

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES  
OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 25, 2005,  
COMMENCING AT 9:28 A.M.**

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**PRESENT**

REBECCA HEIBERG  
BRENDA HERDER  
GERRY OBERG  
KEN OFFORD  
VICTOR PETRUK (joined the meeting at 9:35 a.m.)  
CHERYL SMITH  
HAMEED SYED  
PATRICIA ZENIUK

**ABSENT**

**ALSO PRESENT**

WARREN PHILLIPS, Superintendent of Schools  
RAY BOSH, Deputy Superintendent (left the meeting at 11:35 a.m.)  
BILL SCHULTE, Secretary-Treasurer  
SYLVIA LAUBER, Recording Secretary

**W. SCHULTE IN THE CHAIR**

**CALL TO ORDER**

Secretary-Treasurer Schulte called the meeting to order at 9:28 a.m.

**METHOD OF VOTING**

#149/05 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

**TERMS OF OFFICE – CHAIRMAN AND VICE-CHAIRMAN**

#150/05 H. SYED - That the term of office for the Chairman and Vice-Chairman be effective for two years.

CARRIED

**ELECTIONS**

Chairman

Mr. Schulte called for nominations for the position of Chairman of the Board.

Hameed Syed nominated Brenda Herder.

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

**Brenda Herder was declared elected to the office of Chairman of the Board by acclamation.**

Secretary-Treasurer Schulte administered the oath of office to Brenda Herder.

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Brenda Herder assumed the chair at 9:31 a.m.

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Vice-Chairman

Chairman Herder called for nominations for the office of vice-chairman.

Hameed Syed nominated Cheryl Smith.

Ms Herder called for further nominations. There were no further nominations.

**Cheryl Smith was declared elected to the office of Vice-Chairman of the Board by acclamation.**

Secretary-Treasurer Schulte administered the oath of office to Cheryl Smith.

**SIGNING AUTHORITY**

Bank Accounts

#151/05 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

#152/05

C. SMITH - 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

- #153/05 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

- #154/05 H. SYED - 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

EX-OFFICIO MEMBER OF BOARD COMMITTEES

- #155/05 H. SYED – That the Chairman of the Board be an ex-officio member of all Board committees.

CARRIED

COMMITTEES

Student Affairs Committee

- #156/05 G. OBERG - That the Student Affairs Committee consist of three Trustees and one alternate.

CARRIED

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

Gerry Oberg volunteered.  
Patricia Zeniuk volunteered.  
Rebecca Heiberg volunteered.

Brenda Herder volunteered to serve as an alternate.

- #157/05 K. OFFORD – **That Gerry Oberg, Patricia Zeniuk, and Rebecca Heiberg be elected to serve on the Student Affairs Committee; and Brenda Herder be elected to serve as an alternate on this committee.**

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

- #158/05 C. SMITH - That the Student Affairs Committee be empowered to act on behalf of the entire Board in all matters pertaining to Student Affairs.

CARRIED

Negotiating Committee – ATA

#159/05 R. HEIBERG – That the Board of Trustees strikes a Negotiating Committee for the purpose of negotiating with the teachers of Battle River School Division #31, and further that this Committee be comprised of three members of the Board, plus one alternate; and the Superintendent of Schools, Secretary-Treasurer and any other personnel who may be seconded as necessary.

CARRIED

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

Vic Petruk volunteered.  
Patricia Zeniuk volunteered.  
Gerry Oberg nominated Hameed Syed.

Ken Offord volunteered to serve as an alternate.

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

**Vic Petruk, Patricia Zeniuk and Hameed Syed were declared elected to serve on the ATA Negotiating Committee; and Ken Offord was declared elected to serve as an alternate on this Committee.**

Liaison Committee – Division Non-union Support Staff

#160/05 V. PETRUK - That the Board of Trustees strikes a Committee for the purpose of liaising with all staff groups excluding the ATA, Deputy Superintendent of Schools, Associate Superintendents, Secretary-Treasurer, Finance Manager, Business Manager and the Family School Liaison Workers; and further that this Committee consists of three Trustees.

CARRIED

Chairman Herder called for nominations or volunteers to serve on the Liaison Committee – Non-union Support Staff.

Cheryl Smith volunteered.  
Rebecca Heiberg volunteered.  
Vic Petruk volunteered.  
Brenda Herder volunteered.

