

# NOTICE

## Leadership Essentials for School Leaders Conference



To: All School Principals  
From: Bob Cocking, President  
Date: 2018 September 6

**FUNDING AVAILABLE THROUGH ATA LOCAL 38 FOR ATTENDING THE  
LEADERSHIP ESSENTIALS FOR SCHOOL LEADERS CONFERENCE  
IN EDMONTON  
2018 NOVEMBER 19-20  
FANTASYLAND HOTEL AND CONFERENCE CENTRE, EDMONTON ALBERTA**

The Leadership Essentials for School Leaders Conference is being held in Edmonton on 2018 November 19-20 at the Fantasyland Hotel and Conference Centre. School leaders who are in the first five years of their appointment as an administrator or central office teachers with the Calgary Board of Education who have not previously attended are eligible to access the Staff Development Fund (SDF) for substitute coverage to attend this conference. In addition, ATA Local 38 will reimburse each participant for travel, subsistence and hotel accommodation.

Registration for the conference is available online only. There is no conference registration fee for members of the Association.

The following steps are required to access funding to attend this conference:

**STEP #1: REGISTRATION**

Online registration is available through the following link:

<https://atapd.ca/initiative/leadership>

**STEP #2: ATA, LOCAL 38 FUNDING**

Contact ATA Local 38 at 403-262-6616. Explain that you will be attending the Leadership Essentials for School Leaders Conference in Edmonton on 2018 November 19-20. You will be given a sub code to use when booking your substitute for Monday and Tuesday should you require one.

An expense sheet will be sent to you once you register with the Local office. Please attach your hotel and food receipts to this form and log your kilometrage. You will be reimbursed at a rate of \$0.53 per kilometer. **PLEASE DO NOT INCLUDE GAS RECEIPTS.** After the conference, please send the expense form, along with all applicable receipts, to ATA Local 38 by inter-school mail. You must call the Local office to leave your name and school in order to receive the appropriate expense form.

If additional information is required, please contact Tammie Auld at the Local Office (403-262-6616).