

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 25th, 2011,
COMMENCING AT 9:05 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, Assistant Superintendent – Student Services
RICK JARRETT, Assistant Superintendent – Instruction
BILL SCHULTE, Assistant Superintendent – Business
IMOGENE WALSH, Treasurer
DIANE HUTCHINSON, Communications Coordinator
SHIRLEY FAIRALL, Recording Secretary

W SCHULTE IN THE CHAIR

CALL TO ORDER

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

APPROVAL OF AGENDA

#99\11 D BOWIE – That the Organizational Meeting agenda be approved with the addition of the Term of Office item.

METHOD OF VOTING

#100\11 R HEIBERG – 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

#101\11 P MILLER – That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2012.

CARRIED

ELECTION OF BOARD CHAIR

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

Trustee Bowie nominated Trustee Smith.

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

#102\11 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 Miller nominated Trustee Bowie.

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

#103\11 P MILLER - That nominations cease.

Trustee Bowie was declared elected by acclamation 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

#104\11 R HEIBERG - That, in addition to the Chair or Vice-Chair, the Superintendent of Schools, the Assistant Superintendent – Student Services, and Assistant Superintendent - Business, and Trustees Severson and Grundberg be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

#105\11 K SEVERSON - That signing authorities for grant applications be any one of the following persons: Superintendent of Schools, Assistant Superintendent - Student Services, Assistant Superintendent – Instruction, Assistant Superintendent – Business, or Treasurer.

CARRIED

SCHOOL DIVISION CONTRACTS

#106\11 P MILLER - 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

#107\11 K SEVERSON - 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

#108\11 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

#109\11 R HEIBERG – 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
Community Engagement Committee
Communications Committee.

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#110\11 K SEVERSON - 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

#111\11 N METZ – 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 Severson

Capital Planning Committee

Trustee Miller, Trustee Severson

Executive Committee

Chair Smith, Vice Chair Bowie

Negotiating Committee - ATA

Vice Chair Bowie, Trustee Fielding, Trustee Miller

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

Trustee Grundberg, Trustee Metz

Policy Development \ Review Committee

Trustee Fielding, Trustee Heiberg, Trustee Severson,

Student Affairs Committee

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

Community Engagement Committee

Trustee Grundberg, Trustee Heiberg, Trustee Metz, Trustee Miller

Communications Committee

Chair Smith \ Vice Chair Bowie, Trustee Severson, Trustee Metz.

CARRIED

BOARD REPRESENTATION ON OUTSIDE COMMITTEES

#112\11

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)

ASBA Speech Competition

Trustee Grundberg

Canadian Parents for French

Chair Smith

City of Camrose Environmental Education Center Committee

Trustee Heiberg

Drug Response Task Force

Trustee Fielding

Family Literacy Management Committee

Trustee Heiberg, Trustee Grundberg (alternate)

Leaders of Tomorrow

Shelley Grundberg
Doug Bowie (alternate)

Performing Arts Centre Committee

Chair Smith.

CARRIED

BOARD REPRESENTATION ON SUPERINTENDENT'S COMMITTEES

#113\11

R HEIBERG – That the Board of Trustees will have representation on the following Superintendent's Committees as listed:

BRSD Professional Development Institute

Chair Smith, Trustee Miller (alternate)

Growing To Greatness

Trustee Fielding, Trustee Heiberg

Virtual Learning Committee

Vice Chair Bowie, Trustee Metz, Trustee Miller, Trustee Severson

CARRIED

MEETING RECESS

The Organizational Meeting recessed at 10:14 a.m. and reconvened at 10:37 a.m.

REVIEW OF THE BOARD ANNUAL PLAN

The Board Annual Plan is postponed to the September 8th, 2011 meeting for further discussion.

TAPING OF MEETINGS

#114\11 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

#115\11 P MILLER - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

MEETING DATES

#116\11 VICE CHAIR BOWIE - 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

#117\11 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

#118\11 K SEVERSON – That for the 2011-12 school year, Trustees will forego the 4.5% increase as per Policy 7 Board Operations Section 11.1 on daily per diem rates.

CARRIED

BOARD SELF EVALUATION

Chair Smith reminded Trustees and Dr Larry Payne, Superintendent of Schools, to complete the Board Self Evaluation and return it to the Executive Assistant, Operations, by September 8th, 2011 for compilation.

ADJOURNMENT

#119\11 K SEVERSON – That the organizational meeting be adjourned at 11:59 a.m.

CARRIED

The Organizational Meeting adjourned at 11:59 a.m.

CHERYL SMITH, CHAIR

WILLIAM SCHULTE, ASSISTANT SUPERINTENDENT – BUSINESS

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 3

BORROWING RESOLUTION 3

BORROWING MOTION..... 4

ESTABLISHMENT OF STANDING COMMITTEES 4

AUTHORITY OF STUDENT AFFAIRS COMMITTEE 5

ELECTION OF TRUSTEES TO COMMITTEES 5

 STANDING COMMITTEES 5

 BOARD REPRESENTATION ON OUTSIDE COMMITTEES 6

 BOARD REPRESENTATION ON SUPERINTENDENT’S COMMITTEES 7

REVIEW OF THE BOARD ANNUAL PLAN 8

TAPING OF MEETINGS 8

NOTES FROM IN-CAMERA SESSION..... 8

MEETING DATES 8

COMMENCEMENT AND COMPLETION TIME FOR BOARD OF TRUSTEES’ MEETINGS 8

POLICY 7 – BOARD OPERATIONS..... 9

BOARD SELF EVALUATION..... 9