Vic Petruk withdrew his nomination.  
Cheryl Smith withdrew her nomination. Vic Petruk reconsidered and agreed to serve.  
Chairman Herder called for further volunteers or nominations. There were no further volunteers or nominations.

*Sal amended via motion #205*

Vic Petruk  
**Cheryl Smith, Rebecca Heiberg and Brenda Herder were declared elected to serve on the Liaison Committee – Division Non-union Support Staff.**

Negotiating/Liaison Committee (Caretakers and Bus Drivers)

- #161/05 P. ZENIUK - That the Board strikes a Negotiating/Liaison Committee for the purpose of negotiating with the caretakers and bus drivers in Battle River School Division #31, and further that this Committee be comprised of two Trustees and Division Office personnel as appropriate.

CARRIED

Chairman Herder called for nominations or volunteers.

Gerry Oberg volunteered.  
Cheryl Smith volunteered.

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

**Gerry Oberg and Cheryl Smith were declared elected to serve on the Negotiating/Liaison Committee (Caretakers and Bus Drivers).**

Executive Committee

- #162/05 K. OFFORD - That the Executive Committee be comprised of the Chair, Vice-Chair, and the Superintendent of Schools.

CARRIED

Budget Committee

- #163/05 K. OFFORD - That the Board of Trustees strikes a Budget Committee, and further that this Committee consist of all the Trustees.

CARRIED

Capital Planning Committee

- #164/05 C. SMITH - That the Board strikes a Capital Planning Committee, and further that this Committee consist of three Trustees.

CARRIED

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

Gerry Oberg volunteered.  
Ken Offord volunteered.  
Vic Petruk volunteered.

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

**Gerry Oberg, Ken Offord and Vic Petruk were declared elected to serve on the Capital Planning Committee.**

Policy Development/Review Committee

- #165/05 G. OBERG - That the Board strikes a Policy Development/Review Committee for the purpose of reviewing the Board's Policy Manual, and further that this Committee be comprised of three Trustees plus one alternate, in addition to the Superintendent of Schools or designate.

CARRIED

Chairman Herder called for nominations or volunteers to serve on the Policy Development/Review Committee.

Cheryl Smith volunteered.  
Rebecca Heiberg volunteered.  
Patricia Zeniuk volunteered.

Hameed Syed volunteered to serve as an alternate.

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

**Cheryl Smith, Rebecca Heiberg, and Patricia Zeniuk were declared elected to serve on the Policy Development/Review Committee, and Hameed Syed was declared elected to serve as an alternate.**

Small Schools Committee

- #166/05 P. ZENIUK - That the Board strikes a committee for small schools, and further that this Committee consist of three Trustees, the Superintendent of Schools and the Division Principal.

CARRIED

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

Cheryl Smith volunteered.  
Brenda Herder volunteered.  
Rebecca Heiberg volunteered.

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

**Cheryl Smith, Brenda Herder and Rebecca Heiberg were declared elected to serve on the Small Schools Committee.**

**REPRESENTATION ON OUTSIDE COMMITTEES**

ASBA Zone 4 Director

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

Chairman Herder called for nominations or volunteers.

Hameed Syed nominated Gerry Oberg.

Ken Offord volunteered to serve as an alternate.

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

**Gerry Oberg was declared elected to serve as the representative, and Ken Offord as an alternate, from Battle River School Division #31 at the ASBA Zone 4 meetings.**

Drug Response Task Force

One Trustee is needed to represent Battle River School Division #31 on the Drug Response Task Force.

Chairman Herder called for nominations or volunteers to serve on the Drug Response Task Force.

Hameed Syed nominated Cheryl Smith.

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

**Cheryl Smith was declared elected to serve as the Battle River School Division #31 representative on the Drug Response Task Force.**

Performing Arts Centre

One Trustee from Battle River School Division #31 is needed to serve on the Camrose City-wide Performing Arts Committee.

Chairman Herder called for nominations or volunteers.

Gerry Oberg nominated Cheryl Smith.

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

**Cheryl Smith was declared elected to serve as the Battle River School Division #31 representative on the Performing Arts Committee.**

**OTHER COMMITTEES**

Communications Liaison Committee

#167/05

H. SYED – That the Board strikes a Communications Liaison Committee, and further that this Committee consist of two Trustees and the Superintendent of Schools.

