

## POLICY 3 – Appendix

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### 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/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
- Alberta Catholic School Trustees Association (ACSTA) 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

Legal Reference: Section 33, 34, 51, 52, 53, 64, 67, 222 Education Act