

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 24, 2006,
COMMENCING AT 9:35 A.M.**

PRESENT

REBECCA HEIBERG
BRENDA HERDER
GERRY OBERG
KEN OFFORD
VICTOR PETRUK (joined the meeting at 9:39 a.m.)
CHERYL SMITH
HAMEED SYED
PATRICIA ZENIUK

ABSENT

ALSO PRESENT

WARREN PHILLIPS, Superintendent of Schools
RAY BOSH, Deputy Superintendent
BILL SCHULTE, Secretary-Treasurer
DIANE HUTCHINSON, Communications Officer
SYLVIA LAUBER, Recording Secretary

B. HERDER IN THE CHAIR

CALL TO ORDER

Chairman Herder called the meeting to order at 9:35 a.m.

METHOD OF VOTING

#140/06 K. OFFORD – 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

SIGNING AUTHORITY

Bank Accounts

#141/06 R. HEIBERG - That, in addition to the Chairman or Vice-Chairman; the Superintendent of Schools, the Deputy Superintendent of Schools, the Secretary-Treasurer, and Trustee Syed be granted signing authority for all Divisional bank accounts.

CARRIED

Borrowing Resolution

#142/06

H. SYED - 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 Secretary-Treasurer) 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

- #143/06 P. ZENIUK - 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

Funding and Grant Applications

- #144/06 K. OFFORD - That signing authorities for grant applications be any one of the following persons: the Chairman, Superintendent of Schools, Deputy Superintendent of Schools, and/or the Secretary-Treasurer.
- CARRIED

COMMITTEES

- #145/06 H. SYED – That the Trustees currently serving on the Board Committees and outside representations for the 2005-06 school year continue to serve on those Committees for the 2006-07 school year, with the exception of the Capital Planning Committee and the ASBA Zone 4 Representative.
- CARRIED

Therefore, the following persons will serve on the noted Committees:

Student Affairs Committee – Rebecca Heiberg, Gerry Oberg, Patricia Zeniuk with Brenda Herder serving as an alternate

ATA Negotiating Committee – Vic Petruk, Hameed Syed, and Patricia Zeniuk with Ken Offord serving as an alternate

Liaison Committee, Division Non-Union Support Staff – Rebecca Heiberg, Brenda Herder and Vic Petruk

Negotiating/Liaison Committee, All Caretakers and Bus Drivers – Gerry Oberg and Cheryl Smith

Executive Committee – Brenda Herder and Cheryl Smith

Budget Committee – all Trustees

Policy Development/Review Committee – Rebecca Heiberg, Cheryl Smith and Patricia Zeniuk with Hameed Syed serving as an alternate

Small Schools Committee – Rebecca Heiberg, Brenda Herder, Cheryl Smith

ATA Liaison Committee – all Trustees

Communications Liaison Committee – Rebecca Heiberg and Patricia Zeniuk

Drug Response Task Force – Cheryl Smith

Performing Arts Centre Committee – Cheryl Smith

Learning Together Steering Committee – Vic Petruk

Healthy Interactions Committee – Brenda Herder

Safe and Caring Steering Committee – Cheryl Smith

Audit Committee

Chairman Herder called for volunteers or nominations to serve on the Audit Committee.

Chairman Herder nominated Gerry Oberg.
Trustee Syed nominated Ken Offord.
Vice-Chairman Smith nominated Brenda Herder.

Trustee Syed offered to serve as an alternate if needed.

Chairman Herder called for further nominations or volunteers. There were no further nominations or volunteers.

Gerry Oberg, Ken Offord and Brenda Herder were declared elected to serve on the Audit Committee.

Capital Planning Committee

#146/06 K. OFFORD – That the Board of Trustees strikes a Capital Planning Committee, and further that this Committee consists of four Trustees.

CARRIED

Chairman Herder called for nominations or volunteers to serve on the Capital Planning Committee.

Trustee Syed nominated Gerry Oberg, Ken Offord, Vic Petruk and Cheryl Smith.

Chairman Herder called for further nominations or volunteers. There were no further nominations or volunteers.

Gerry Oberg, Ken Offord, Vic Petruk and Cheryl Smith were declared elected to the Capital Planning Committee.

