

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

2. Communications/Public Relations

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

3. Administrative/Secretarial Services through the Superintendent

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

4. Equipment

- Arrangement for a laptop with appropriate software
- Service and accessories for Division computers
- Other appropriate technology may be provided

Adopted/Revised: JUNE 2016/AUG 2018/NOV 2019

Legal Reference: Section 52, 53, 77, 85, 86, 87, 88, 89, 222 Education Act