



BOARD OF TRUSTEES ORGANIZATIONAL MEETING

Greater St. Albert Roman Catholic Separate School District No. 734
District Office Board Room

6 St. Vital Ave. St. Albert, AB T8N 1K2 | Phone: 780-459-7711

AGENDA

Monday, September 26, 2016 7:00 P.M.

CHAIR: Deb Schlag

The School Act, Section 64:

- (1) *The organizational meeting of a board*
 - a) *subject to clause b), shall be held annually, and*
 - b) *in any year in which a general election takes place, shall be held within four weeks following the date of that election, at a time and place to be fixed by the secretary of the board.*
- (2) *The secretary of the board shall give notice of the organizational meeting to each trustee as if it were a special meeting.*

1. Call to Order

2. Oath of Office for New Trustee

3. Opening Prayer: Rosaleen McEvoy

4. Acknowledgment of Territories: Deb Schlag

As outlined in Board Policy 19, acknowledging the territory is a way of honouring and showing respect for groups of people who have been living and working on the land of district meeting places. It will be at the 1st REGULAR Meeting of the Board, later tonight, that the current Board Chair will provide the extended acknowledgment.

The Greater St. Albert Catholic School Board acknowledges that it is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation.

5. Elections

The School Act, Section 65:

- (1) *At the organizational meeting, and afterwards at any time as determined by the board, the board shall elect one of its members as chair and another as vice-chair to hold office during the pleasure of the board.*
- (2) *If the chair, through illness or other cause, is unable to perform the duties of the chair's office or is absent, the vice-chair has all the powers and shall perform all the*

duties of the chair during the chair's inability to act or absence.

- (3) *If both the chair and the vice-chair, through illness or other cause, are unable to perform the duties of the office or are absent, the board shall appoint from among its members an acting chair who, on being so appointed, has all the powers and shall perform all the duties of the chair during the chair's and vice-chair's inability to act or absence.*

5.1 Chair

5.2 Vice Chair

RECOMMENDATION:

THAT the Board of Trustees approve the effective date of October 1, 2016 as the start of the 2016-2017 term of the new chairperson, _____ and vice-chairperson, _____ and that the term continue until the next election at the 2017 Organizational Meeting.

At this time, the existing Board Chair may assume the duties of Chair for this Organizational meeting or request that the Secretary-Treasurer continue as the chair for the duration of this Organizational Meeting, as outlined in Policy 7, as follows:

Board Policy 7.

The Secretary-Treasurer shall act as Chair of the meeting for the purpose of the election of the Board Chair and Vice-Chair. Upon completion of the elections, the Board Chair shall preside over the remainder of the organizational meeting or request the Secretary-Treasurer to remain as Chair to complete the business specified on the agenda. The election of the Board Chair shall be for a period of one year.

At the pleasure of the existing Board Chair, if a change in Chair is not desired, the following motion may be put forth by the existing Board Chair:

RECOMMENDATION:

THAT the Board of Trustees approve Secretary-Treasurer Schlag continue as Chair for the remainder of the Organizational Meeting.

6.	Regular Meeting, Time, Place and Date	Attached
7.	Signing Authority	Attached
8.	Borrowing Resolution	Attached
9.	Appointment of Auditor	Attached
10.	Committee Structure and Appointments	Attached
11.	School Council Liaison Appointments	Attached
12.	Disclosure of Information	Attached

13. **Closing Prayer:** Rosaleen McEvoy
14. **Adjournment**



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ATTACHMENT FOR AGENDA ITEM 6

Regular Meeting, Organization Meeting, Time, Place and Date

BACKGROUND:

Each year the board must establish the time, place and dates for its regular meetings.

At the October 28th, 2014 Organizational Meeting, the following motion was passed and remains in place unless changed by another motion.

46/14 Trustee Caron: THAT the Board of Trustees impose a time limit of 3 hours on all regular board meetings. Any extension beyond 3 hours requires a Board Motion, passed by the majority present.
CARRIED (6 in favor, 1 opposed)

RECOMMENDATIONS:

THAT the Board of Trustees approve the 2016-2017 schedule of regular board meeting dates as presented with all meetings held at District Office.

THAT the Board of Trustees approve the following dates of **September 11, 2017, September 25, 2017** for regular meetings and **October 2, 2017** for an advocacy meeting prior to the organizational meeting in 2017.

THAT the Board of Trustees approve the date of **October 30, 2017** to conduct its 2017-2018 organizational meeting, with a start time of 7:00 p.m.

