

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

Trustees shall be provided with the following services, materials and equipment from within the Board governance budget while in office:

1. Reference

Access to:

- The School Act, the Regulations and related documents
- Board Policy Handbook and Administrative Procedures Manual
- Current Division documents
 - Budget
 - Capital Plan
 - Three-Year Education Plan/Annual Education Results Report
 - Collective Agreements
 - Audited Financial Statements
 - Communications Plan
- School year and meeting calendars
- Current telephone listings of schools and principals
- Alberta School Boards Association (ASBA) membership services
- Public School Boards Association of Alberta (PSBAA) membership services

2. Communications/Public Relations

- Notification of significant media events
- Name tags, business cards, lapel pins and corporate wear
- Key messages as required
- Board photographs
- Ongoing trustee media coverage

3. Administrative/Secretarial Services through the Superintendent, included but are not limited to the following:

- Access to interoffice mail
- Conference registration, travel and accommodation arrangements, as required
- E-mail address and service support
- Photocopying and related secretarial services
- Coordination of events sponsored by the Board

4. Equipment

- Electronic devices with appropriate software, access and technical support

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 113, 246 School Act

Approved: March 21, 2018