

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 31ST, 2022, COMMENCING AT 9:00 A.M.

PRESENT

LYLE ALBRECHT
DOUG ALGAR
KAREN BELICH
DWIGHT DIBBEN
PATRICK MCFEELY

ABSENT

ALSO PRESENT

RITA MARLER, Superintendent of Schools
SHAN JORGENSON-ADAM, Deputy Superintendent
NATASHA WILM, Assistant Superintendent - Human Resources
IMOGENE WALSH, Secretary-Treasurer
DIANE HUTCHINSON, Director of Communications
SHIRLEY FAIRALL, Executive Assistant - Superintendent

I WALSH IN THE CHAIR

CALL TO ORDER

Secretary Treasurer Walsh called the meeting to order at 9:00 a.m.

APPROVAL OF AGENDA

#69\22 D DIBBEN - That the Board of Trustees approve the Agenda of the Organizational Meeting as presented.

CARRIED

METHOD OF VOTING

#70\22 K BELICH - That, in the event an election is required to fill various positions or offices, voting be conducted by open votes unless one or more Trustees request that the vote be conducted by secret ballot for the election of Chair and Vice Chair.

CARRIED

TERM OF OFFICE

#71\22 L ALBRECHT - That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2023.

CARRIED

MOTION TO DESTROY BALLOTS

#72\22 D DIBBEN - That the secret voting ballots be destroyed.

CARRIED

ELECTION OF BOARD CHAIR

Secretary Treasurer Walsh called for nominations for the position of Board Chair.

Trustee Algar nominated Trustee Belich.

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

Ms Walsh declared that nominations cease.

Trustee Belich was declared Chair elected by acclamation.

OATH OF OFFICE FOR BOARD CHAIR

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

CHAIR BELICH ASSUMED THE CHAIR

ELECTION OF BOARD VICE-CHAIR

Chair Belich called for nominations for the position of Board Vice Chair.

Trustee Dibben nominated Trustee Algar.

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

Chair Belich declared that nominations cease.

Vice Chair Algar 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 Vice Chair Algar. The Oath of Office is attached to and forms a part of these minutes.

WELCOME AND MESSAGE TO TRUSTEES

Dr Rita Marler, Superintendent of Schools, congratulated Chair Belich and Vice Chair Algar, and thanked the Board for their contribution to Battle River School Division in the 2021 - 2022 school year.

SIGNING AUTHORITY

Bank Accounts

- #73\22 P MCFEELY- That, in addition to the Chair or Vice Chair, the Superintendent of Schools and the Secretary-Treasurer be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

- #74\22 D DIBBEN - That signing authorities for Alberta Education grant applications be either the Superintendent of Schools or the Secretary-Treasurer.

CARRIED

- #75\22 L ALBRECHT - That signing authorities for all other grant applications be any one of the following persons: Superintendent of Schools, Deputy Superintendent, Assistant Superintendent - Human Resources, or Secretary-Treasurer.

CARRIED

School Division Contracts

- #76\22 D ALGAR - That signing authorities for Battle River School Division contracts be any one of the following persons: the Chairman, Superintendent of Schools, Deputy Superintendent, Assistant Superintendent - Human Resources, or Secretary-Treasurer.

CARRIED

- #77\22 D DIBBEN - That the signing authorities for the International Program Agent Agreements be the Superintendent of Schools or Assistant Superintendent - Human Resources.

CARRIED

BORROWING RESOLUTION

#78\22 P MCFEELY - 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 No. 31, as a resolution thereof:

1. That the Officers of the Board (Chair, Vice Chair, 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.

#79\22 D DIBBEN - That the Board of Trustees amend Motion #78\22 to read:

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 a duly licensed financial institution of Canada:

THEREFORE, BE IT ENACTED by the Board of Trustees of the Battle River Regional Division No. 31, as a resolution thereof:

1. That the Officers of the Board (Chair, Vice Chair, 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 a duly licensed financial institution (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

#80\22

D DIBBEN - That the Board may borrow from time to time from a duly licensed financial institution, sum(s) up to but not exceeding \$1,400,000 (\$1,000,000 line of credit and \$400,000 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

#81\22 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.

