POLICY 3 - APPENDIX A
SERVICES, MATERIALS AND EQUIPMENT TO TRUSTEES

Trustees will be equipped with the following services, materials, and equipment from within the Board governance budget while in office (generally by electronic access; paper copies may be provided if requested):

1. Reference

   Access to:

   1.1 The Education 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 cell phone, a laptop computer, and a printer/fax/copier. The need for a printer/fax/copier shall be determined in consultation with each trustee.

4.2 Trustees may claim for the expense of toner and paper.

4.3 An outgoing trustee will return the board-provided office equipment within seven (7) days of being elected, resigning, or no longer serving as a trustee for the Division.

4.3.1 If an outgoing trustee does not return any equipment, the trustee will be responsible for the item's replacement cost.

4.4 If desired, trustees may purchase the board-provided office equipment at fair market value once it has been reformatted at the end of their term.

4.5 A replacement program for the board-provided office equipment will be established.

4.6 All board-provided office equipment will be maintained by the Division.

4.7 A record of office equipment on loan to each trustee will be kept on file.

4.8 Due diligence must be utilized to ensure the security of the office equipment and data.

4.9 If any equipment is lost, stolen, or damaged, the trustee must notify the Board Chair immediately; the trustee may be responsible for replacing it.

4.10 Employees who have been authorized to use Division-owned equipment may, in the following limited circumstances, obtain permission to use the equipment for personal use. Written approval from the Superintendent is required before any equipment is used for personal purposes, and the request for this approval must be submitted in writing. The written request shall indicate:

4.10.1 The proposed use of the equipment.

4.10.2 The intended duration of the use.

4.10.3 The location at which the equipment will be used.

4.10.4 Whether the authorized employee will be the only person using the equipment, and, if not, who else will use it.

4.10.5 Documentation indicating:

4.10.5.1 That the person seeking to use the equipment has insurance coverage equal to the coverage held by the Division,

4.10.5.2 A signed indemnity form in favour of the Division.

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 four hundred dollars ($400.00) 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 the trustees' service records are kept accurate and up to date. Based upon these records, the Superintendent will present the list of recipients 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