

### 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:

- 1.1 The School Act, the Regulations and related documents
- 1.2 Board Policy Handbook and Administrative Procedures Manual
- 1.3 Current Division documents
  - 1.3.1 Budget
  - 1.3.2 Capital Plan
  - 1.3.3 Three-Year Education Plan/Report
  - 1.3.4 Collective Agreements
  - 1.3.5 Audited Financial Statements
- 1.4 School year and meeting calendars
- 1.5 Current telephone listings of schools and Principals
- 1.6 Alberta School Boards Association (ASBA) membership services

#### 2. Communications/Public Relations

- 2.1 Notifications of significant media events
- 2.2 Name tags, business cards and lapel pins
- 2.3 Key messages as required
- 2.4 Individual and Board photographs

#### 3. Administrative/Secretarial Services through the Superintendent

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

#### 4. Equipment

- 4.1 Trustees will be equipped with standard office equipment to assist in Division communications. This office equipment may include a laptop computer and may include a printer/fax/copier.
- 4.2 Trustees may claim for expense of toner and paper.
- 4.3 Should an outgoing trustee choose to retain the Board approved office equipment, they must have all Division data purged within seven (7) days following an election or resignation.
- 4.4 Should an outgoing trustee choose to return the Board provided office equipment, they must return it within seven (7) days following an election or resignation.
- 4.5 A replacement program for the Board provided office equipment will be established by the Technology Department.
- 4.6 All Board provided office equipment will be maintained by the Technology Department.
- 4.7 A record of office equipment on loan to each trustee will be kept on file.
- 4.8 Due diligence must be utilized to ensure the security of the office equipment.

## 5. Service/Retirement Awards

- 5.1 Service awards will be presented for every term of service with the Division.
- 5.2 If a trustee is elected in a by-election the period of service will be calculated as a term.
- 5.3 Awards will be given in recognition of the numbers of completed terms of office, as follows:
  - 5.3.1 One (1) term pin.
  - 5.3.2 Two (2) term pin.
  - 5.3.3 Three (3) term pin.
  - 5.3.4 A four (4) term pin and a suitable memento of approximately one hundred and fifty dollars (\$150.00) in value.
  - 5.3.5 For each term interval beyond four (4) terms, a pin will be provided.
- 5.4 The Superintendent or designate will ensure that service records of trustees are kept accurate and current. Based upon these records the list of recipients will be presented by the Superintendent to the Board each term that an award(s) applies.

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

Amendment: Motion 99/14-15 – March 11, 2015