

Appendices

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

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date: February 24, 2025

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, including descriptions of Indigenous Constituency and Central Constituency as they pertain to the Division
- e) All Collective Agreements.
- 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) The Inspiring Success Policy Framework: An Education Sector Indigenous Education Responsibility Framework
- k) 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.

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.