

Appendices

Appendix Name: A. Services, Materials, and Equipment provided to Trustees

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date:

Trustees shall be provided with the following services, materials, and equipment while in office:

- 1) Access to the following:
 - a) Current versions of *The Education Act*, *The Education Regulations*, *The School Division Administration Regulations*, and related documents, such as Provincial Education Plan (PEP).
 - b) Division's Strategic Plan.
 - c) Board Policy Manual and Administrative Procedures Manual.
 - d) SSBA Governance Handbook for School Board Members.
 - e) All Collective Agreements through Division website.
 - f) Current Division reports, templates, and resource binders.
 - g) Current version of *Robert's Rules of Order* utilized by the Board.
 - h) School year and meeting calendars.
 - i) School Community Council officials on school websites.
 - j) Saskatchewan School Boards Association (SSBA), Public Section of Saskatchewan, and Canadian School Board Association membership services.
- 2) Communications/Public Relations:
 - a) Notification of significant media events and reminders of special meetings.
 - b) Speaker's notes/talking points as required or when requested.
 - c) Individual and Board photographs.
 - d) Online copies of school newsletters through Division website.
- 3) Administrative/Secretarial Services:
 - a) Conference registration, travel, and accommodation arrangements.

- b) Information Technology service support.
 - c) Trustee business cards.
- 4) Equipment:
- a) A Division approved and supported laptop computer or device with appropriate software and access. The equipment shall be returned to the Board upon completion of the term in office.