



ST. THOMAS AQUINAS
ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO. 38

Minutes of the Organizational Meeting of the Board of Trustees
held in the Board Room of the
St. Thomas Aquinas Division Office,
4906 – 50 Avenue, Leduc, Alberta
on Wednesday, June 15, 2016

PRESENT: John Tomkinson, Chair
Thalia Hibbs, Vice-Chair
Sandra Bannard
Dan Chalifoux
Henry Effen
Susan Kathol
Michelle Lamer
Karen Richert
Dan Svitch

ALSO PRESENT: Troy Davies, Superintendent
Kevin Booth, Assistant Superintendent
Charlie Bouchard, Assistant Superintendent
Jeanne Fontaine, Secretary-Treasurer
Kim Beaupré, Recording Secretary
Vince Burke, Manager of Communications

CALL TO ORDER

Secretary-Treasurer Fontaine called the meeting to order at 4:30 p.m. and led everyone in prayer.

SELECTION OF CHAIR

Secretary-Treasurer Fontaine called for nominations by secret ballot for the position of Chair of the Board.

Trustee Hibbs was nominated.

Trustee Hibbs accepted the nomination.

Trustee Ritchert was nominated.

Trustee Ritchert declined the nomination.

Trustee Tomkinson was nominated.

Trustee Tomkinson declined the nomination.

Trustee Kathol was nominated.

Trustee Kathol declined the nomination.

Trustee Hibbs was declared Board Chair.

Secretary-Treasurer Fontaine called for nominations by secret ballot for the position of Vice-chair of the Board.

Trustee Tomkinson was nominated.

Trustee Tomkinson accepted the nomination.

Trustee Kathol was nominated.

Trustee Kathol accepted the nomination.

Trustee Tomkinson and Trustee Kathol spoke to their candidacy.

Secretary-Treasurer Fontaine called for a vote by secret ballot.

Trustee Tomkinson was declared Vice-chair.

Secretary-Treasurer Fontaine turned the meeting over to Chair Hibbs at 4:43 p.m.

CONFIRMATION OF COMMITTEE APPOINTMENTS AND ASSOCIATION REPRESENTATIONS

TOMKINSON
1 16/17

“That the appointments to the standing committees and associations as per the Board Standing Committees/Board Association Appointments Checklist below be confirmed.”

CARRIED UNANIMOUSLY

BOARD COMMITTEE/ASSOCIATIONS CHECKLIST

Please Note: All appointments are effective June 15, 2016 until the Organizational meeting in October 2017

BOARD STANDING COMMITTEES		
Position/Committee	Requirements	Trustees [√]
BOARD COMMITTEE OF THE WHOLE Time Commitment: ♦ As determined by the Board Chair Meeting Location: Leduc, AB	All trustees	ALL TRUSTEES
FINANCE Time Commitment: ♦ Four (4) – five (5) meetings/year as called by the Committee Chair Meeting Location: Leduc, AB	Three trustees (one to be named Chair at the first committee meeting held following the organizational meeting).	Sandra Karen Dan C

