



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

**January 23, 2023, 1:00 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 Student Learning and Aboriginal Education Jason Tichauer
Manager of Operations 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 Johns called the public Finance Operations Personnel Committee meeting of January 23, 2023 to order at 1:19 p.m.

1.2 Approval of the Agenda

Additions:

Moved/Seconded by Bischler/Turner:

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

1.3 Approval of the Minutes

Approval of the minutes from October 24, 2022

Moved/Seconded by Johns/McPhee:

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

2. BUSINESS ARISING FROM PREVIOUS MINUTES

3. PRESENTATIONS

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Health and Safety
Nil

4.2 Superintendent
Nil

5. NEW BUSINESS

6. ACTION ITEMS FOR FUTURE MEETINGS

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes – November 10, 2022

- Co-Chair Johns requested an update on the Mount Baker Secondary exhaust system in the metal shop (Meeting Minutes Item 4.c).
 - Manager of Operations Tank provided a brief update and will keep the Committee informed as quotations are received.
- Co-Chair Johns also requested more information on threat violence incidents. (Meeting Minutes Item 6.a.)
 - This discussion was moved to the in-camera meeting.

7.2 Finance Report

Secretary Treasurer provided an overview of the monthly analysis workbook distributed with the agenda.

7.3 Trustee Professional Development

7.4 Staff Travel Summary

7.5 FSEAP Quarterly Utilization Report

July 1-September 30, 2022 report was reviewed.

- Request for Proposal (RFP) process has commenced for District Employee Family Assistance Program. Proposals are due on February 13, 2023.

8. ADJOURNMENT

Moved/Seconded by Bischler/Heckendorf:

THAT the January 23, 2023 public Finance Operations Personnel Committee meeting adjourn at 1:37 p.m.

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