

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON OCTOBER 23RD, 2017, COMMENCING AT 9:01 A.M.

PRESENT

LYLE ALBRECHT
KAREN BELICH
NORMAN ERICKSON
ZSUZSANNA HEMPERGER
JEFFRY KIMBALL
KENDALL SEVERSON
VALERIE SIMS
LAURIE SKORI

ABSENT

ALSO PRESENT

RITA MARLER, Superintendent of Schools
RAY BOSH, Assistant Superintendent – Student Services
BRETT HUCULAK, Assistant Superintendent – Human Resources
SHAN JORGENSON-ADAM, Assistant Superintendent – Learning
IMOGENE WALSH, Assistant Superintendent - Business
DIANE HUTCHINSON, Community Relations Advisor
SHIRLEY FAIRALL, Executive Assistant - Superintendent

I WALSH IN THE CHAIR

CALL TO ORDER

Assistant Superintendent – Business Walsh called the meeting to order at 9:01 a.m.

OATH OF OFFICE

All Trustees read, agreed to, and signed the Oath of Office.

APPROVAL OF AGENDA

#112\17 K SEVERSON – That the Board of Trustees approve the agenda of the Organizational Meeting as presented.

CARRIED

METHOD OF VOTING

#113\17 L SKORI – 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

#114\17 K BELICH – That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2018.

CARRIED

ELECTION OF BOARD CHAIR

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

Trustee Hemperger nominated Trustee Severson.

Trustee Erickson nominated Trustee Skori.

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 Executive Assistant - Superintendent Fairall.

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

OATH OF OFFICE FOR BOARD CHAIR

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

CHAIR SEVERSON ASSUMED THE CHAIR

ELECTION OF BOARD VICE-CHAIR

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

Trustee Skori nominated Trustee Erickson.
Trustee Belich nominated Trustee Skori.

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

Chair Severson declared that nominations cease.

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

OATH OF OFFICE FOR BOARD VICE CHAIR

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

MOTION TO DESTROY BALLOTS

#115\17 V SIMS – That the secret voting ballots be destroyed.

CARRIED

WELCOME AND MESSAGE TO TRUSTEES

Ms Rita Marler, Superintendent of Schools, congratulated Chair Severson and Vice Chair Erickson, and thanked the past Board for the work completed in the previous school year. Ms Marler welcomed all Trustees to the start of the 2017 – 2018 School Year.

SIGNING AUTHORITY

Bank Accounts

#116\17 N ERICKSON - That, in addition to the Chairman or Vice-Chairman, the Superintendent of Schools, the Assistant Superintendent – Student Services, and the Assistant Superintendent - Business be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

#117\17 V SIMS – That signing authorities for Alberta Education grant applications be either the Superintendent of Schools or the Assistant Superintendent – Business.

CARRIED

#118\17 S HEMPERGER - That signing authorities for all other grant applications be any one of the following persons: Superintendent of Schools, Assistant Superintendent – Student Services, Assistant Superintendent – Human Resources, Assistant Superintendent – Learning, or Assistant Superintendent – Business.

CARRIED

School Division Contracts

#119\17 S HEMPERGER - 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 – Human Resources, Assistant Superintendent – Learning, or Assistant Superintendent – Business.

CARRIED

#120\17 K BELICH - That the signing authorities for the International Program Agent Agreements be the Manager of Cultural and International Programs.

CARRIED

BORROWING RESOLUTION

#121\17 S HEMPERGER - 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

#122\17 V SIMS - 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

#123\17 L ALBRECHT - That the regular meetings of the Board of Trustees be taped to assist the Executive Assistant - Superintendent 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

#124\17 S HEMPERGER - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

MEETING DATES

#125\17 S HEMPERGER - That the regular meetings of the Board of Trustees be held on the fourth Thursday of each month, and that the second Thursday be either a continuation of the Regular Meeting, if needed, or Committee meetings.

