

Board Policy 3

Appendix A – 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

- 1.1 The Education 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/Annual Education Results 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

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 Board photographs

3. Administrative/Secretarial Services through the Superintendent

- 3.1 Access to inter-office 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

Laptop computer or equivalent with appropriate software and access.

Reference: Sections 33, 34, 51, 52, 53, 64, 67, 222 - Education Act