

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 31, 2009,
COMMENCING AT 1:09 P.M.**

PRESENT

REBECCA HEIBERG
PETER MILLER
KENDALL SEVERSON
VICTOR PETRUK
CHERYL SMITH
HAMEED SYED
PATRICIA ZENIUK
KEN OFFORD (joined at 1:10 p.m.)

ABSENT

ALSO PRESENT

LARRY PAYNE, Superintendent of Schools
RAY BOSH, Deputy Superintendent
BILL SCHULTE, Assistant Superintendent - Business
DIANE HUTCHINSON, Communications Officer
SHIRLEY FAIRALL, Recording Secretary

W SCHULTE IN THE CHAIR

CALL TO ORDER

Assistant Superintendent of Schools – Business, Schulte called the meeting to order at 1:09 p.m.

METHOD OF VOTING

#87\09 H SYED – 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

#88\09 V PETRUK – That the term of office for Chair, Vice-Chair and all committee positions be held until Election of the Trustees in 2010.

CARRIED

ELECTION OF BOARD CHAIR

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

Trustee Syed nominated Trustee Smith.

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

Cheryl 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.

Ms Smith assumed the chair and advised the Trustees that she takes the oath with a great deal of pride and gratitude to the Board in the work that we continue to do on behalf of our kids. She noted that she is looking forward to the 2009 - 2010 school year.

ELECTION OF BOARD VICE-CHAIR

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

Trustee Syed nominated Trustee Zeniuk.

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

Patricia Zeniuk was declared elected by acclamation as Board Vice-Chair.

OATH OF OFFICE FOR BOARD VICE-CHAIR

Mr. Schulte administered the oath of office of Board Vice-Chair to Patricia Zeniuk.

Vice Chair Zeniuk thanked the Trustees for their vote of confidence and noted she believes that the Trustees as a team work well together and will succeed through challenges they may face this year.

Dr Payne acknowledged on behalf of management and staff, the good working relationship with the whole Board, but in particular how well the Executive Committee works with staff. The open lines of communication are greatly appreciated.

SIGNING AUTHORITY

Bank Accounts

#89\09 P MILLER - That, in addition to the Chairman or Vice-Chairman, the Superintendent of Schools, the Deputy Superintendent of Schools, and the Assistant Superintendent (Business), and Trustees Syed and Severson be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

#90\09 P ZENIUK - That signing authorities for grant applications be any one of the following persons: Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent – Instruction, Assistant Superintendent - Business or Treasurer.

CARRIED

SCHOOL DIVISION CONTRACTS

#91\09 R HEIBERG - That signing authorities for school division contracts be any one of the following persons: the Chairman, Superintendent of Schools, Deputy Superintendent of Schools, or Assistant Superintendent – Business.

CARRIED

BORROWING RESOLUTION

#92\09 P ZENIUK - 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

#93\09 K SEVERSON - 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

#94\09 K SEVERSON – That the Board establishes the following committees:

Board Committee of the Whole
 Budget Committee
 Audit Committee
 Capital Planning Committee
 Executive Committee
 Negotiating Committee – Alberta Teachers' Association
 Negotiating Committee – Caretakers and Bus Drivers
 Policy Development/Review Committee
 Student Affairs Committee
 Consultative Process Committee
 Small Schools \ Alternative Programming Committee

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#95\09 P ZENIUK - 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\09 P MILLER – That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole

All Trustees

Budget Committee

All Trustees

Audit Committee

Trustee Miller; Trustee Offord and Chair Smith

Capital Planning Committee

Trustee Severson; Trustee Petruk and Vice Chair Zeniuk

Executive Committee

Chair Smith and Vice Chair Zeniuk

Negotiating Committee - ATA

Trustee Miller; Trustee Syed; and Vice Chair Zeniuk

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

Trustee Severson and Trustee Heiberg

Policy Development \ Review Committee

Chair Smith; Vice Chair Zeniuk; and Trustee Heiberg

Small Schools \ Alternative Programming Committee

Vice Chair Zeniuk; Trustee Severson; and Trustee Heiberg

Student Affairs Committee

Chair Smith; Trustee Severson; and Trustee Heiberg

Consultative Process

Trustee Miller; Trustee Petruk; and Chair Smith

CARRIED

Board Representation On Outside Committees

#97\09

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

ASBA Zone 4

Trustee Offord and Vice Chair Zeniuk

Public School Boards' Association of Alberta

Trustee Offord with Trustee Miller as an alternate

Canadian Parents for French

Chair Smith

Drug Response Task Force

Trustee Miller

Family Literacy Management Committee

Chair Smith

Performing Arts Centre Committee

Chair Smith

City of Camrose Environmental Education Center Committee

Trustee Heiberg

CARRIED

Board Representation on Superintendent's Committees

#98\09

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

Pyramid of Success

Trustee Petruk and Vice Chair Zeniuk

Learning Together Program

Trustee Petruk and Vice Chair Zeniuk as an alternate

Professional Development Committee

Chair Smith and Trustee Petruk

Assessment Committee

Current members of the Policy Development \ Review Committee

Promoting Healthy Lifestyles

Vice Chair Zeniuk and Trustee Heiberg

Teacher Advisory Group

Chair Smith

Rural Development Committee

Trustee Miller and Trustee Petruk

Liaison Committee – Non Union Support Staff; Caretakers and Bus Drivers

Trustee Severson; Trustee Miller and Trustee Heiberg

CARRIED

REVIEW OF THE BOARD ANNUAL PLAN

#99\09 V PETRUK – That the Board approves the Board Annual Plan as presented.

CARRIED

TAPING OF MEETINGS

#100\09 R HEIBERG - 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

#101\09 K SEVERSON - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

MEETING DATES

#102\09 K OFFORD - 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

#103\09 P MILLER - That, with respect to the meetings of the Board of Trustees, the commencement time be 9:30 a.m. and the completion time be 5:00 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

REMUNERATION

Basic Honoraria and Per Diem Rates for Trustees

#104\09 H SYED - That the Board adopt the following changes to Policy 7 – Board Operations, effective September 1, 2009:

Item 2.7 to be deleted

Item 11.1 to read: The Honoraria and Per Diem Rates are adjusted in September of each year by an increase in accordance with the percentage increase in base grants provided to Battle River School Division by Alberta Education. Honoraria shall be reviewed by the Board, in consultation with the Treasurer every three years.

CARRIED

#105\09 H SYED – That Policy 7 be amended to include the Chair and Vice Chair allowance of 40% and 20%, respectively, of the Basic Annual Honoraria.

CARRIED

Kilometer Rate

#106\09 H SYED – That the kilometer rate be as per the Canada Revenue Agency Automobile Allowance rate which is set annually, therefore effective September 1, 2009, the rates will be \$0.52/kilometer for the first 5000 kilometers and \$0.46/kilometer thereafter.

CARRIED

Meals

#107\09 H SYED – That meals, without receipts, be compensated according to the following schedule:

Breakfast -	\$ 9.00
Lunch -	\$11.50
Supper -	\$18.00

CARRIED

Schedule of Meetings for Per Diems

#108\09 P ZENIUK - That Schedule A listing meetings for which Trustees shall receive per diem remuneration be approved as presented.

CARRIED

ADJOURNMENT

#109\09 P. ZENIUK – That the organizational meeting be adjourned.

CARRIED

The organizational meeting adjourned at 2:35 p.m.

CHERYL SMITH, CHAIR

WILLIAM SCHULTE, ASSISTANT SUPERINTENDENT – BUSINESS

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