



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

**September 23, 2024, 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 (remotely)

Board/District Staff in Attendance: Chairperson Doug McPhee  
Trustee Trina Ayling  
Trustee Bev Bellina (remotely)  
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 Operations Joe Tank  
Principal of Early Learning and Child Care Laura-Lee Phillips (remotely)  
Vice Principal Human Resources and Health & Safety Jaslene Atwal  
District Principal of Learning Services Kaley Wasylowich  
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 September 23, 2024, to order at 12:10 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**

Moved/Seconded by Heckendorf/Bischler:

THAT the agenda of the public Finance Operations Personnel Committee meeting of September 23, 2024, be approved as circulated.

**1.4 Approval of the Minutes**

Moved/Seconded by Bischler/Heckendorf:

THAT the minutes of the public Finance Operations Personnel Committee meeting of August 26, 2024, be approved as circulated.

**2. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**3. PRESENTATIONS**

Nil

**4. REPORTS**

**4.1 Secretary Treasurer**

**4.1.1 Mountainview Sparwood**

Secretary Treasurer Taylor will provide an update on the Mountainview Child Care Hub proposal at the Board of Education in-camera meeting on October 8, 2024.

**4.2 Superintendent**

**4.2.1 Child Care**

District Principal Phillips provided an update on Child Care in the District included in the agenda package.

**5. NEW BUSINESS**

Nil

**6. ACTION ITEMS FOR FUTURE MEETINGS**

**6.1 Cranbrook Pickle Ball Club**

**7. CORRESPONDENCE**

**7.1 District Occupational Health and Safety Committee Minutes**

Director Reimer and District Vice Principal Atwal reviewed the minutes from the District Occupational Health and Safety Committee.

Discussion included:

- Working alone protocols and devices
- Learning Management System
- Training scenarios using Virtual Reality

## **7.2 Finance and Capital Analysis Report**

Secretary Treasurer Taylor reviewed the Finance and Capital Analysis Reports included in the agenda package.

## **7.3 Trustee Professional Development**

No report at this time

## **7.4 Staff Travel Summary**

## **8. QUESTION PERIOD**

Nil

## **9. ADJOURNMENT**

Moved/Seconded by Bischler/Turner:

THAT the September 23, 2024, public Finance Operations Personnel Committee meeting adjourn at 12:25 p.m.

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