GREATER ST. ALBERT CATHOLIC SCHOOLS
BOARD MEETING DATES, TIME, PLACE FOR 2016-2017
MEETINGS TAKE PLACE IN THE DISTRICT OFFICE BOARD ROOM
IN-CAMERA – 2:00 P.M PUBLIC MEETING -3:30 P.M.
(UNLESS OTHERWISE NOTED)

October

October 3, 2016 – Board Committee of the Whole Meeting (7:00 pm)
October 17, 2016 – Regular Meeting
October 31, 2016 – Regular Meeting

November

November 7, 2016 – Board Advocacy Committee Meeting (7:30 pm)
November 14, 2016 – Regular Meeting
November 23, 2016 – Board Meeting-Auditor (*Start time tbc*)
November 28, 2016 – Regular Meeting

December

December 5, 2016 - Board Advocacy Committee Meeting (7:30 pm)
December 19, 2016 – Regular Meeting

January

January 9, 2017 – Board Advocacy Committee Meeting (7:30 pm)
January 16, 2017 – Regular Meeting
January 30, 2017 – Regular Meeting

February

February 6, 2017 - Board Advocacy Committee Meeting (7:30 pm)
February 13, 2017 – Regular Meeting
February 27, 2017 – Regular Meeting

March

March 6, 2017 - Board Advocacy Committee Meeting (7:30 pm)
March 20, 2017 – Regular Board Meeting

April

April 3, 2017 – Board Advocacy Committee Meeting (7:30 pm)
April 10, 2017 – Regular Meeting
April 24, 2017 – Regular Meeting

May

May 1, 2017 – Board Committee of the Whole Meeting – Budget Meeting
May 8, 2017 – Board Advocacy Committee Meeting (7:30 pm)
May 15, 2017 – Regular Meeting
May 29, 2017 – Regular Meeting

June

June 12, 2017 – Regular Meeting
June 26, 2017 – Regular Meeting



September

September 11, 2017 – Regular Meeting

September 25, 2017 – Regular Meeting

October 2, 2017 – Advocacy Meeting

October 30, 2017 – Board Organizational Meeting (7:00 pm)





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ATTACHMENT FOR AGENDA ITEM 7

Signing Authority

BACKGROUND:

It is necessary for the Board to authorize District signing authority for banking purposes. The banking provider has set up the dual signature requirement as follows:

One from the Administration group:

Either the Superintendent, Secretary-Treasurer, or Finance Manager

One from the Trustee group:

Either the Board Chair or Vice-Chair

The following recommendation confirms those details for the year.

Attachment: Security Agreement

RECOMMENDATION:

THAT the Board of Trustees approve the chair or vice-chair and superintendent of schools, secretary-treasurer or finance manager as authorized for Greater St. Albert Roman Catholic Separate School District No. 734 banking signing authority for the 2016-2017 school year, effective October 1, 2016.

SECURITY AGREEMENT MUNICIPALITIES AND SCHOOL BOARDS

To: THE BANK OF NOVA SCOTIA, (the "Bank")

* (DELETE
WHICHEVER IS
INAPPLICABLE)

WHEREAS by a *By-law or Resolution passed by the Board of Trustees
(COUNCILOR SCHOOLBOARD, ETC.)

of Greater St. Albert Roman Catholic Separate School District School District No 734
(NAME OF MUNICIPALITY, SCHOOLDISTRICT, ETC.)

on the _____ day of _____, _____ authority was given to the

** (INSERT TITLES
RATHER THAN
NAMES OF
AUTHORIZED
OFFICIALS AS
SET OUT IN THE
BORROWING
BY-LAW OR
RESOLUTION)

** Board Chair and Secretary Treasurer to borrow from
the Bank the sum or sums therein mentioned and this Agreement was authorized.

AND WHEREAS the Corporation desires to borrow the said sum or sums from the Bank.

NOW IT IS HEREBY AGREED by the Corporation that in consideration of the Bank advancing or providing the said sum or sums to the Corporation that all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, as security for payment of the moneys so advanced or provided by the Bank and any interest thereon and any other charges in connection therewith and the Bank shall have a lien upon all such revenues until the charge hereby and by the said *By-law or Resolution created is satisfied.

The Corporation represents and warrants that the whole or any part or parts of the revenues of the Corporation are not subject to any prior charge, except as disclosed to the Bank in writing.

*** (FOR MUNICIPALITIES
IN ONTARIO
DELETE THE
PHRASE "ITS
CORPORATE SEAL
TO BE HEREUNTO
AFFIXED UNDER THE
HANDS OF" AND
INSERT INSTEAD
"THIS AGREEMENT TO
BE EXECUTED BY")

IN WITNESS WHEREOF the Corporation has caused *** its corporate seal to be hereunto affixed under the hands of its proper officers as required by law this _____ day of _____, _____.