CARRIED

COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES

#126\17 V SIMS - 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

#127\17 S HEMPERGER – That the Board establishes the following committees:

Board Committee of the Whole
All Trustees

Audit Committee
Four Trustees (one of whom is Chair or Vice Chair of the Board of Trustees)

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

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#128\17 N ERICKSON - That the Student Affairs Committee be empowered to act on behalf of the entire Board in all matters pertaining to Student Affairs.

CARRIED

MEETING RECESS

The Regular Meeting of the Board of Trustees recessed at 9:48 a.m. and reconvened at 10:02 a.m.

MEMBERSHIP OF TRUSTEES TO STANDING COMMITTEES

#129\17 J KIMBALL – That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole
All Trustees

Audit Committee
Chair Severson, Vice Chair Erickson, Trustee Albrecht, Trustee Hemperger

Executive Committee
Chair Severson and Vice Chair Erickson

Negotiating Committee - ATA
Vice Chair Erickson, Trustee Kimball, Trustee Skori
Trustee Hemperger (Alternate)

Negotiating Committee - Union Caretakers and Bus Drivers
Trustee Albrecht, Trustee Hemperger
Trustee Erickson (Alternate)

Policy Development \ Review Committee
Chair Severson, Trustee Belich, Trustee Sims

Student Affairs Committee
Trustee Hemperger, Trustee Sims, Trustee Skori
Chair Severson (Alternate)
Vice Chair Erickson (Alternate)

Community Engagement Committee

Trustee Belich, Trustee Sims, Trustee Skori.

CARRIED

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

#130\17 S HEMPERGER – That the Board of Trustees will have representation on the following external committees as listed:

ASBA Zone 4

1 Trustee and 1 Alternate

ASBA Second Languages Task Caucus

1 Trustee

Canadian Parents for French

1 Trustee

Camrose and Area Youth Risk Awareness Network

1 Trustee

Community Adult Learning Council

1 Trustee and 1 Alternate

Teachers' Employer Bargaining Association (TEBA)

Chair or Vice Chair of the Board of Trustees.

CARRIED

BOARD MEMBERSHIP ON EXTERNAL COMMITTEES

#131\17 V SIMS – That the Board of Trustees will have membership on the following external committees as listed:

ASBA Zone 4

Trustee Skori

Trustee Kimball (Alternate)

ASBA Second Languages Task Caucus

Trustee Hemperger

Canadian Parents for French

Trustee Belich

Camrose and Area Youth Risk Awareness Network

Trustee Sims

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

Trustee Sims

Vice Chair Erickson (Alternate)

Teachers' Employer Bargaining Association (TEBA)

Vice Chair Erickson.

CARRIED

BOARD REPRESENTATION ON BRSD AD HOC COMMITTEES

#132\17 L ALBRECHT – That the Board of Trustees will have representation on the following ad hoc committees as listed:

Cornerstone Christian Academy Committee

3 Trustees

Diversity, Equality, Human Rights Committee

1 Trustee and 1 Alternate.

CARRIED

BOARD REPRESENTATION ON BRSD AD HOC COMMITTEES

#133\17 S HEMPERGER – That the Board of Trustees will have representation on the following ad hoc committees as listed:

Cornerstone Christian Academy Committee

Chair Severson, Trustee Belich, Trustee Skori

Diversity, Equality, Human Rights Committee

Trustees Sims

Vice Chair Erickson (Alternate).

CARRIED

BOARD ANNUAL WORK PLAN

#134\17 N ERICKSON – That the Board of Trustees review the Board Annual Work Plan at every regularly scheduled meeting throughout the 2017 – 2018 school year.

CARRIED

ADJOURNMENT

All items of business being completed and there being no dissent, Chair Severson adjourned the meeting at 10:57 a.m.

KENDALL SEVERSON, CHAIR

IMOGENE WALSH, ASSISTANT SUPERINTENDENT – BUSINESS

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