

Policy 3 Appendix: SERVICES & MATERIALS PROVIDED TO TRUSTEE

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

1. Reference

- Copy of the Education Act, the Education Regulations and related documents
- Board Policy Handbook and Administrative Procedures Manual
- Copy of current Division reports and resource binders (e.g. Strategic Plan, Annual Report, Provincial Education Plan)
- School year and meeting calendars
- Staff directories and current telephone listings of schools, Principals, Vice-Principals and school secretarial staff
- List of School Community Council officials
- Saskatchewan School Boards Association (SSBA) and Canadian School Board Association (CSBA) membership services

2. Communications/Public Relations

- News clipping service
- Notification of significant media events, reminders of monthly meetings and events
- Name tags
- Key messages
- Individual and Board photographs
- SSBA Trustee's date book
- Branding materials

3. Administrative/Secretarial Services

- Access to interoffice mail
- Conference registration, travel and accommodation arrangements
- E-mail address and Information Technology service support
- Photocopying and related secretarial services
- Laptops
- Cybersecurity awareness training

Reference: Sections 63, 85, 87 Education Act
Local Government Election Act