

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 30th, 2012,
COMMENCING AT 9:00 A.M.**

PRESENT

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

ABSENT

ALSO PRESENT

LARRY PAYNE, Superintendent of Schools
RAY BOSH, Assistant Superintendent – Student Services
RICK JARRETT, Assistant Superintendent – Instruction
IMOGENE WALSH, Assistant Superintendent - Business
DIANE HUTCHINSON, Communications Officer
SHIRLEY FAIRALL, Recording Secretary

I WALSH IN THE CHAIR

CALL TO ORDER

Assistant Superintendent Walsh called the meeting to order at 9:05 a.m.

APPROVAL OF AGENDA

#78\12 N METZ - That the Board of Trustees approves the agenda as presented.

CARRIED

METHOD OF VOTING

#79\12 P MILLER – 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

#80\12 R HEIBERG – That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2013.

CARRIED

ELECTION OF BOARD CHAIR

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

Trustee Smith nominated Trustee Bowie

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

#81\12 P MILLER – That nominations cease.

Trustee Bowie was declared elected by acclamation as Board Chair.

OATH OF OFFICE FOR BOARD CHAIR

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

Trustee Bowie assumed the chair.

ELECTION OF BOARD VICE-CHAIR

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

Trustee Smith nominated Trustee Miller.

Trustee Grundberg nominated Trustee Severson.

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

#82\12 R HEIBERG - That nominations cease.

Voting was conducted by ballots. Ballots were counted by Superintendent of Schools Payne, Assistant Superintendent – Instruction Jarrett, and Assistant Superintendent – Business Walsh resulting in a tied vote. Voting for the Vice Chair position resumed for a second time. Ballots were

counted by Superintendent of Schools Payne, Assistant Superintendent – Instruction Jarrett, and Assistant Superintendent – Business Walsh for a second time resulting in a tied vote. Voting for the Vice Chair position resumed for a third time. Ballots were counted by Superintendent of Schools Payne, Assistant Superintendent – Instruction Jarrett, and Assistant Superintendent – Business Walsh resulting in a tied vote for a third time.

Dr Larry Payne, Superintendent of Schools, advised Trustees that each nominee would be allowed a two minute platform to address Trustees.

Ballots were cast by Trustees and counted for a fourth time by Superintendent of Schools Payne, Assistant Superintendent – Instruction Jarrett, and Assistant Superintendent – Business Walsh.

Imogene Walsh, Assistant Superintendent – Business, announced Trustee Miller 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 Miller. The Oath of Office is attached to and forms a part of these minutes.

Dr Larry Payne, Superintendent of Schools, congratulated the new Chair and Vice Chair and advised that Administration looks forward to working with the new Board Executive.

Dr Larry Payne, Superintendent of Schools, acknowledged the many contributions and professional leadership exhibited by Past Chair Smith.

Trustee Smith stated it has been an honour and a privilege to forward the vision of BRSD during her term as Chair.

SIGNING AUTHORITY

Bank Accounts

#83\12 K SEVERSON - That, in addition to the Chair or Vice Chair, 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

#84\12 P MILLER - That signing authorities for grant applications be any one of the following persons: Superintendent of Schools, Assistant Superintendent - Student Services, Assistant Superintendent – Instruction, or Assistant Superintendent - Business.

CARRIED

SCHOOL DIVISION CONTRACTS

#85\12 K SEVERSON - That signing authorities for School Division contracts be any one of the following persons: the Chairman, Superintendent of Schools, Assistant Superintendent - Student Services, Assistant Superintendent – Instruction, or Assistant Superintendent – Business.

CARRIED

BORROWING RESOLUTION

#86\12 N METZ - 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

#87\12 R HEIBERG - That the Board may borrow from time to time from the Bank of Montreal, (a) sum(s) up to but not exceeding \$1,100,000 (\$1,000,000 line of credit and \$100,000 Corporate Master 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

ESTABLISHMENT OF STANDING COMMITTEES

#88\12 R HEIBERG - That the Audit Committee and Executive Committee Terms of Reference be adopted with amendments as presented, and are attached to and form a part of these minutes.

CARRIED

#89\12 N METZ - That the Negotiating Committee – ATA and Negotiating Committee – Caretakers and Bus Drivers Terms of Reference be adopted with amendments as presented, and are attached to and form a part of these minutes.

CARRIED

#90\12 P MILLER - That the Policy Development \ Review Committee, Student Affairs Committee and Community Engagement Committee Terms of Reference be adopted with amendments as presented, and are attached to and form a part of these minutes.

CARRIED

MEETING RECESS

The regular meeting recessed at 10:05 a.m. and reconvened at 10:16 a.m.

#91\12 C SMITH – That the Board establishes the following committees:

Board Committee of the Whole
Audit Committee
Executive Committee
Negotiating Committee – Alberta Teachers’ Association
Negotiating Committee – Caretakers and Bus Drivers
Policy Development/Review Committee
Student Affairs Committee
Community Engagement Committee.

