



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

**November 27, 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 (remotely)
Trustee Wendy Turner (out at 12:30 p.m.)

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina (remotely)
Trustee Alysha Clarke
Trustee Sarah Madsen (remotely)
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
District Principal of Student Services Darcy Verbeurgt
District Principal of Early Learning and Child Care Laura-Lee Phillips
District Vice Principal Human Resources and Health & Safety Jaslene Atwal
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 November 27, 2023, to order at 12:11 p.m.

1.2 Acknowledgement of Ktunaxa Territory

Co-Chair Trustee Johns acknowledged that we have gathered on the Homelands of the Ktunaxa People.

1.3 Approval of the Agenda

Additions:

5.1 Strategic Planning Facilities Requests

Moved/Seconded by Turner/Heckendorf:

THAT the agenda of the public Finance Operations Personnel Committee meeting of November 27, 2023, be approved as amended.

1.4 Approval of the Minutes

Approval of the minutes from October 23, 2023

Moved/Seconded by Heckendorf/Bischler:

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

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Trades Funding Follow Up

Director Tichauer provided an update. Trades programs in the Elk Valley are currently absent and the District will continue to advocate for programming.

Director Tichauer suggested that there should be ongoing research into other trades offerings in communities and colleges. This information could then be provided to the College of the Rockies.

Trades funding continues to be an ongoing agenda item.

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

District Vice Principal Atwal will provide trustees with the draft process and procedures for WorkSafe BC's Working Alone or in Isolation.

2.3 Site Acquisition Charges

A Site Acquisition Working Group (with the Board of Education as a whole) has been formed to investigate school site acquisition charges. There is no update available at this time. This will be an ongoing agenda item.

3. PRESENTATIONS

Nil

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Steeples Washroom Renovation

Operations Manager Tank provided an update on the Steeples washroom renovation. The expected completion date of this renovation is mid-January 2024.

4.2 Superintendent

4.2.1 Child Care Update

Superintendent Johnson provided a public update on Child Care:

- The Ministry has sent a child care survey to elementary school principals for distribution.
- The District is working with CUPE 4165 on a Letter of Understanding for after school care.

5. NEW BUSINESS

5.1 Strategic Planning Facilities Requests

Facility requests at Isabella Dicken Elementary School and Fernie Secondary School discussed during Strategic Planning session in Fernie on November 21, 2023, were noted. Operations Manager Tank will follow up on the items.

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

7.1 Response to District of Sparwood

The letter sent to the District of Sparwood in response to the Official Community Plan (OCP) was attached to the agenda package.

7.2 District Occupational Health and Safety Committee Minutes

Minutes from November 16, 2023 meeting of the District Health and Safety Committee were attached to the agenda package.

7.3 Finance and Capital Analysis Report

Secretary Treasurer Taylor reviewed the financial reports.

7.4 Trustee Professional Development

7.5 Staff Travel Summary

8. ADJOURNMENT

Moved/Seconded by Bischler/Heckendorf:

THAT the November 27, 2023, public Finance Operations Personnel Committee meeting adjourn at 12:36 p.m.

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