#82\22 D DIBBEN - That the Board of Trustees amend Motion #81\22 to read:

That the regular meetings of the Board of Trustees be audio 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

#83\22 D ALGAR- That notes with respect to in-camera sessions of the Board of Trustees not be kept.

CARRIED

MEETING DATES

#84\22 D DIBBEN - 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 with the exception of the October 2022, December 2022, March 2023, and June 2023 Regular Board Meetings which will be held on the second week of the month.

CARRIED

COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES

#85\22 L ALBRECHT - 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

#86\22 P MCFEELY - That the Board establishes the following committees:

That the Board establishes the following committees:

Board Committee of the Whole

All Trustees

Appeal Hearing Committee

Three Trustees

Audit Committee

Two Trustees (one of whom is Chair or Vice Chair of the Board of Trustees)

Executive Committee

Chair and Vice Chair

Negotiating Committee - ATA

Two Trustees

Negotiating Committee - Union Caretakers and Association Bus Drivers

Two Trustees

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

Two Trustees.

CARRIED

MEMBERSHIP OF TRUSTEES TO STANDING COMMITTEES

#87\22 D DIBBEN - That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole

All Trustees

Appeal Hearing Committee

Trustee McFeely (Chair)

Trustee Algar

Trustee Belich

Audit Committee

Trustee Albrecht (Chair)
Trustee Algar

Executive Committee

Chair Belich
Vice Chair Algar

Negotiating Committee - ATA

Trustee Algar (Chair)
Trustee Belich

Negotiating Committee - Union Caretakers and Association Bus Drivers

Trustee Dibben (Chair)
Trustee Albrecht

Policy Development \ Review Committee

Trustee Dibben (Chair)
Trustee Belich
Trustee McFeely

Student Affairs Committee

Trustee Belich (Chair)
Trustee Albrecht
Trustee McFeely

Trustee Algar (Alternate)
Trustee Dibben (Alternate)

Community Engagement Committee

Trustee Algar (Chair)
Trustee Belich.

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#88\22 D DIBBEN - That the Student Affairs Committee be empowered to act on behalf of the entire Board in all matters pertaining to Student Affairs.

CARRIED

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

#89\22 L ALBRECHT - That the Board of Trustees will have representation on the following external committees as listed:

ASBA Zone 4

1 Trustee and 1 Rotating

Canadian Parents for French

1 Trustee

Rural Caucus of Alberta

1 Trustee

Teachers' Employer Bargaining Association (TEBA)

1 Trustee.

CARRIED

BOARD MEMBERSHIP ON EXTERNAL COMMITTEES

#90\22 P MCFEELY - That the Board of Trustees will have membership on the following external committees as listed:

ASBA Zone 4

Trustee Belich
(And Rotating Trustee)

Canadian Parents for French

Trustee Dibben

Rural Caucus of Alberta

Trustee Dibben

Teachers' Employer Bargaining Association (TEBA)

Trustee Algar.

CARRIED

ADJOURNMENT

All items of business being completed and there being no dissent, Chair Belich adjourned the meeting at 10:00 a.m.

KAREN BELICH, CHAIR

IMOGENE WALSH, SECRETARY-TREASURER

TABLE OF CONTENTS

CALL TO ORDER	1
APPROVAL OF AGENDA	1
METHOD OF VOTING	1
TERM OF OFFICE	2
MOTION TO DESTROY BALLOTS	2
ELECTION OF BOARD CHAIR	2
OATH OF OFFICE FOR BOARD CHAIR	2
ELECTION OF BOARD VICE-CHAIR	2
OATH OF OFFICE FOR BOARD VICE CHAIR	3
SIGNING AUTHORITY	3
Funding and Grant Applications	3
School Division Contracts	3
BORROWING RESOLUTION	4
BORROWING MOTION	5
TAPING OF MEETINGS	6
NOTES FROM IN-CAMERA SESSION	6
MEETING DATES	6
COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES	6
ESTABLISHMENT OF STANDING COMMITTEES	7
MEMBERSHIP OF TRUSTEES TO STANDING COMMITTEES	7
AUTHORITY OF STUDENT AFFAIRS COMMITTEE	8
BOARD REPRESENTATION ON EXTERNAL COMMITTEES	9
BOARD MEMBERSHIP ON EXERNAL COMMITTEES	9