CARRIED

#92\12 R HEIBERG – That the Budget Committee, Liaison Committee – ATA, Communications Committee are no longer required as Standing Committees since they are subsidiaries and form a part of the Board Committee of the Whole.

CARRIED

#93\12 K SEVERSON – That the Capital Planning Committee continue to be a Standing Committee of the Board of Trustees.

Trustees re-evaluated the role of the Capital Planning Committee.

OPPOSED

#94\12 J FIELDING – That the Capital Planning Committee is a subsidiary and forms a part of the Board Committee of the Whole.

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#95\12 R HEIBERG - 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

#96\12 P MILLER – That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole

All Trustees

Audit Committee

Trustee Fielding (Chair), Trustee Miller, Trustee Severson

Executive Committee

Chair Bowie, Vice Chair Miller

Negotiating Committee - ATA

Trustee Miller (Chair), Chair Bowie, Trustee Fielding,
Trustee Heiberg (Alternate)

Negotiating Committee - Caretakers and Bus Drivers

Trustee Severson (Chair), Trustee Metz, Trustee Grundberg (Alternate)

Policy Development \ Review Committee

Trustee Metz (Chair), Trustee Severson, Trustee Fielding

Student Affairs Committee

Trustee Metz (Chair), Trustee Miller, Trustee Severson
Trustee Heiberg (Alternate)

Community Engagement Committee

Trustee Grundberg (Chair), Trustee Metz, Trustee Heiberg, Trustee Smith

Board Representation On Outside Committees

#97\12

P MILLER – That the Board of Trustees will have representation on the following outside committees as listed:

ASBA Zone 4

Trustee Heiberg, Trustee Miller (Alternate)

Canadian Parents for French

Trustee Smith

Drug Response Task Force

Trustee Severson

Community Adult Learning Council

Trustee Heiberg

Leaders of Tomorrow

Trustee Grundberg, Chair Bowie (Alternate)

CARRIED

Board Representation on Superintendent's Committees

#98\12 J FIELDING – That the Board of Trustees will have representation on the following Superintendent's Committees as listed:

Equity Committee

Board Chair
Jim Fielding
(Any Board Member wishing to participate)

Student Leadership Committee

Board Chair
Kendall Severson
(Any Board Member wishing to participate)

CARRIED

Trustee Smith commended Dr Larry Payne, Superintendent of Schools for striking these committees as a direct reflection of Battle River School Division's vision to listen to student voice.

POLICY 8 – COMMITTEES OF THE BOARD & POLICY 9 – BOARD REPRESENTATIVES

#99\12 K SEVERSON – That Policy 8 – Committees Of The Board and Policy 9 – Board Representatives be approved with amendments as presented.

CARRIED

REVIEW OF THE BOARD ANNUAL PLAN

#100\12 C SMITH – That the Board approves the Board Annual Plan with amendments as presented.

CARRIED

TAPING OF MEETINGS

#101\12 K SEVERSON - 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

#102\12 P MILLER - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

MEETING DATES

#103\12 N METZ - 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

#104\12 R HEIBERG - 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

POLICY 7 – BOARD OPERATIONS

#105\12 C SMITH – That any adjustments to Trustee honoraria or per diem remuneration be postponed until the compensation review has been completed.

CARRIED

ADJOURNMENT

#106\12 K SEVERSON – That the organizational meeting be adjourned at 11:27 a.m.

CARRIED

DOUG BOWIE, CHAIR

DR LARRY PAYNE, SUPERINTENDENT OF SCHOOLS

TABLE OF CONTENTS

CALL TO ORDER..... 1

APPROVAL OF AGENDA 1

METHOD OF VOTING 1

TERM OF OFFICE 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

 BANK ACCOUNTS 3

 FUNDING AND GRANT APPLICATIONS 3

SCHOOL DIVISION CONTRACTS 4

BORROWING RESOLUTION 4

BORROWING MOTION..... 5

ESTABLISHMENT OF STANDING COMMITTEES 5

AUTHORITY OF STUDENT AFFAIRS COMMITTEE 6

ELECTION OF TRUSTEES TO COMMITTEES 6

 STANDING COMMITTEES 6

 BOARD REPRESENTATION ON OUTSIDE COMMITTEES 7

 BOARD REPRESENTATION ON SUPERINTENDENT’S COMMITTEES 8

POLICY 8 – COMMITTEES OF THE BOARD & POLICY 9 – BOARD REPRESENTATIVES..... 8

REVIEW OF THE BOARD ANNUAL PLAN 9

TAPING OF MEETINGS 9

NOTES FROM IN-CAMERA SESSION..... 9

MEETING DATES 9

COMMENCEMENT AND COMPLETION TIME FOR BOARD OF TRUSTEES’ MEETINGS 9

POLICY 7 – BOARD OPERATIONS..... 9