



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

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**October 26, 2020, 12:30 p.m.
Kootenay Learning Campus - Fernie**

Committee Members in Attendance:	Trustee Kitt (Co-chair) Trustee Johns (Co-chair) – by Zoom Trustee Bellina – by Zoom Trustee Damstrom – by Zoom
Board/District Staff in Attendance:	Trustee Ayling – by Zoom Chair Lento Trustee McPhee Trustee Turner – by Zoom Trustee Whalen – by Zoom Superintendent, S. Yardley Secretary Treasurer, A. Rice Director of Instruction/Human Resources, B. Reimer – by Zoom Director of Student Learning/Aboriginal Education, J. Tichauer – by Zoom Director of Student Learning and Innovation, D. Casault District Principal/Technology, Jennifer Roberts – by Zoom District Principal/Student Services, D. Verbeurgt Sandy Gronlund, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of October 26, 2020 was called to order at 12:12 p.m. by Co-chair Trustee Kitt.

1.2 Approval of the Agenda

M/S that the agenda of the public Finance/Operations/Personnel Committee meeting of October 26, 2020 be approved as circulated.

1.3 Approval of the Minutes

M/S that the minutes of the public Finance/Operations/Personnel Committee meeting of September 28, 2020 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Innes Avenue Development

Secretary Treasurer Rice reviewed the response he received from the City of Cranbrook on October 1, 2020 regarding his letter of September 23, 2020 requesting an update on the progress of the development at 804 Innes Avenue. His letter referenced the presentation Trustee Johns made on behalf of the SD5 Board at the February 19, 2020 City of Cranbrook Public Hearing.

Secretary Treasurer Rice will put together relevant material and arrange to meet with the Cranbrook trustees to discuss a follow up plan and write a letter to the City of Cranbrook.

The Committee will provide information to the City of Cranbrook to ensure they are meeting their responsibilities with respect to School Site Acquisitions to meet the long-term needs of the residents.

2.2 Information re: temperature checks in schools

Secretary Treasurer Rice received a response back from the Ministry of Health and Safety regarding the use of temperature check tools in schools. The Provincial Health Officer (PHO) and the BC Center for Disease Control (BCCDC) do not recommend temperature checks at schools; therefore, it is not part of the BCCDC guidance for K-12.

There is a shorter health check list to replace the long list of the more common symptoms that came out in September. Secretary Treasurer Rice will include the check list with for the Health and Safety Committee to review along with more information we receive.

3. DELEGATIONS/PRESENTATIONS (10 min max)

Nil.

4. REPORTS

4.1 Stage 2 Restart Protocol Update - Secretary Treasurer

Secretary Treasurer Rice has formed a Federal Funding Committee with most members joining from the Health and Safety Committee that came up with the district's COVID-19 Safety Plan. This committee will collect requests from the schools, district, and stakeholders to review and decided which requests are eligible to be covered by the Federal Funds the district will receive to help with COVID-19 costs.

The committee will reach out to the Joint Operations Health and Safety Committees (JOHSC) at the schools as they will be familiar with the needs of their schools.

4.2 Stage 2 Restart Protocol Update – Superintendent

Superintendent Yardley stated that the district's absence dispatch is finding it difficult to find enough TTOCs interested in working in the schools. She is planning to meet with the Principal and Vice Principal Pro-D group to look at the professional learning money of \$120,000 approved for a two-year period that may not be fully utilized this year because of COVID-19 restrictions. A small group is creating criteria on how this money could be best spent. They are using a template from the Teacher Union and once this template is complete, they will role it out to the Teacher and CUPE unions.

5. NEW BUSINESS

5.1 2020-21 Budget Update

Secretary Treasurer Rice will be focused on working on the amended budget in November. He commented that we are still monitoring the student enrolment and have maintained staffing levels with the hope of homeschooled students returning to our brick and mortar schools.

BCSTA has indicated that the Ministry of Education is watching all school districts reserves and that districts should be bracing for cost reductions with the impending Provincial deficit

5.2 Federal Fund Committee Update

Secretary Treasurer Rice distributed a list of requests the Federal Funding committee has received in the district. This committee has had three meetings to date. The process has involved reaching out to all stakeholders asking for a list of their requests. The committee reviewed the items to determine if they were budget items or COVID-19 needs.

