

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 (generally by electronic access, paper copies provided if requested):

1. Reference

Access to:

- 1.1 The School Act, the Regulations and related documents
- 1.2 The Northland School Division Act
- 1.3 Board Policy Handbook and Administrative Procedures Manual
- 1.4 Current Division documents
 - 1.4.1 Budget
 - 1.4.2 Capital Plan
 - 1.4.3 Three-Year Education Plan/Report
 - 1.4.4 Collective Agreements
 - 1.4.5 Audited Financial Statements
- 1.5 School year and meeting calendars
- 1.6 Current telephone listings of schools and principals
- 1.7 Alberta School Boards Association (ASBA) 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 (for Division use)

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 or chrome book and may include a printer/fax/copier. The need for a printer shall be determined in consultation with each trustee.
- 4.2 Monthly day timer and leather portfolio.
- 4.3 Trustees may claim for expense of toner and paper.
- 4.4 An outgoing trustee will return the Board provided office equipment within seven (7) days following an election or resignation.
- 4.5 If desired, trustees may purchase the Board provided office equipment at fair market value at the end of their term once it has been reformatted.
- 4.6 A replacement program for the Board provided office equipment will be established.
- 4.7 All Board provided office equipment will be maintained by the Division.
- 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 and data.

5. Service/Retirement Awards

- 5.1 Service awards will be presented for every four (4) years of service as a trustee.
- 5.2 Awards will be given in recognition of completed years of service as a trustee, as follows:
 - 5.2.1 A four (4) year service pin.
 - 5.2.2 An eight (8) year service pin.
 - 5.2.3 A twelve (12) year service pin.
 - 5.2.4 A sixteen (16) year service pin.
 - 5.2.5 A twenty (20) year service pin and a suitable memento of approximately one hundred and fifty dollars (\$150.00) in value.
 - 5.2.6 For each term beyond twenty (20) years of service, a pin and a suitable memento.
- 5.3 The Superintendent 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 by April 30 of each year that an award(s) applies.
- 5.4 Service awards will be assembled by the Board Chair or designate, assisted by the Superintendent or designate.
- 5.5 Service awards will be presented by the Board Chair at a time and place determined by the Board Chair.

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