BOARD REPRESENTATION

Public School Boards Association of Alberta (PSBAA)

#147/06 G. OBERG – That Battle River School Division #31 elects a representative and an alternate to attend meetings of the Public School Boards Association of Alberta.

CARRIED

Chairman Herder called for nominations or volunteers to serve as the representative to PSBAA meetings.

Trustee Syed nominated Brenda Herder as the representative and Gerry Oberg as the alternate.

Chairman Herder called for further nominations or volunteers. There were no further nominations or volunteers.

Brenda Herder will serve as the Board’s representative to PSBAA, and Gerry Oberg will serve as the alternate representative.

Alberta School Boards Association Zone 4 Director and Alternate

It was noted that one Trustee from Battle River School Division #31 is needed to serve as a representative at ASBA Zone 4 meetings.

#148/06 C. SMITH – That the Board amends policy 9 ‘Board Representatives’, section 1.3 to read: “Membership – One trustee and one alternate”.

CARRIED

#149/06 C. SMITH – That Trustee Oberg serve as the Board’s representative at ASBA Zone 4 meetings, and further that Trustee Offord serve as the alternate.

CARRIED

Student Achievement Committee

#150/06 K. OFFORD – That the Board Chair serves as the Board representative on the Student Achievement Committee.

CARRIED

REVIEW OF BOARD ANNUAL PLAN

#151/06 H. SYED – That the Board approves the Annual Plan as amended for the 2006-07 school year, and further that this be attached to, and forms a part of, these minutes.

CARRIED

MEETING RECESS

The organizational meeting recessed at 10:23 a.m. and reconvened at 10:41 a.m.

TAPING OF MEETINGS

#152/06 P. ZENIUK – 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 FOR IN-CAMERA SESSIONS

#153/06 G. OBERG - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

MEETING DATES

#154/06 V. PETRUK - 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

START AND FINISHING TIME FOR BOARD OF TRUSTEES’ MEETINGS

#155/06 H. SYED - That, with respect to the meetings of the Board of Trustees, the start time be 9:30 a.m. and the finish 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

Finance Manager, Imogene Walsh, joined the meeting at 10:45 a.m.

AMENDMENT TO POLICY 7 ‘BOARD OPERATIONS’

#156/06 H. SYED – That Policy 7 ‘Board Operations’, section 11.5.3 be amended to read: **“40% of the basic annual allowance”**, and section 11.5.4 be amended to read **“20% of the basic annual allowance”**, and further that section 11.6 be amended to read **“Trustees are able to participate in Division benefit plans, with the Division paying the same portion for Trustees as it does for other employees.”**

CARRIED

REMUNERATION

Honoraria

Basic Annual Honorarium

- #157/06 H. SYED – That the basic annual honorarium remain at \$12,000.00.
Trustee Offord proposed an amendment.
- #158/06 K. OFFORD – That the basic annual honorarium be \$12,600.00
Trustee Oberg proposed an amendment to the amendment.
- #159/06 G. OBERG – That the basic annual honorarium be \$12,360.00
CARRIED

Per Diem Rates for Trustees

- #160/06 H. SYED – That the per diem amount remain at \$210.00
CARRIED

Expenses

Kilometre Rate

- #161/06 H. SYED – That the kilometre rate be \$.47/km.
CARRIED

Trustee Travel Allowance

- #162/06 H. SYED – That the Trustee travel allowance be adjusted to the same increase as the new kilometer rate.
CARRIED

AMENDMENT TO POLICY 7 ‘BOARD RELATIONS’

- #163/06 R. HEIBERG – That Policy 7 ‘Board Operations’ be further amended as follows: add a new section 11.1.3.11 “Representation on District Committees formed by the Superintendent of Schools, e.g. Student Achievement Committee, Safe and Caring Committee, Healthy Interactions Committee, and Public Speaking Organizing Committee; and further add a new section 11.1.3.12 ‘Audit Committee’.
CARRIED

Ms Walsh left the meeting at 11:32 a.m.

ADJOURNMENT

All items of business being complete and there being no dissent, Chairman Herder adjourned the organizational meeting at 11:32 a.m.

BRENDA HERDER, CHAIRMAN

WILLIAM SCHULTE, SECRETARY-TREASURER

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