Position/Committee	Requirements	Trustees ^v
GRIEVANCE Time Commitment: ♦ Infrequent as required to resolve grievance issues. ♦ Knowledge of the grievance procedure as outlined in Board Policy is essential. Meeting Location: Leduc, AB	One trustee and/or one alternate (both members of the Labour Committee). Chair to be named at the first committee meeting held following the organizational meeting.	Karen Henry
LABOUR Time Commitment: ♦ Three (3) – four (4) evening meetings on negotiating years. Meeting Location: Leduc, AB	Three trustees (one to be named Chair at the first committee meeting held following the organizational meeting).	John Karen Henry
STUDENT REVIEW Time Commitment: ♦ Infrequent as required to consider recommendations for expulsion of any student. Meeting Location: School Site	One trustee, from the Ward and/or Electoral Subdivision in which the student resides, to serve as Chair and at maximum two other trustees.	
	DRAYTON VALLEY: Two Trustees (one to be named chair).	Sandra Bannard Susan Kathol
	LEDUC: Two Trustees (one to be named chair).	Michelle Lamer Karen Richert
	BEAUMONT: One Trustee	Dan Chalifoux
	PONOKA: One trustee from Ponoka (to be named chair), one from Lacombe.	Dan Svitich (C) Thalia Hibbs
	LACOMBE: One trustee from Lacombe (to be named chair), one from Ponoka.	Thalia Hibbs (C) Dan Svitich
	WETASKIWIN: Two Trustees (one to be named chair).	Henry Effen John Tomkinson
TEACHER-BOARD ADVISORY Time Commitment: ♦ Four (4) evenings/year as called by either the local ATA representatives or the Board (Six hours in total). Meeting Location: Leduc, AB	Three trustees Chair position rotated with ATA members. ATA member will serve as chair for the 2016-17 year.	John Sandra Karen
LONG RANGE PLANNING Time Commitment: ♦ To be determined. Meeting Location: Leduc, AB	Three trustees Chair to be named at the first committee meeting held following the organizational meeting.	Michelle Dan C Susan
POLICY Time Commitment: To be determined Meeting Location: Leduc, AB	Three trustees (one to be named Chair at the first committee meeting held following the organizational meeting).	John Susan Dan S

BOARD ASSOCIATION APPOINTMENTS		
Position/Committee	Requirements	Trustees√
ASBA/ZONE 23 REPRESENTATIVE Time Commitment: ♦ One full day/month (last Friday of the month). ♦ Preparation time for reporting at ASBA meetings and Board meetings. ♦ Special meetings as called by the ASBA. Meeting Location: ♦ Edmonton, AB	One Trustee and One Alternate	Michelle Dan C (A)
ASBA SECOND LANGUAGES CAUCUS Time Commitment: ♦ Bi-annually in conjunction with the ASBA spring & fall meetings Meeting Location Edmonton, AB	One Trustee and One Alternate	Dan C Henry(A)
ACSTA DIRECTOR Time Commitment: ♦ Three (3) – one day meetings ♦ One (1) – three day meeting held in late January. Meeting Location: ♦ Royal Executive Inn, Nisku, AB	One Trustee and One Alternate	Susan Henry (A)

BOARD AD-HOC COMMITTEES (AS NEEDED)		
No Ad-hoc Committee named at this time		

DESTRUCTION OF BALLOTS

CHALIFOUX “That the voting ballots be destroyed.”
2 **16/17**

CARRIED UNANIMOUSLY

FINANCIAL INSTITUTION SIGNING AUTHORITY

RITCHERT “That the Board approve the signing authority for the Division shall be any two of the following: Secretary-Treasurer, Superintendent of Schools or Assistant Superintendents or, in the absence of any two of the above, the Secretary-Treasurer, Superintendent of Schools or Assistant Superintendents and either the Board Chair or Vice Chair.”
3 **16/17**

CARRIED UNANIMOUSLY

ALBERTA EDUCATION FUNDING SIGNING AUTHORITY

LAMER
4 16/17

“That the Board authorize the delegation of the Secretary-Treasurer/Superintendent signing authority to the Assistant Superintendents for the signing of Alberta Education Funding applications in the absence of the Secretary-Treasurer/Superintendent.”

CARRIED UNANIMOUSLY

BORROWING RESOLUTION

EFFON
5 16/17

“That the Board approve a line of credit from the Royal Bank of Canada not to exceed \$500,000 under the condition that the line of credit be repaid within six (6) months. The Secretary-Treasurer must notify the Board in the event the line of credit is accessed.”

CARRIED UNANIMOUSLY

Trustee Ritchert left the meeting at 4:56 p.m.

BOARD MEETING TIMES/SCHEDULE/LOCATION

KATHOL
6 16/17

“That the Board approve the Board Meeting Schedule as presented.”

CARRIED UNANIMOUSLY

- Distribution of Disclosure of Personal Interest Statements to Trustees.

Chair Hibbs adjourned the meeting at 5:00 p.m.

~ORIGINAL SIGNED~

~ORIGINAL SIGNED~

CHAIRMAN

SECRETARY-TREASURER