



**POLICY:** BIBA  
**SUBJECT:** TRUSTEE PROFESSIONAL  
DEVELOPMENT  
**APPROVAL DATE:** April 8, 2019  
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## **1. GENERAL**

- 1.1 A school board trustee is an elected member of a Board of Trustees. The position carries with it certain obligations, including the expectation that trustees will comply with legislation, board policies, procedures and by-laws.
- 1.2 Trustees are encouraged to participate in trustee development opportunities to enhance their ability to fulfill their obligations as outlined in the Public Schools Act.
- 1.3 The Winnipeg School Division (WSD) supports professional development opportunities for its members of the Board.
- 1.4 Priority will be given to conferences held in Canada. Conferences outside of Canada will require a rationale outlining relevance to the WSD Strategic Plan.
- 1.5 Each Trustee will receive an allocated amount of funds in the amount of \$4,000 which may be used for Professional Development at any time during their four-year term.
- 1.6 Professional development funds may be applied to the costs of registration for local professional development, and to the costs of registration, travel, accommodation within Canada and/or North America.

## **2. PRE-APPROVAL**

- 2.1 All requests to attend professional development opportunities must be submitted in advance to the Board and Community Liaison Officer for approval in consultation with Board Chair prior to booking. (Exhibit 1 – Professional Development Request)

## **3. CONFERENCE/SEMINAR/COURSE/WORKSHOP**

- 3.1 All professional development requests shall be directly related to education, Board or Governance practices.

## **4. ORIENTATIONS/PRESENTATIONS ORGANIZED BY WSD**

- 4.1 WSD will provide opportunities for members of the Board to receive orientations on applicable legislative requirements to assist trustees in understanding their role and responsibilities under the various legislation and Board Policies.
- 4.2 The annual operating budget of the WSD includes an allocation for trustee professional development as a whole.

## **5. ORIENTATIONS/PRESENTATIONS ORGANIZED BY MANITOBA SCHOOL BOARDS ASSOCIATION**

- 5.1 All local professional development offered by MSBA as well as an allocation for professional development in-services, workshops and planning sessions is arranged by the Board and Community Service Office for the Board as a whole.



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5.2 The annual operating budget of the WSD includes an allocation for trustee participation in the annual convention of The Manitoba School Boards Association.

## **6. ADVANCE**

6.1 Trustees may apply for a per diem advance by submitting details of the professional development activity to the Board & Community Liaison Officer on the appropriate form 15 days prior to the event.

## **7. REIMBURSEMENT**

7.1 Trustees requesting reimbursement for conferences / seminars / workshops / in-service session registration, travel accommodations is to be processed through the Board and Community Services Office.

7.2 Trustees are required to submit receipts for incidental travel expenditures (parking, taxi, etc.) to the Board & Community Liaison Officer on the Statement of Travel Expenses – Professional Development for School Trustee form.

7.3 WSD will not reimburse for expenses without receipts.

7.4 Applications for reimbursements will not be considered if submitted after the date of the event.

7.5 Trustees are required to make an oath and sign an affidavit before a Commissioner for Oaths stating the expenses are true, actual and necessary related to the purpose of professional development pursuant to Section 56(3) of the Public Schools Act. (Exhibit 2 - Statement of Travel Expenses – Professional Development for School Trustee)

## **8. RATE**

8.1 For each full day in travel, trustees will be paid a per diem of up to \$55.00 for meals. These rates will apply at U.S. dollar amounts for travel in the United States.

8.2 Mileage at the provincial rate per kilometer for travel by automobile may be claimed.

## **9. BOARD REPORT**

9.1 Trustees who attend individual professional development activities must submit a written report to be provided to the Board within 60 days of the event.

## **10. APPEAL PROCESS**

10.1 A trustee may appeal any decision related to the professional development request or reimbursements. Appeals must be made in writing or email and directed to the attention of the Chair of the Governance & Public Relations Committee. Written appeals should include a full description of the circumstances related to the appeal, including the basis for the appeal.