WITNESS: _____)
)
)
)
)
)
)
)

By: Sign _____
Title Board Chair

Sign _____ c/s
Title Secretary Treasurer

DATE RECEIVED _____
RECORDED _____
APPROVED _____
E.O. AUDITOR _____



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ATTACHMENT FOR AGENDA ITEM 8

Borrowing Resolution

BACKGROUND:

Each year the board requires a borrowing resolution for the district's operating loan. This works as overdraft protection between requisition receipts.

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the attached borrowing resolution for the 2016-2017 school year.



Greater St. Albert Roman Catholic Separate School District No. 734
6 St. Vital Avenue
St. Albert, Alberta
T8N 1K2

RESOLUTION

WHEREAS The Board of Trustees of Greater St. Albert Roman Catholic Separate School District No. 734 (the “Board”) considers it necessary to borrow certain sums of money from time to time to meet current operating expenditures;

NOW THEREFORE, be it resolved that:

1. The Board do borrow from The Bank of Nova Scotia (“the Bank”) sums of money from time to time as required to meet current expenditures of the Board, provided that the total principal amount owed to the Bank at any one time shall not exceed the sum of FIVE MILLION (\$5,000,000) DOLLARS.
2. Any two of the following officers, one from Group A Administration and one from Group B Trustee,

Group A Administration: Superintendent of Schools, Secretary Treasurer, Finance Manager

Group B Trustee: Trustee, Chair, Trustee, Vice Chair

(the “Officers”)

Be and are hereby authorized for and on behalf of the Board:

- (a) to apply to the Bank for the aforesaid loan to the Board and to negotiate rates of interest; and
- (b) to obtain advance of monies from the Bank by way of overdraft on the Board’s account or pursuant to promissory notes, loan agreements or other evidence of indebtedness from the Bank, as maybe permitted or required by the Bank; and
- (c) to execute on behalf of the Board such bills, promissory notes or similar or other forms of obligation as the Bank may require as evidence of and security for all sums borrower hereunder,

and each document executed as aforesaid shall be valid and binding upon the Board according to its tenor and the Bank shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this resolution.

3. All sums borrower pursuant to paragraph 1 hereof or so much thereof as from time to time remains unpaid shall bear interest at rates per annum as mutually agreed between the Board and the Bank from time to time.

4. As security for repayment of money borrowed pursuant to paragraph 1 hereof, the Board hereby charges to and in favor of the Bank all the revenues of whatever nature and kind by such security documentation as the Bank may require in respect to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with agreed interest on all sums borrowed from the Bank. The Bank shall not be bound to recover any such requisitions or other monies before being entitled to repayment from the Board.
5. The Bank shall be furnished with a certified copy of this resolution and a list of the Officers together with specimens of their signatures, and this resolution and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Bank.

CERTIFICATE

By signing below, our officers certify for the Board that:

- *There are no provisions in our incorporating documents or by-laws which impair in any way the powers of our trustees or officers to borrow money or grant security.*
- *Our trustees have full power to pass this Resolution and to bind the Board in all respects*
- *The above resolution was properly passed by the Board of Trustees in compliance with all applicable legislation and continues in effect.*

WE HEREBY CERTIFY that the foregoing resolution was duly passed by the Board of Trustees of the Board at a duly and regularly constituted meeting thereof held on the 26th day of September, 2016 at which a quorum was present and that the said resolution is in full force and effect.

WITNESS our hands and the seal of the Board this 26th day of September, 2016.

CHAIR

SECRETARY TREASURER



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ATTACHMENT FOR AGENDA ITEM 9

Appointment of Auditor

PRESENTER:

Deb Schlag, secretary treasurer

BACKGROUND:

Administration is recommending that the district maintain the services of the firm Meyers, Norris & Penny LLP (MNP LLP) as auditors for the 2016-2017 fiscal year. Interim work begins during summer months and final work around the financial statements is conducted in the months of October/November to meet the requirements of Audited Financial Statements submitted to Alberta Education by November 30th of each year.

RECOMMENDATION:

THAT the Board of Trustees approve the appointment of the firm, Meyers, Norris & Penny LLP, as auditors for Greater St. Albert Roman Catholic Separate School District No. 734 for the 2016-2017 fiscal year.



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ATTACHMENT FOR AGENDA ITEM 10

Committee Structure and Appointments

BACKGROUND:

Please see attached for the various committees. New for 2016-2017 are the Audit Committee and the Laura Bird Memorial Beacon of Hope Award Selection Committee. Also attached for information are the appointments from 2015 - 2016.

