



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

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**November 23, 2020, 12:30 p.m.
Cranbrook Board Office**

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

Board/District Staff in Attendance: Trustee Ayling - Zoom
Chairperson Lento
Trustee McPhee - Zoom
Trustee Turner - Zoom
Trustee Whalen - Zoom
Superintendent, S. Yardley – by Zoom
Secretary Treasurer, A. Rice
Director of Instruction/Human Resources, B. Reimer - Zoom
Director of Student Learning and Aboriginal Education, J. Tichauer - Zoom
Director of Instruction/Student Learning, D. Casault - Zoom
District Principal Transformative Learning, J. Roberts - Zoom
District Principal Student Services, D. Verbeurgt - Zoom
Recorder, Sandy Gronlund

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of November 23, 2020 was called to order at 12:20 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 November 23, 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 October 26, 2020 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Budget 2020-21

Secretary Treasurer Rice gave a brief update on the student enrolment numbers since the September 30, 2020 ministry count. The districts are waiting for confirmation from the Ministry of Education (MoE) on any funding for the returning and new students since the 1701 count in September.

The following are the enrolment increases since the September 30, 2020 count.

- 47 new students to the district
- 15 new students from out of province
- 24 new students from out of district
- 8 returning students from homeschool

We should be hearing from the Ministry of Education once the new government is back in. There has been no word on whether the ministry will issue claw backs on the budget. The Ministry reminded districts that the Ministry of Finance has a keen eye on restricted funds verses unrestricted funds at year-end.

2.2 Salvation Army Christmas Hamper Donations

Secretary Treasurer Rice shared two options to determine the donation amounts this year towards Christmas hampers in the SD5 communities. The Board discussed the two options shared and decided on an Option # 3 as follows:

Option #3 FTE (rounded to \$10)	
Cranbrook Salvation Army	\$3,000.00
Jaffray Foodbank	\$300.00
Fernie Salvation Army	\$950.00
Sparwood Foodbank	\$600.00
Elkford Foodbank	\$600.00
	\$5,450.00

RECOMMENDATION A

M/S that the Board of Education approve Christmas donations, in lieu of holiday treats at the worksites, to the Cranbrook and Fernie Salvation Army and the Jaffray, Sparwood and Elkford foodbanks in the amounts reported in option #3 that reflect the FTE students in our school sites.

2.3 Federal Funding Committee Update

Secretary Treasurer Rice reported working to have the human resource positions posted and filled. He will be meeting with the Health & Safety restart committee on November 25, 2020. One of the items they will discuss is 3 ply face masks vs 2 ply masks.

2.4 Steeples Elementary School - Signage to "Pick up after your dog"

Secretary Treasurer Rice updated the Board on signage for all schools that do not already have them. They have been ordered and will be installed on the school fences as soon as possible.

2.5 Public Sector Employers' Council Secretariat (PSEC) Report - Updated Total Compensation

Once the new government has been sworn in, the reports will be posted on the Ministry of Education website and Secretary Treasurer Rice will share the report with the Board.

3. DELEGATIONS/PRESENTATIONS (10 min max)

Nil.

4. REPORTS

4.1 Stage 2 Restart Protocol Update - Secretary Treasurer

Secretary Treasurer Rice discussed the Province wide restrictions that were just announced. There were no changes to the schools. Facemasks are to be worn in all common areas, which would include lunchrooms.

The Ministry and PHO has reminded us that facemasks are a low preventative measure and that physical distancing and hand hygiene need to be utilized in conjunction. The Province-wide restriction is in place until December 7, 2020 and we must all do our part inside and outside of the work environment.

4.2 Stage 2 Restart Protocol Update – Superintendent

Superintendent Yardley commented on the three hot lunch proposals she has received from schools. The safety protocols in place include outside orders only, delivered to an agreed space and handed out to students by staff.

District Management will be meeting tomorrow and will discuss volunteers coming into the schools. A memo will be sent to principals discouraging this practice for now.

Schools are running well. It is difficult to let go of past events, but schools are coming up with innovative and safe ideas to celebrate for example, online Christmas concerts.

Chair Lento asked that given we are moving into the 2nd quarter soon, has there been any discussion on the size changing for learning groups? Superintendent Yardley responded that she has not heard of this happening. Any change in maximum size of the learning groups would come from the Ministry of Education.

5. NEW BUSINESS

5.1 Budget Update

Covered in item 2.1.

5.2 Annual School Calendars for 2021-22 and 2022-23

The Board discussed the recommended changes to the draft annual school calendars attached to the agenda. Some of these recommendations are contractual items and would need to be discussed with the unions.

RECOMMENDATION B

M/S that following consultation with the CFTA and CUPE Unions that a proposed calendar for 2021-22 and 2022-23 be brought to the December 8th, 2020 Public Board meeting for consideration and approval.

5.3 Cranbrook Lion's Club Letter re: Off Leash Dog Park at former Muriel Baxter Site

The Cranbrook Lion's Club submitted a request to the Board to approve the installation of a temporary shelter from the sun and rain at the off-leash dog park at the former Muriel Baxter School site. The structure is not permanent and can be removed in the future.

Trustee Johns is concerned about the possibility of vandalism but is very impressed with the looks of the structure. He appreciates the shelter from the Cranbrook Lions Club and the support from the City of Cranbrook.

RECOMMENDATION C

M/S that the Board approve the installation of the temporary shelter and bench at the off-leash dog park at the Muriel Baxter site.

6. RECOMMENDED ACTIONS - APPENDIX A

6.1 Elk Valley/South Country Bussing

Trustee Damstrom and Secretary Treasurer Rice are meeting this afternoon to discuss bussing in Jaffray.

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 and 13th St)

6.6 Innes Avenue Development – Committee

Secretary Treasurer Rice and the Cranbrook Trustees are meeting on Wednesday, November 25, 2020 to discuss the Innes Avenue development and school site acquisition.

7. ITEMS FOR INFORMATION

7.1 Finance Report

Attached to the agenda for information.

7.2 Statistics and Incident Reports

Director Reimer commented that there are very few statistics to report. There will be another set of statistics to report on in January. Director Reimer will discuss the reports further at the next Finance/Operations/ Personnel Committee meeting January 25, 2021.

Discussion was held on the recommended actions in item 6.

- Trustee Johns is concerned that some of the items date back a couple of years. We need to continue to monitor these items and keep them on the agenda.
- Trustee McPhee likes to see the recommendations on the agenda and understands the demands on the District Managers.
- Trustee Turner would like to see an update or an estimated time frame on the items.

MLA Tom Shypitka would be happy to meet with the Board. A meeting will be scheduled once the Provincial restrictions on meeting in person has been lifted.

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of November 23, 2020 adjourned at 1:23 p.m.

DRAFT