CARRIED



Chairman Herder called for volunteers or nominations for persons to serve on the Communications Liaison Committee.

Patricia Zeniuk volunteered.  
Cheryl Smith nominated Rebecca Heiberg.

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

**Patricia Zeniuk and Rebecca Heiberg were declared elected to serve on the Communications Liaison Committee.**

ATA Liaison Committee

#168/05 G. OBERG – That the Board strikes an ATA Liaison Committee, and further that this Committee consist of all the Trustees.

CARRIED

Learning Together Steering Committee

#169/05 R. HEIBERG – That the Board elect one representative to serve on the 'Learning Together' Steering Committee.

CARRIED

Chairman Herder called for volunteers or nominations for a Trustee to serve on the steering committee of the 'Learning Together' program.

Gerry Oberg nominated Vic Petruk.

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

**Vic Petruk was declared elected to serve as the Board representative on the 'Learning Together' Steering Committee.**

Healthy Interactions Steering Committee

One Trustee from Battle River School Division #31 is needed to serve on the Healthy Interactions Steering Committee.

Chairman Herder called for nominations or volunteers.

Cheryl Smith nominated Brenda Herder.

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

**Brenda Herder was declared elected to serve on the Healthy Interactions Steering Committee.**

Safe and Caring Steering Committee

One Trustee from Battle River School Division #31 is needed to serve on the Safe and Caring Steering Committee.

Chairman Herder called for nominations or volunteers.

Cheryl Smith volunteered.

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

**Cheryl Smith was declared elected to serve on the Safe and Caring Steering Committee.**

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Chairman Herder thanked the Trustees for permitting their names to stand for the various committees and for indicating their interest in serving on the committees.

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**TERMS OF REFERENCE FOR COMMITTEES**

- #170/05 H. SYED – That each of the above-noted Board Committees review and update, as necessary, the terms of reference for each Committee.  
CARRIED

**MEETING RECESS**

The regular meeting recessed at 10:49 a.m. and reconvened at 10:59 a.m.

**REVIEW OF BOARD ANNUAL PLAN**

- #171/05 K. OFFORD – That the Board approves the Annual Plan as amended for the 2005-06 school year.  
CARRIED

**TAPING OF MEETINGS**

- #172/05 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 SESSION**

- #173/05 G. OBERG - That notes with respect to in-camera sessions of the Board not be kept.  
CARRIED

**MEETING DATES**

#174/05 G. OBERG - 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 FINISH TIMES OF BOARD MEETINGS**

#175/05 G. OBERG - 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

**REMUNERATION**

Basic Annual Honorarium

#176/05 K. OFFORD – That the basic annual honorarium for Trustees be \$12,000.  
Trustee Oberg proposed an amendment to the motion.

#177/05 G. OBERG – That the basic annual honorarium for Trustees be \$11,700.

DEFEATED

#176/05 K. OFFORD – That the basic annual honorarium for Trustees be \$12,000.

CARRIED

Chairman and Vice-Chairman Allowance

#178/05 H. SYED – That the Chairman’s allowance be an additional 40% to the basic annual allowance, and the Vice-Chairman’s allowance be an additional 20% to the basic annual allowance.

CARRIED

Per Diem Rate

#179/05 H. SYED – That the per diem amount remain at \$210.00

CARRIED

Kilometer Allowance

#180/05 G. OBERG – That the per kilometer rate be \$ .42.

CARRIED

Travel Allowance

- #181/05 G. OBERG – That the annual travel allowance for Trustees reflect the same increase as the per kilometer rate.
- CARRIED

Meal Allowance and Accommodation Costs

- #182/05 C. SMITH – That the meal allowance remain the same as the 2004-05 rates, and that the accommodation rates be reimbursed based on the actual cost with an accompanying receipt.
- CARRIED

**POLICY BHD ‘ BOARD MEMBER COMPENSATION AND EXPENSES’**

- #183/05 K. OFFORD – That policy BHD ‘Board Member Compensation and Expenses’ be approved as amended.
- CARRIED

**ADJOURNMENT**

All items of business being complete, and there being no dissent, Chairman Herder adjourned the meeting at 11:57 a.m.

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BRENDA HERDER, CHAIRMAN

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WILLIAM SCHULTE, SECRETARY-TREASURER

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