

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 27<sup>TH</sup>, 2015, COMMENCING AT 8:59 A.M.**

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**PRESENT**

TRACEY BOAST RADLEY  
SUSAN CHROMIK  
NORMAN ERICKSON  
REBECCA HEIBERG  
KENDALL SEVERSON  
LORRIE SITLER  
LAURIE SKORI

**ABSENT**

BRETT HUCULAK, Assistant Superintendent – Personnel

**ALSO PRESENT**

RITA MARLER, Superintendent of Schools  
RAY BOSH, Assistant Superintendent – Student Services  
IMOGENE WALSH, Assistant Superintendent - Business  
SHAN JORGENSON-ADAM, Assistant Superintendent - Learning  
DIANE HUTCHINSON, Communications Officer  
SHIRLEY FAIRALL, Executive Assistant - Superintendent

**I WALSH IN THE CHAIR**

**CALL TO ORDER**

Assistant Superintendent – Business Walsh called the meeting to order at 8:59 a.m.

**APPROVAL OF AGENDA**

#84\15 N ERICKSON – That the Board of Trustees approve the agenda of the Organizational Meeting as presented.

CARRIED

**METHOD OF VOTING**

#85\15 L SITLER – That, in the event an election is required to fill various positions or offices, voting be conducted by secret ballot until a simple majority is determined.

CARRIED

**TERM OF OFFICE**

#86\15 T BOAST RADLEY – That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2016.

CARRIED

**ELECTION OF BOARD CHAIR**

Assistant Superintendent - Business Walsh called for nominations for the position of Board Chair.

Trustee Skori nominated Trustee Sitler.

Trustee Heiberg nominated Trustee Severson.

Ms Walsh called twice for further nominations. There were no further nominations.

Ms Walsh declared that nominations cease.

Voting was conducted by ballots. Ballots were counted by Assistant Superintendent – Business Walsh and Recording Secretary Fairall.

Imogene Walsh, Assistant Superintendent – Business, announced Trustee Sitler assumes the role of Chair.

**OATH OF OFFICE FOR BOARD CHAIR**

Ms Walsh administered the Oath of Office for Board Chair to Trustee Sitler. The Oath of Office is attached to and forms a part of these minutes.

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**CHAIR SITLER ASSUMED THE CHAIR**

**ELECTION OF BOARD VICE-CHAIR**

Chair Sitler called for nominations for the position of Board Vice-Chair.

Trustee Boast Radley nominated Trustee Skori.

Chair Sitler called twice for further nominations. There were no further nominations.

Chair Sitler declared that nominations cease.

Trustee Skori was declared Vice Chair elected by acclamation.

**OATH OF OFFICE FOR BOARD VICE CHAIR**

Ms Walsh administered the Oath of Office for Board Vice Chair to Trustee Skori. The Oath of Office is attached to and forms a part of these minutes.

**MOTION TO DESTROY BALLOTS**

#87\15 T BOAST RADLEY – That the secret voting ballots be destroyed.

CARRIED

**WELCOME AND MESSAGE TO TRUSTEES**

Ms Rita Marler, Superintendent of Schools, congratulated Chair Sitler and Vice Chair Skori, and thanked the past Chair for the work completed in the past two school years. Ms Marler also welcomed all Trustees to the start of the 2015 – 2016 School Year.

**SIGNING AUTHORITY**

Bank Accounts

#88\15 K SEVERSON - That, in addition to the Chairman or Vice-Chairman, the Superintendent of Schools, the Assistant Superintendent of Schools – Student Services, and the Assistant Superintendent - Business be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

#89\15 S CHROMIK - That signing authorities for grant applications be any one of the following persons: Superintendent of Schools, Assistant Superintendent of Schools – Student Services, Assistant Superintendent – Personnel, Assistant Superintendent – Learning, or Assistant Superintendent – Business.

CARRIED

School Division Contracts

- #90\15 T BOAST RADLEY - That signing authorities for School Division contracts be any one of the following persons: the Chairman, Superintendent of Schools, Assistant Superintendent of Schools – Student Services, Assistant Superintendent – Learning, Assistant Superintendent – Personnel, or Assistant Superintendent – Business.

