

Christ the Teacher Catholic Schools

Board Policy 3: Appendix A

SERVICES AND MATERIALS PROVIDED TO BOARD MEMBERS

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

1. Reference

- ◆ Board Policy Manual and Administrative Procedures Manual.
- ◆ Copy of current Division reports and resource binders (e.g. Annual Report, Continuous Improvement 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), Saskatchewan Catholic School Boards Association (SCSBA), Canadian School Board Association (CSBA) and Canadian Catholic School Boards Association (CCSBA) membership services.

2. Communications/Public Relations

- ◆ News clipping service.
- ◆ Notification of significant media events, reminders of monthly meetings and events.
- ◆ Name tags, business card and lapel pins.
- ◆ Key messages.
- ◆ Individual and Board photographs.
- ◆ SSBA Board Member's date book.

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

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