

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER SCHOOL DIVISION, HELD ON JUNE 26, 2024, COMMENCING AT 9:00 A.M.

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PRESENT

LYLE ALBRECHT  
DOUG ALGAR  
KAREN BELICH  
DWIGHT DIBBEN  
PATRICK MCFEELY

ABSENT

ALSO PRESENT

RHAE-ANN HOLOIEN, Superintendent of Schools  
NATASHA WILM, Assistant Superintendent - Human Resources  
IMOGENE WALSH, Secretary-Treasurer  
STEPHEN HOYLAND, Director of Human Resources  
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

#98/24 K BELICH - That the Board of Trustees approve the Agenda of the Organizational Meeting as amended.

CARRIED

METHOD OF VOTING

#99\24 K BELICH - 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

#100\24 D ALGAR - That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2025.

CARRIED

ELECTION OF BOARD CHAIR

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

Trustee Algar nominated Trustee McFeely.

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

Ms Walsh 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 Belich nominated Trustee Algar.

Chair McFeely called twice more for further nominations.

Chair McFeely declared that nominations cease.

Trustee 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

Rhae-Ann Holoien, Superintendent of Schools, congratulated Chair McFeely and Vice Chair Algar, and thanked the Board for their contribution to Battle River School Division in the 2023 - 2024 school year.

SIGNING AUTHORITY

Bank Accounts

#101\24 K BELICH - 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

#102\24 D DIBBEN - That signing authorities for Alberta Education grant applications be either the Superintendent of Schools or the Secretary-Treasurer.

CARRIED

#103\24 L ALBRECHT - 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

#104\24 D ALGAR - 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

BORROWING RESOLUTION

#105\24 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**

#106\24 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

#107\24 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

#108\24 L ALBRECHT - that no notes be kept with respect to in-camera sessions of the Board of Trustees.

CARRIED

MEETING DATES

#109\24 D DIBBEN - That the Board of Trustees establish the following Board Meeting dates:

- September 26, 2024
- October 24, 2024
- November 28, 2024
- December 12, 2024
- January 23, 2025
- February 13, 2025
- March 20, 2025
- April 24, 2025
- May 8, 2025
- May 27, 2025
- June 12, 2025
- September 25, 2025

CARRIED

COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES

#110\24 K BELICH - 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

#111\24 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

Two Trustees

Student Affairs Committee

Three Trustees and two alternates

Community Engagement Committee

Two Trustees

CARRIED

MEMBERSHIP OF TRUSTEES TO STANDING COMMITTEES

#112\24 L ALBRECHT - 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

Trustee Belich

Trustee McFeely

Executive Committee

Chair McFeely

Vice Chair Algar

Negotiating Committee - ATA

Trustee Algar

Trustee Belich

Negotiating Committee - Union Caretakers and Association Bus Drivers

Trustee Albrecht

Trustee Algar

Policy Development \ Review Committee

Trustee Albrecht

Trustee Dibben

Student Affairs Committee

Trustee Belich

Trustee Dibben

Trustee McFeely

Trustee Albrecht (Alternate)

Trustee Algar (Alternate)

Community Engagement Committee

Trustee Algar

Trustee Belich

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#113\24 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

#114\24 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 and 1 Alternate

Teachers' Employer Bargaining Association (TEBA)

1 Trustee.

CARRIED

BOARD MEMBERSHIP ON EXERNAL COMMITTEES

#115\24 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  
Trustee McFeely - Alternate

Teachers' Employer Bargaining Association (TEBA)

Trustee Algar.

CARRIED

BOARD MEMBERSHIP ON EXERNAL COMMITTEES

#116\24 D DIBBEN - That the Board of Trustees review the Board Work Plan at every regularly scheduled meeting throughout the 2024-2025 school year.



ADJOURNMENT

All items of business being completed and there being no dissent, Chair McFeely adjourned the meeting at 10:06 a.m.

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PATRICK MCFEELY, CHAIR

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IMOGENE WALSH, SECRETARY-TREASURER

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