



SERVICES, MATERIALS, AND EQUIPMENT PROVIDED TO TRUSTEES

Trustees shall be given access to the following services, materials, and equipment at the commencement of their term in office.

1. Reference Materials:

- 1.1 [K to 12 education legislation and regulations.](#)
- 1.2 [Board Policy Handbook](#) and [Administrative Procedures Manual](#).
- 1.3 Current Division documents:
 - 1.3.1 [Assurance Framework Documents](#).
 - 1.3.2 Staff Employment Agreement(s) and Terms and Conditions of Employment.
 - 1.3.3 [Capital Plan](#).
 - 1.3.4 [Budget](#).
 - 1.3.5 [Audited Financial Statements](#).
- 1.4 [School year](#) and [meeting calendars](#).
- 1.5 Current school and principal contact information.
- 1.6 List of School Council officials.
- 1.7 [Alberta School Boards Association \(ASBA\)](#).
- 1.8 [Alberta Catholic School Trustees' Association \(ACSTA\)](#).

2. Communications/Public Relations:

- 2.1 Notification of significant media events.
- 2.2 Name tags and lapel pins.
- 2.3 Key messages as required.
- 2.4 Individual and Board photographs.

3. Administrative/Secretarial Services through the Superintendent's office:

- 3.1 Access to interoffice mail.



- 3.2 Conference registration, travel and accommodation arrangements.
 - 3.3 E-mail address and Information Technology service support.
 - 3.4 Photocopying / printing and related secretarial services.
 - 3.5 Reasonable access to Division Office meeting/workspaces may be made available to Trustees through the Corporate Secretary or designate for Board business as needed.
4. Equipment:
- 4.1 A laptop or equivalent with appropriate accessories and software.
 - 4.2 The determination of the equipment provided will be jointly agreed to by the Technology Department and the Board.
 - 4.3 All Board provided laptops or equivalent will be maintained by the Technology Department.
 - 4.4 Due diligence must be utilized to ensure the security of the laptop or equivalent.
 - 4.5 At the end of the general election term, trustees will return the Board provided laptop or equivalent. All data will be purged by the Technology Department immediately following the organizational meeting after a general election or 7 days after a resignation or dismissal.

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