their responsibilities and duties.

**2. BUDGETARY PROVISIONS FOR AND LIMITATIONS ON CONFERENCE
ATTENDANCE**

Budgetary provisions will be made every four (4) years to permit each Trustee to attend BCSTA’s New Trustee Workshops, in the first year a Trustee is elected to the Board. Due to the purpose and nature of this training and orientation, it is strongly recommended that each new Trustee attend.

The Board will include in its annual operating budget, an allocation for trustees to attend recommended professional development offered by the following organizations: BCSTA, CSBA, BCPSEA, school district sponsored or hosted learning events, other conferences, conventions, etc., that the Board deems to be appropriate professional development opportunities.

3. MEMBERSHIPS & PUBLICATIONS

In recognition of the fact that appropriate memberships and a variety of educational journals and publications, are available and could provide trustees with valuable assistance in performing their role, the Board will make provision in the annual operating budget for the cost of providing this form of professional development.

4. EXPENSE REIMBURSEMENT

Trustees attending functions in accordance with this policy may claim reimbursement of necessary expenses as provided in Board Policy 4410.

The Secretary Treasurer reviews and approves all trustee reimbursement claims filed under this policy.

5. FINANCIAL REPORTING

Trustees on a quarterly basis will receive a detailed financial accounting of all expenses reimbursed and requiring reporting under the terms of the Financial Information Act (FIA) within one month following each quarter.

6. ANNUAL BUDGET LIMITS

Each year, the Board will set the individual budget amounts for each Trustee and by category through the Operating Budget and publish the amounts on the School District's website.

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