

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER SCHOOL DIVISION, HELD ON JUNE 21<sup>ST</sup>, 2023, COMMENCING AT 9:00 A.M.**

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**PRESENT**

LYLE ALBRECHT  
DOUG ALGAR  
KAREN BELICH  
DWIGHT DIBBEN  
PATRICK MCFEELY

**ABSENT**

SHAN JORGENSON-ADAM, Deputy Superintendent

**ALSO PRESENT**

RITA MARLER, Superintendent of Schools  
NATASHA WILM, Assistant Superintendent - Human Resources  
IMOGENE WALSH, Secretary-Treasurer  
STEPHEN HOYLAND, Director of Human Resources  
DIANE HUTCHINSON, Director of Communications  
SHIRLEY FAIRALL, Executive Assistant - Superintendent  
MICHELLE GIRVAN, 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**

#76\23            D DIBBEN - That the Board of Trustees approve the Agenda of the Organizational Meeting as amended.

CARRIED

**METHOD OF VOTING**

#77\23            D DIBBEN - 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.

#78\23 K BELICH - That the Board of Trustees amend Motion #77\23 to read:

That, in the event an election is required to fill various positions or offices, voting be conducted by secret ballot for the election of Chair and Vice Chair.

CARRIED

**TERM OF OFFICE**

#79\23 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 2024.

CARRIED

**ELECTION OF BOARD CHAIR**

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

Trustee Belich nominated Trustee McFeely.

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

Trustee D. Dibben called for nominations to cease.

Trustee McFeely was declared Chair elected by acclamation.

**OATH OF OFFICE FOR BOARD CHAIR**

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

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**CHAIR MCFEELY ASSUMED THE CHAIR**

**ELECTION OF BOARD VICE-CHAIR**

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

Trustee Dibben nominated Trustee Albrecht. Trustee Albrecht respectfully declined.

Trustee Belich nominated Trustee Algar.

Chair McFeely called twice for further nominations.

Trustee Albrecht nominated Trustee Dibben.

Chair McFeely called thrice for further nominations. There were no further nominations.

Chair McFeely declared that nominations cease.

Trustee Algar was declared Vice Chair elected by secret ballot.

**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.

**MOTION TO DESTROY BALLOTS**

#80\23 K BELICH - That the secret voting ballots be destroyed.

CARRIED

**WELCOME AND MESSAGE TO TRUSTEES**

Dr Rita Marler, Superintendent of Schools, congratulated Chair McFeely and Vice Chair Algar, and thanked the Board for their contribution to Battle River School Division in the 2022 - 2023 school year.

**SIGNING AUTHORITY**

Bank Accounts

#81\23 D ALGAR - 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

#82\23 L ALBRECHT - That signing authorities for Alberta Education grant applications be either the Superintendent of Schools or the Secretary-Treasurer.

CARRIED

#83\23 K BELICH - That signing authorities for all other grant applications be any one of the following persons: Superintendent of Schools, Assistant Superintendent - Human Resources, Assistant Superintendent - Education Services, or Secretary-Treasurer.

CARRIED

School Division Contracts

#84\23 D DIBBEN - That signing authorities for Battle River School Division contracts be any one of the following persons: the Chair, Superintendent of Schools, Assistant Superintendent - Human Resources, Assistant Superintendent - Education Services, or Secretary-Treasurer.

CARRIED

That the signing authorities for the International Program Agent Agreements be the Superintendent of Schools or Assistant Superintendent - Human Resources.

BORROWING RESOLUTION

#85\23 D DIBBEN - 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 School Division, as a resolution thereof:

1. That the Officers of the Board (Chair, Vice-Chair, Superintendent of Schools and the Secretary-Treasurer) of the Battle River School Division 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**

#86\23 K BELICH - That the Board may borrow from time to time from a duly licensed financial institution, sum(s) up to but not exceeding \$1,500,000 (\$1,000,000 line of credit and \$500,000 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**

#87\23 D ALGAR - 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**

#88\23 L ALBRECHT - that no notes be kept with respect to in-camera sessions of the Board of Trustees.

CARRIED

**MEETING DATES**

#89\23 K BELICH - 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 Regular Meeting, if needed, or Committee meetings with the exception of the December, and June Regular Board Meetings which will be held on the second week of the month. For the 2023-2024 school year, the November Board Meeting will be held on November 28, 2023.

CARRIED

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

#90\23 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**

#91\23 D ALGAR - That the Board establishes the following committees:

**Board Committee of the Whole**

All Trustees

**Appeal Hearing Committee**

All 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**

All Trustees

**Student Affairs Committee**

Three Trustees and two alternates

**Community Engagement Committee**

Two Trustees

#92\23 D DIBBEN - That the Board of Trustees amend Motion #91\23 to read:

That the Board establishes the following committees:

**Board Committee of the Whole**

All Trustees

**Appeal Hearing Committee**

All 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**

Two Trustees

**Student Affairs Committee**

Three Trustees and two alternates

**Community Engagement Committee**

Two Trustees

CARRIED

**MEMBERSHIP OF TRUSTEES TO STANDING COMMITTEES**

#93\23 D DIBBEN - That the memberships on the Board Standing Committees will be as follows:

**Board Committee of the Whole**

All Trustees

Appeal Hearing Committee

All Trustees

Audit Committee

Karen Belich

Patrick McFeely

Executive Committee

Chair McFeely

Vice Chair Algar

Negotiating Committee - ATA

Trustee Algar

Trustee Belich

Negotiating Committee - Union Caretakers and Association Bus Drivers

Trustee Algar

Trustee Albrecht

Policy Development \ Review Committee

Trustee McFeely

Trustee Dibben

Student Affairs Committee

Trustee Belich

Trustee Albrecht

Trustee McFeely

Trustee Algar (Alternate)

Trustee Dibben (Alternate)

Community Engagement Committee

Trustee Dibben

Trustee Belich

CARRIED

**AUTHORITY OF STUDENT AFFAIRS COMMITTEE**

#94\23

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**

#95\23 K BELICH - That the Board of Trustees will have representation on the following external committees as listed:

ASBA Zone 4

1 Trustee and 1 Rotating Alternate

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**

#96\23 K BELICH - 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 Belich

Teachers' Employer Bargaining Association (TEBA)

Trustee Algar.

CARRIED

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ADJOURNMENT

All items of business being completed and there being no dissent, Chair McFeely adjourned the meeting at 9:52 a.m.

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PATRICK MCFEELY, CHAIR

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IMOGENE WALSH, SECRETARY-TREASURER

## TABLE OF CONTENTS

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