

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

- 1.1. Access to:
 - 1.1.1. The Education Act, the Regulations and related document.
 - 1.1.2. Board Policy Handbook and Administrative Procedures Manual
 - 1.1.3. Current Division documents:
 - 1.1.3.1. Budget
 - 1.1.3.2. Capital Plan
 - 1.1.3.3. Education Plan/Report
 - 1.1.3.4. Collective Agreements
 - 1.1.3.5. Audited Financial Statements
 - 1.1.4. School year and meeting calendars
 - 1.1.5. Current telephone listings of schools and Principals
 - 1.1.6. Alberta School Boards Association (ASBA) membership services
 - 1.1.7. Public School Boards' Association of Alberta (PSBAA) membership services
 - 1.1.8. Rural Caucus of Alberta School Boards membership services

2. Communications/Public Relations

- 2.1. Notification 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. Maintenance of the Board calendar and scheduling
- 3.2. Access to interoffice mail
- 3.3. Conference registration, travel and accommodation arrangements
- 3.4. E-mail address and service support
- 3.5. Photocopying and related secretarial services
- 3.6. 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 or tablet.
- 4.2. Trustees may use their own computer and be compensated for that use. (see Policy 7)
- 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. Upon re-election, trustees are eligible to receive a new device and may choose to retain their existing device.
 - 4.5.1. The existing device must be purged of Division data as soon as possible.
- 4.6. A replacement program for the Board provided office equipment will be established by the Technology Department.
- 4.7. All Board provided office equipment will be maintained by the Technology Department.
- 4.8. A record of office equipment on loan to each trustee will be kept on file.
- 4.9. Due diligence must be utilized to ensure the security of the office equipment.

5. Service/Retirement Awards

- 5.1. Terms of service will be recognized each term and the awards will be determined by the Employee Recognition Committee.
 - 5.1.1. Awards will be given in recognition of the number of completed terms of office.

- 5.1.2. Anything over 3 years constitutes a full term.
- 5.2. The Superintendent or designate will ensure that service records of trustees are kept accurate and current.
 - 5.2.1. Based upon these records the list of recipients will be presented by the Superintendent to the Board each term that awards apply.

Legal Reference

Education Act, Sections 52, 53, 69 (Regulation 82/2019), 77, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96

Approval Date

September 2005, 2006, 2007, 2008, 2009, 2011, 2014, December 2019, May 2023

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