CARRIED

**BORROWING RESOLUTION**

- #91\15 L SKORI - That whereas it is necessary for the purposes of the Board to borrow money or obtain other financial assistance on the credit of the Board from time to time from one of the chartered banks of Canada:

THEREFORE, BE IT ENACTED by the Board of Trustees of the Battle River Regional Division #31, as a resolution thereof:

1. That the Officers of the Board (Chairman, Vice-Chairman, Superintendent of Schools and the Assistant Superintendent - Business) of the Battle River Regional Division #31 be hereby authorized to borrow monies or obtain other financial assistance from time to time from the Bank of Montreal (the "Bank") (including without limitation through the issuance of bills of exchange drawn by the Board and accepted by the Bank) upon the credit of the Board in such amounts as they deem proper and by way of overdraft or otherwise.

2. That any promissory notes, bills of exchange or other negotiable paper (including renewals thereof in whole or in part) signed on behalf of the Board by the officers of the Board authorized from time to time to sign negotiable instruments on its behalf and granted to or accepted by the Bank for monies borrowed and interest thereon as may be agreed upon or other financial assistance obtained from the Bank shall be binding upon the Board.

3. That the Officers may from time to time, if they see fit to do so, grant securities by way of mortgage, hypothecation, pledge or otherwise covering all or any of the property and assets of the Board present and future as security for all or any monies borrowed by the Board from the Bank or any other liability of the Board to the Bank, and any such mortgage, hypothecation, pledge, or other security shall be valid and binding upon the Board if signed by any of the officers authorized to sign negotiable instruments on the Board's behalf.

4. All contracts, deeds, grants, assurances and documents reasonably required by the Bank or its Counsel for all or any of the purposes aforesaid shall be executed and carried into effect by the proper officers of the Board (and when necessary the seal of the Board shall be affixed thereto).

5. This resolution, when sanctioned by the Board, shall be irrevocable until a resolution repealing this resolution shall have been confirmed or sanctioned by the Board and a copy thereof duly certified (under the seal of the Board) delivered to

the Bank, and meanwhile all the powers and authorities hereby conferred shall continue in force.

CARRIED

**BORROWING MOTION**

#92\15 T BOAST RADLEY - That the Board may borrow from time to time from the Bank of Montreal, sum(s) up to but not exceeding \$1,300,000 (\$1,000,000 line of credit, \$100,000 Corporate MasterCard, and \$200,000 Purchasing Card) which the Board deems necessary to expend to meet the current expenditures and obligations of the Board, and to pay or agree to pay interest thereon, or on so much thereof as remains from time to time unpaid.

CARRIED

**TAPING OF MEETINGS**

#93\15 K SEVERSON - That the regular meetings of the Board of Trustees be taped to assist the recording secretary in the preparation of accurate minutes, and further that when the minutes of a particular meeting have been approved, the tapes be erased.

CARRIED

**NOTES FROM IN-CAMERA SESSION**

#94\15 S CHROMIK - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

**MEETING DATES**

#95\15 R HEIBERG - That the regular meetings of the Board of Trustees be held on the second Thursday of each month, and that the fourth Thursday be either a continuation of the Regular Meeting, if needed, or Committee meetings.

CARRIED

**MEETING DATE CHANGE**

#96\15 K SEVERSON – That the Board of Trustees Meeting currently scheduled to be held on November 12<sup>th</sup>, 2015 be moved to November 10<sup>th</sup>, 2015.

CARRIED

**COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES**

#97\15 S CHROMIK - That, with respect to the meetings of the Board of Trustees, the commencement time be 9:00 a.m. and the completion time be 4:30 p.m., and further that if any meeting is to continue past the above-noted finish time, a motion to do so must be passed by a majority of the Trustees present.

CARRIED

**ESTABLISHMENT OF STANDING COMMITTEES**

#98\15 N ERICKSON – That the Board establishes the following committees:

Board Committee of the Whole  
Audit Committee  
Executive Committee  
Negotiating Committee – Alberta Teachers’ Association Local 32  
Negotiating Committee – Union Caretakers and Bus Drivers  
Policy Development/Review Committee  
Student Affairs Committee  
Community Engagement Committee.

