



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)**

October 24, 2022, 1:00 p.m.

Cranbrook Board Office

Committee Members in Attendance: Co-Chair Trustee Chris Johns
Co-Chair Trustee Kathryn Kitt
Trustee Bev Bellina
Trustee Krista Damstrom

Board/District Staff in Attendance: Chairperson Frank Lento
Trustee Trina Ayling
Trustee Doug McPhee
Trustee Patricia Whalen
Secretary Treasurer Nick Taylor
Superintendent Viveka Johnson
Director of Instruction and Human Resources Brent Reimer
Director of Student Learning and Innovation Diane Casault
Operations Manager Joe Tank
District Principal of Student Services Darcy Verbeurgt
Executive Assistant, (Recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Kitt called the public Finance Operations Personnel Committee meeting of October 24, 2022 to order at 11:34 a.m.

1.2 Approval of the Agenda

Moved/Seconded by Johns/Damstrom:

THAT the agenda of the public Finance Operations Personnel Committee meeting of October 24, 2022 be approved as circulated / amended.

1.3 Approval of the Minutes

Moved/Seconded by Johns/Damstrom:

THAT the minutes of the public Finance Operations Personnel Committee meeting of September 26, 2022 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Speed Reduction in Jaffray

Secretary Treasurer Taylor reviewed email received from Hilary Barnet of the Ministry of Transportation. Final approval to extend the 70 km/hour zone on Highway 3 by approximately 500 metres to the east of Jaffray is pending.

3. PRESENTATIONS

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Operations Update

Operations Manager Tank reviewed the operations report detailing summer and school start up work completed by the Operations Department.

This operations report will be included with future public Finance Operations Personnel meeting agendas.

4.1.2 Health and Safety

The Joint Occupational Health and Safety Committee meets on Thursday, October 27, 2022.

4.1.3 Student and Family Affordability Update

Stakeholder engagement sessions are ongoing. The current district allocation is \$50 per student full time equivalent. Secretary Treasurer Taylor to clarify with principals and vice principals that needs will be assessed on a case by case basis.

4.1.4 Ad Hoc Cranbrook Traffic Safety Committee

There was no formal report at this meeting. The ad hoc Cranbrook Traffic Safety Committee is planning school site visits with Pinewood Elementary being a priority. The Committee will consult with the RCMP and school principals and vice principals and the City of Cranbrook for traffic safety feedback.

Trustee Johns encouraged open communication with Secretary Treasurer Taylor and the Chief Administrative Officer of the City of Cranbrook.

4.2 Superintendent

The District has been selected as one of nine districts to participate in this year's data and evidence community of practice with Shane Safir. The goal of this practice is to look at the micro data of students in the district; analysing and developing programs at an individual student level.

5. NEW BUSINESS

5.1 Community Donations

Secretary Treasurer Taylor reviewed the proposed Community Donation Allocation that was distributed with the agenda packages.

RECOMMENDATION A:

Moved/Seconded by Lento/Johns:

THAT the Board of Education approve Christmas donations to the Cranbrook and Fernie Salvation Army and the Jaffray, Sparwood and Elkford food banks, in lieu of holiday gifts for staff at the District worksites. The amounts will reflect the full-time equivalent (FTE) of district students in each community.

5.2 Royal Canadian Legion Remembrance Day Wreaths

RECOMMENDATION B:

Moved/Seconded by Damstrom/Bellina:

THAT the Board purchase large wreaths for the Remembrance Day ceremonies in the communities of Elkford, Sparwood, Fernie and Cranbrook.

Trustee Damstrom advised the Board that Jaffray does not require a wreath. Trustee McPhee suggested that representatives from School District No. 5 (Southeast Kootenay) be recognized at the community ceremonies if possible.

6. ACTION ITEMS FOR FUTURE MEETINGS

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes

Next meeting October 27, 2022

7.2 Finance Report

Report from July 1-September 30, 2022

7.3 Trustee Professional Development

Trustee Professional Development General Ledger Update

7.4 Staff Travel Summary

Travel Expense Summary

8. ADJOURNMENT

Moved/Seconded by Johns/Damstrom:

THAT the October 24, 2022 public Finance Operations Personnel Committee meeting adjourn at 12:20 p.m.

What services and resources did we provide to which students at what cost and resulting in what benefits?