



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

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**November 25, 2019, 12:30 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Trustee Johns (Co-chair)
Trustee Kitt (Co-chair)
Trustee Bellina – by Zoom
Trustee Damstrom

Board/District Staff in Attendance: Trustee Ayling
Chairperson Lento
Trustee McPhee
Trustee Turner
Superintendent, S. Yardley
Secretary Treasurer, A. Rice
Director of Instruction/Human Resources, B. Reimer
Director of Student Learning/Aboriginal Education, J. Tichauer
Director of Student Learning and Innovation, D. Casault
District Principal/Student Services, D. Verbeurgt
Sandy Gronlund, Executive Assistant (Recorder)

Regrets: Trustee Whalen

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of November 25, 2019 was called to order at 12:16 p.m. by Co-chair Trustee Kitt.

1.2 Approval of the Agenda

Additions: 4.5 Funding Model Update
4.6 School Site Land Acquisition from BCSTA

M/S that the agenda of the public Finance/Operations/Personnel Committee meeting of November 25, 2019 be approved as amended.

1.3 Approval of the Minutes

M/S that the minutes of the public Finance/Operations/Personnel Committee meeting of October 28, 2019 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Grasmere School Update

Mr. Rice looked into the Baragar software to view information within the Grasmere area and found that it would cost the district to have the parameters for Grasmere school area reset.

The population of the area can be found in our MyEducationBC system but may not be the complete picture. We are currently gathering information in order to review options before any decisions are made in regards to utilizing the Grasmere school again.

2.2 City of Cranbrook - Flashing Lights

Mr. Rice distributed the notes from a meeting with the City of Cranbrook on September 25, 2019 regarding the installation request of flashing lights at both Steeples Elementary School and Amy Woodland Elementary School.

Mr. Rice will confirm with the City of Cranbrook on the overview of the meeting prior to Recommendation A going forward to the December Board meeting for approval.

RECOMMENDATION A

M/S that the Secretary Treasurer, Trustee McPhee and Trustee Whalen continue to pursue the issue of installing flashing speed zone lights with the City of Cranbrook in front of Steeples Elementary School and Amy Woodland Elementary School. And further; that the notes from the September 25, 2019 meeting be forwarded to representatives of the City of Cranbrook.

Trustee Kitt asked if the District went ahead and paid for the lights to be installed who is responsible for the upkeep.

3. DELEGATIONS/PRESENTATIONS

Nil.

4. NEW BUSINESS

4.1 Statement of Financial Information (SOFI)

Mr. Rice reviewed that the SOFI report with the Board. He explained the list of employees are those who earn over \$75,000 in 2018/2019 and another list with vendors who were paid over \$25,000 from July 2018 to June of 2019.

4.2 Jaffray and Elk Valley Bussing

Mr. Rice reported that the spare bus for Jaffray is here. We are currently posting for a bus driver. Looking at other possibilities to try make it a more attractive position.

In regards a review of the bussing in the Elk Valley, we are currently waiting to receive a proposal from a company. Mr. Rice received a couple of suggestions from the Board to look into other ideas for someone to review.

4.3 Mount Baker Secondary School (MBSS) Replacement Update

Mr. Rice reported that we are still waiting for the report from Stantec on the. He will update the Board at the next board meeting.

4.4 Amended Budget Update

Mr. Rice is to working on the Amended Annual Budget and will forward to the Board as soon as possible. Mr. Rice will need readings to approve the Amended Annual Budget.

4.5 Funding Model Update

Trustee Johns would like to know where we are at with the Funding Model and requested that Mr. Rice receive updates from BCASBO, BCSTA and BCPSEA for the December 10, 2019 Board meeting.

4.6 School Site Land Acquisition from BCSTA

Trustee Kitt reviewed information from the BC School Trustees Association (BCSTA) regarding issues and solutions to School Site Land Acquisitions.

This item will be brought forward for discussion at the January 27, 2019 meeting.

5. ITEMS FOR INFORMATION

5.1 District Occupational Health and Safety Committee (DOHSAC) Minutes

Mr. Reimer reported:

- that this committee is a high functioning group that meets every 3 months
- each school in the district has a safety committee that completes safety checklist of the schools and yards
- they will forward any concerns or information to the DOHSAC that they would like to share at the DOHSAC meeting

Trustee Johns asked how the threat violence reporting is handled at the District level.

- the “Threat Violence” form is used for an employee to notify their employer they felt threatened at work
- Mr. Tichauer reported that every threat violence form received is investigated
- Trustee Johns would like the Board to see an overview of threat violence reports as a topic for the Board. Mr. Tichauer will follow up with this but will protect the confidentiality of each report.
- if a student is involved, Mr. Tichauer and Mr. Reimer would look to see if there is a plan already in place for the student and review it, if no plan is in place, the School Based team is responsible to build one

Conclusion:

- Mr. Reimer will provide STATs on the WorksafeBC reports after each DOHSAC meeting
- Mr. Tichauer will provide a high level statistics on a monthly basis – “Threat/Violence” form at the In-camera Finance/Operations/Personnel Committee meetings

5.2 Finance Report

Mr. Rice reported that we are on track with our expenditures for the year.

5.3 Letter - District of Elkford

Mr. Rice sent a letter to the District of Elkford in regards to the schools using a parcel of land owned by the District of Elkford. He thanked Trustee Kitt and the Principal of Elkford Secondary and Rocky Mountain Elementary for their input to the letter.

6. QUESTION PERIOD

Nil.

7. LATE ITEMS

Nil.

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of November 25, 2019 adjourned at 1:23 p.m.