The committee will be looking for Board approval on any additional employee temporary time increases and temporary hires requested. The requests received to date total over the two million dollars that the district could received over the two-years.

Secretary Treasurer Rice reviewed each request in detail with the Board and answered questions. He will continue to keep the Board updated with the progress of the committee.

5.3 Salvation Army Christmas Hamper Program

The Board discussed the yearly donation the district makes to the Cranbrook and Fernie Salvation Army at Christmas time on behalf of each of the schools in the communities in lieu of a gift for each staff member at the schools.

The Board recognizes and appreciates that the Salvation Army is instrumental in supporting the school meals program and of the great work they do in their communities. However, we want to ensure all communities are reached, which is

currently not happening. The Fernie Salvation Army focuses primarily on the City of Fernie, and Sparwood and Elkford are not serviced.

Secretary Treasurer Rice will bring forward a recommendation to the November 10, 2020 public Board meeting of donation amounts to the communities.

5.4 Remembrance Day Wreaths

Remembrance Day Ceremonies are either cancelled or private and will look very different this year because of COVID-19. The Board will donate as they have in the past to the Veterans by purchasing a wreath from each of our district's communities.

RECOMMENDATION A

M/S that the Board purchase a wreath for each of our SD5 communities as a donation to the Veterans on Remembrance Day as done in the past years.

5.5 Mount Baker Secondary School (MBSS) Renovation/Repairs Update

Secretary Treasurer Rice met with Trustee Johns to discuss the options for MBSS. The three options are a full replacement, partial replacement, or a major renovation.

Secretary Treasurer Rice and Operations Manager Tank have reached out to a few architects regarding the costing of the three options and they indicated the information the district requires should not cost more than \$30,000.

RECOMMENDATION B

M/S that the Board approve the Secretary Treasurer to spend up to \$30,000 to obtain a detailed study for each of the three options for Mount Baker Secondary School: a full replacement, a partial replacement, and a major renovation.

Discussion included:

- All information is required from Stantec for a project identification report.
- Must be sure the study conducted is on three options.
- What is the 10-year costing of Annual Facility Grants spent on MBSS.
- The ministry looks at life cycle costing. What is the cost of the lifespan of the project?

5.6 Dog Waste Dispensers - Steeples Elementary School

Trustee Whalen reported that the Steeples PAC brought forward a problem with dog waste in their school fields. The PAC feels a dog waste station with baggies and a garbage bin would help with this problem. If the waste station is on school property, the school is responsible for the upkeep of the station and if it is on City property, the City would be responsible for this upkeep.

Discussion included:

- seems to be a problem at only some schools
- Sparwood Secondary has signage posted which seems to help

The Board asked the Secretary Treasurer to purchase “pick up after your dog” signage to be posted outside at Steeples Elementary school.

It was also a suggestion that the PAC could reach out to the City of Cranbrook about installing dog waste station with waste bags and a garbage bin with the City being responsible for the upkeep.

5.7 Public Sector Exempt Compensation (PSEC) Report

The PSEC report is a requirement by the Ministry of Education for school districts to report the employees who received over \$125,000/year.

Secretary Treasurer Rice explained that the PSEC report must disclose salaries over \$125,000 and the Statement of Financial Information (SOFI) report must disclose salaries over \$75,000. The Board’s policy is to disclose all salaries in excess of \$100,000.

Secretary Treasurer Rice will retrieve an updated version showing total compensation on the PSEC report.

6. RECOMMENDED ACTIONS - APPENDIX A

6.1 Elk Valley/South Country Bussing

6.2 Jaffray - Ministry of Transportation (safe crossing on Hwy 3)

6.3 Jaffray - Ministry of Transportation (lower speed limit on Hwy 3)

6.4 Staff Travel Summary Report Review

6.5 Fernie - Ministry of Transportation (safe crossing on Hwy 3 at 13th St)

7. ITEMS FOR INFORMATION

7.1 District Occupational Health and Safety Committee Minutes

7.2 Finance Report

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of October 26, 2020 adjourned at 1:54 p.m.