

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON OCTOBER 28th, 2010,
COMMENCING AT 9:30 A.M.**

PRESENT

REBECCA HEIBERG
PETER MILLER
KENDALL SEVERSON
CHERYL SMITH
SHELLEY GRUNDBERG
JAMES FIELDING
DOUGLAS BOWIE
NOREEN METZ

ABSENT

ALSO PRESENT

LARRY PAYNE, Superintendent of Schools
RAY BOSH, Deputy Superintendent
BILL SCHULTE, Assistant Superintendent - Business
DIANE HUTCHINSON, Communications Officer
SHIRLEY FAIRALL, Recording Secretary

W SCHULTE IN THE CHAIR

CALL TO ORDER

Assistant Superintendent Schulte called the meeting to order at 9:30 a.m.

OATH OF OFFICE

Each Trustee was administered the oath of office by Mr Schulte. The oaths of office are attached to and form a part of these minutes.

METHOD OF VOTING

#149\10 D BOWIE – 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

#150\10 C SMITH – That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2011.

CARRIED

ELECTION OF BOARD CHAIR

Assistant Superintendent Schulte called for nominations for the position of Board Chair.

Trustee Heiberg nominated Trustee Smith.

Trustee Fielding nominated Trustee Bowie. Trustee Bowie declined the nomination.

Mr Schulte called twice for further nominations. There were no further nominations.

#151\10 P MILLER – That nominations cease.

Trustee Smith was declared elected by acclamation as Board Chair.

OATH OF OFFICE FOR BOARD CHAIR

Mr Schulte administered the oath of office for Board Chair to Cheryl Smith. The oath of office is attached to and forms a part of these minutes.

Ms Smith assumed the chair.

ELECTION OF BOARD VICE-CHAIR

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

Trustee Fielding nominated Trustee Bowie.
Trustee Heiberg nominated Trustee Miller.

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

#152\10 K SEVERSON moved nominations cease.

CARRIED

Ballots cast resulted in a tied vote.

Superintendent of Schools Payne, Deputy Superintendent Bosh, Assistant Superintendent - Business Schulte, Communications Coordinator Hutchinson, and Recording Secretary Fairall left the meeting at 9:46 a.m.

Trustees met privately in discussion.

Superintendent of Schools Payne, Deputy Superintendent Bosh, Assistant Superintendent - Business Schulte, Communications Coordinator Hutchinson, and Recording Secretary Fairall joined the meeting at 9:58 a.m.

Trustee Miller announced that he withdrew his name from the nominations.

Trustee Bowie was declared elected as Board Vice-Chair.

OATH OF OFFICE FOR BOARD VICE-CHAIR

Mr. Schulte administered the oath of office for Board Vice-Chair to Douglas Bowie. The oath of office is attached to and forms a part of these minutes.

SIGNING AUTHORITY

Bank Accounts

#153\10 J FIELDING - That, in addition to the Chairman or Vice-Chairman, the Superintendent of Schools, the Deputy Superintendent of Schools, and the Assistant Superintendent - Business, and Trustees Severson and Grundberg be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

#154\10 K SEVERSON - That signing authorities for grant applications be any one of the following persons: Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent – Instruction, Assistant Superintendent - Business or Treasurer.

CARRIED

SCHOOL DIVISION CONTRACTS

#155\10 P MILLER - That signing authorities for School Division contracts be any one of the following persons: the Chairman, Superintendent of Schools, Deputy Superintendent of Schools, or Assistant Superintendent – Business.

CARRIED

BORROWING RESOLUTION

#156\10 R HEIBERG - 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

#157\10 N METZ - That the Board may borrow from time to time from the Bank of Montreal, (a) sum(s) up to but not exceeding One Million Dollars (\$1,000,000.00) 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

ESTABLISHMENT OF STANDING COMMITTEES

#158\10 P MILLER – That the Board establishes the following committees:

- Board Committee of the Whole
- Budget Committee
- Audit Committee
- Capital Planning Committee
- Executive Committee
- Liaison Committee – Alberta Teachers’ Association Local 32
- Negotiating Committee – Alberta Teachers’ Association
- Negotiating Committee – Non Union Support Staff, Caretakers and Bus Drivers
- Policy Development/Review Committee
- Student Affairs Committee
- Consultative Process Committee
- Communications Committee

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#159\10 J FIELDING - That the Student Affairs Committee be empowered to act on behalf of the entire Board in all matters pertaining to Student Affairs.

CARRIED

ELECTION OF TRUSTEES TO COMMITTEES

Standing Committees

#160\10 R HEIBERG – That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole

All Trustees

Budget Committee

All Trustees

ATA Liasion

All Trustees

Audit Committee

Vice Chair Bowie, Trustee Fielding, Trustee Miller

Capital Planning Committee

Trustee Severson, Trustee Heiberg

Executive Committee

Chair Smith, Vice Chair Bowie

Negotiating Committee - ATA

Chair Smith, Trustee Miller, Trustee Fielding

Negotiating Committee - Non Union Support Staff, Caretakers and Bus Drivers

Trustee Grundberg, Trustee Severson

Policy Development \ Review Committee

Chair Smith, Trustee Fielding, Trustee Heiberg

Student Affairs Committee

Vice Chair Bowie, Trustee Metz, Trustee Miller, Trustee Severson (alternate)

Consultative Process

Chair Smith, Trustee Fielding, Trustee Metz, Trustee Miller

Communications Committee

Chair Smith, Vice Chair Bowie, Trustee Severson

CARRIED

Board Representation On Outside Committees

#161\10 K SEVERSON – That the Board of Trustees will have representation on the following outside committees as listed:

ASBA Zone 4

Vice Chair Bowie, Trustee Heiberg (alternate)

Canadian Parents for French

Chair Smith

Drug Response Task Force

Trustee Fielding

Family Literacy Management Committee

Trustee Metz

Performing Arts Centre Committee

Chair Smith

City of Camrose Environmental Education Center Committee

Trustee Heiberg

CARRIED

Board Representation on Superintendent's Committees

#162\10 N METZ – That the Board of Trustees will have representation on the following Superintendent's Committees as listed:

BRSD Professional Development Institute

Vice Chair Bowie

Growing To Greatness

Trustee Grundberg, Trustee Severson

Augustana Partnership

Chair Smith, Vice Chair Bowie, Trustee Heiberg

Declining Enrollment

Trustee Metz, Trustee Miller

CARRIED

MEETING RECESS

The regular meeting recessed at 11:02 a.m. and reconvened at 11:14 a.m.

REVIEW OF THE BOARD ANNUAL PLAN

#163\10 P MILLER – That the Board approves the Board Annual Plan as presented.

CARRIED

TAPING OF MEETINGS

#164\10 J FIELDING - 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

#165\10 D BOWIE - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

MEETING DATES

#166\10 J FIELDING - 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

COMMENCEMENT AND COMPLETION TIME FOR BOARD OF TRUSTEES' MEETINGS

#167\10 K SEVERSON - 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

MOTION TO DESTROY BALLOTS

#168\10 R HEIBERG – That the secret voting ballots be destroyed.

CARRIED

ADJOURNMENT

#169\10 J FIELDING – That the organizational meeting be adjourned.

CARRIED

The organizational meeting adjourned at 11:35 a.m.

CHERYL SMITH, CHAIR

WILLIAM SCHULTE, ASSISTANT SUPERINTENDENT – BUSINESS

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