



**The Board of Education of
School District No.5 (Southeast Kootenay)**

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**October 23, 2023, 12:00 p.m.
Cranbrook Board Office**

Committee Members
in Attendance: Co-Chair Trustee Chris Johns
Co-Chair Trustee Irene Bischler
Trustee Nicole Heckendorf
Trustee Wendy Turner

Board/District Staff in
Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina
Trustee Alysha Clarke
Trustee Sarah Madsen
Secretary Treasurer Nick Taylor
Superintendent Viveka Johnson
Director of Instruction and Human Resources Brent Reimer
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Indigenous Education Jason Tichauer
Operations Manager Joe Tank
Vice Principal Human Resources and Health & Safety Jaslene Atwal
Principal of Early Learning and Child Care Laura-Lee Phillips
Executive Assistant to Secretary Treasurer and Superintendent
(recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Johns called the public Finance Operations Personnel Committee meeting of October 23, 2023, to order at 12:06 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Heckendorf/Bischler:

THAT the agenda of the public Finance Operations Personnel Committee meeting of October 23, 2023, be approved as circulated.

1.3 Approval of the Minutes

Approval of the minutes from September 25, 2023

Moved/Seconded by Turner/Heckendorf:

THAT the minutes of the public Finance Operations Personnel Committee meeting of September 25, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Cranbrook Career Fair

District Vice Principal Atwal provided a brief report on the Cranbrook Career Fair as attached to the agenda package.

2.2 Trades Funding Follow Up

Director Tichauer reported on the meeting with the College of the Rockies Vice President Academics and Dean of Trades. Co-Chair Trustee Johns requested this be an ongoing agenda item.

2.3 Employer's Obligations to WorkSafe BC's Working Alone or in Isolation

Operations Manager Tank discussed the District's current procedures for individuals working alone. District Vice Principal Atwal will provide the Committee with new process and procedures at the November 27, 2023 meeting.

3. PRESENTATIONS

Nil

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Shadow Mountain Proposed OCP Amendment

Discussion continued from the public meeting of the Board of Education on October 10, 2023.

Secretary Treasurer Taylor provided an update on his communications with the City of Cranbrook on the proposed community plan amendment. This was provided as a hand-out at the meeting.

RECOMMENDATION A

Moved/Seconded by Bischler/Turner:

THAT the Board of Education form a working group of the whole to investigate school site acquisition charges.

4.2 Superintendent

4.2.1 Child Care Update

District Principal Phillips provided an update on third party providers and licences including:

- Community Connections
- Boys and Girls Club
- Bright Beginnings
- Society for Kids Care
- Elk Valley Women's Task Force

Further discussion on third party licencing was referred to the Finance Operations Personnel In-Camera meeting.

5. NEW BUSINESS

Nil

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

7.1 Finance and Capital Analysis Report

Secretary Treasurer Taylor provided an update on the budget and capital reports attached to the meeting agenda. He also provided an update on the Steeples washroom upgrade (ongoing agenda item).

7.2 Trustee Professional Development

Nil

7.3 Staff Travel Summary

Nil

8. ADJOURNMENT

Moved/Seconded by Bischler/Turner:

THAT the October 23, 2023, public Finance Operations Personnel Committee meeting adjourn at 12:49 p.m.

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