CARRIED

**AUTHORITY OF STUDENT AFFAIRS COMMITTEE**

#99\15 T BOAST RADLEY - That the Student Affairs Committee be empowered to act on behalf of the entire Board in all matters pertaining to Student Affairs.

CARRIED

**MEMBERSHIP OF TRUSTEES TO STANDING COMMITTEES**

#100\15 R HEIBERG – That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole  
All Trustees

Audit Committee  
Three Trustees (One of whom is Chair or Vice Chair of the Board of Trustees) and one alternate

Executive Committee  
Chair and Vice Chair

Negotiating Committee - ATA

Three Trustees and one alternate

Negotiating Committee - Union Caretakers and Bus Drivers

Two Trustees and one alternate

Policy Development \ Review Committee

Three Trustees (One of whom is Chair or Vice Chair of the Board of Trustees)

Student Affairs Committee

Three Trustees and two alternates

Community Engagement Committee

Three Trustees.

CARRIED

**ELECTION OF TRUSTEES TO STANDING COMMITTEES**

#101\15 R HEIBERG – That the election of members on the Board Standing Committees be as follows:

Board Committee of the Whole

All Trustees

Audit Committee

Vice Chair Skori, Trustee Severson, Trustee Chromik

Executive Committee

Chair Sitler and Vice Chair Skori

Negotiating Committee - ATA

Vice Chair Skori, Trustee Erickson, Trustee Heiberg  
Trustee Boast Radley (Alternate)

Negotiating Committee - Union Caretakers and Bus Drivers

Trustee Severson, Trustee Heiberg  
Trustee Erickson (Alternate)

Policy Development \ Review Committee

Chair Sitrler, Trustee Boast Radley, Trustee Chromik

Student Affairs Committee

Chair Sitrler, Trustee Heiberg, Trustee Severson  
Vice Chair Skori (Alternate), Trustee Chromik (Alternate)

Community Engagement Committee

Vice Chair Skori, Trustee Boast Radley, Trustee Chromik.

CARRIED

**BOARD REPRESENTATION ON EXTERNAL COMMITTEES**

#102\15 L SKORI – That the Board of Trustees will have representation on the following external committees as listed:

ASBA Zone 4

Trustee Heiberg  
Trustee Chromik (Alternate)

ASBA Second Languages Task Caucus

Trustee Severson

Canadian Parents for French

Trustee Erickson

Camrose and Area Alcohol and Drug Response Task Force

Trustee Severson

Community Adult Learning Council (Within Battle River School Division Boundaries)

Trustee Heiberg  
Trustee Skori (Alternate)



C2 Committee

Trustee Erickson.

CARRIED

**BOARD REPRESENTATION ON BRSD AD HOC COMMITTEES**

#103\15 N ERICKSON – That the Board of Trustees will have representation on the following ad hoc committees as listed:

Diversity, Equality, and Human Rights Committee

Trustee Erickson  
Trustee Severson (Alternate)

Healthy Schools Advisory Committee

Trustee Chromik  
Trustee Boast Radley (Alternate).

CARRIED

**MEETING RECESS**

The Organizational Meeting of the Board of Trustees recessed at 9:46 a.m. and reconvened at 9:57 a.m..

**POLICY 7, SCHEDULE B**

#104\15 T BOAST RADLEY – That the Board accept Policy 7 Board Operations, Schedule B as presented.

CARRIED

**BOARD ANNUAL WORK PLAN**

#105\15 R HEIBERG – That the Board of Trustees review the Board Annual Work Plan at every regularly scheduled meeting throughout the 2015 – 2016 school year.

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**ADJOURNMENT**

All items of business being completed and there being no dissent, Chair Sitler adjourned the meeting at 10:20 a.m.

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LORRIE SITLER, CHAIR

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IMOGENE WALSH, ASSISTANT SUPERINTENDENT - BUSINESS

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