RECOMMENDATION:

THAT the Board of Trustees approve the committee structure and appointments, as attached.

COMMITTEES WITH BOARD REPRESENTATION FOR 2016-2017

Audit Committee (New)

ACSTA

ASBA Zone 2/3

ASBA Second Language Caucus

ATA Liaison

Board Planning Session Committee (Board Directed)

Business Liaison

- a) St. Albert
- b) Morinville
- c) Legal

Capital Committee

Education Foundation (Volunteer Assignment)

Grievance Committee (Board Directed)

Laura Bird Memorial Beacon of Hope (Board Directed) (New)

Negotiations:

- a) Support Staff
- b) ATA

Policy Advisory Committee

COMMITTEES WITH BOARD REPRESENTATION FOR 2015-2016

Internal Committees – Board Policy 7 or 8

Committees	Representative(s)	Alternate
ATA Liaison	Cathy Proulx Noreen Radford	Rosaleen McEvoy
*Board Planning Session Committee <i>(Board Directed Committee)</i>	Joan Crockett Serena Shaw Rosaleen McEvoy	
Capital Committee	Cathy Proulx Serena Shaw	Joan Crockett
*Education Foundation <i>(Volunteer Assignment)</i>	Rosaleen McEvoy	
Grievance Committee <i>(Board Directed Committee)</i>	Committee of the Whole	
Negotiations:		
a) Support Staff	Serena Shaw Cathy Proulx	Joan Crockett
b) ATA	Joan Crockett Rosaleen McEvoy	Noreen Radford
Policy Advisory Committee	Noreen Radford Cathy Proulx	Serena Shaw

External Committees – Board Policy 9

Committees	Representative(s)	Alternate
ACSTA	Serena Shaw	Rosaleen McEvoy
ASBA Zone 2/3	Joan Crockett	Serena Shaw
ASBA Second Language Caucus	Joan Crockett	Serena Shaw
Business Liaison		
a) St. Albert	Joan Crockett	Rosaleen McEvoy
b) Morinville	René Tremblay	Noreen Radford
c) Legal	Cathy Proulx	

**Not Referenced in a Board Policy*



BOARD OF TRUSTEES ORGANIZATIONAL MEETING

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ATTACHMENT FOR AGENDA ITEM 11

School Council Liaison Appointments

BACKGROUND:

Deferred until the dates and times of school council meetings are confirmed for each school, after their first school council meetings have taken place.

RECOMMENDATION:

THAT the Board of Trustees defer the appointment of School Council Liaisons until the dates and times of the school council meetings have been confirmed for the 2016-2017 school year.



BOARD OF TRUSTEES ORGANIZATIONAL MEETING

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ATTACHMENT FOR AGENDA ITEM 12

Disclosure of Information

BACKGROUND:

Each year, trustees are required to file a “Disclosure of Information” statement according to Section 81 of the *School Act*.

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees agree to provide the information as required on the attached form according to the *School Act*, Section 81 and submit to the secretary-treasurer prior to the next scheduled meeting of October 3, 2016.



Greater St. Albert Catholic Schools

DISCLOSURE FORM FOR TRUSTEES 2016-2017

1. Disclosure of Trustee Information:

Legal Name	Employer	Nature of Organization's Business

2. Disclosure of Trustee's Spouse or Adult Interdependent Partner and Children (of any age) Information:

Legal Name	Relationship	Employer	Nature of Organization's Business
A.			
B.			
C.			
D.			

(If required, additional information can be put on the back of the sheet)

3. Disclosure of Personal Pecuniary Interest (Corporate, Partnerships, Firms, Government, and Person's):

Name of Organization Entity

4. Disclosure of Pecuniary Interest of Children (under 18 only) and any other Person Named in Section 2:

Name of Corporation	Partnerships	Firms	Government	Person's
A.				
B.				
C.				
D.				

Upon election, trustees are required, in accordance with the *School Act*, Section 81, to file a "Disclosure of Information" statement with the board's secretary identifying the names and employment of each trustee and trustee's immediate family and the names of corporations, partnerships, individuals in which the trustee, trustee's spouse or adult interdependent partner, or children under 18 years of age have a pecuniary interest. In accordance with section 83 of the *School Act*, if a trustee has a pecuniary interest related to a matter before the Board, the trustee must abstain from voting on any question relating to the matter. Information on this form is collected in accordance with section 33 and protected in accordance with section 29 of the *Freedom of Information and Protection of Privacy Act*.

Trustee Signature

Date