



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

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**September 25, 2023, 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

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 Student Learning and Innovation Diane Casault
Director of Student Learning and Indigenous Education Jason Tichauer
Director of Instruction and Human Resources Brent Reimer
District Principal of Student Services Darcy Verbeurgt
Vice Principal Human Resources and Health & Safety Jaslene Atwal
Principal of Early Learning and Child Care Laura-Lee Phillips
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 25, 2023, to order at 12:56 p.m.

1.2 Approval of the Agenda

Additions:

4.12 Cybersecurity Awareness Month

Moved/Seconded by Bischler/Turner:

THAT the agenda of the public Finance Operations Personnel Committee meeting of September 25, 2023, be approved as amended.

1.3 Approval of the Minutes

Approval of the minutes from August 28, 2023

Moved/Seconded by Turner/Bischler:

THAT the minutes of the public Finance Operations Personnel Committee meeting of August 28, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Trades Funding Letter

This agenda item was referred back to Finance Operations Personnel Committee at the September 12 public meeting of the Board of Education.

MOTION R-23-121

THAT the Board of Education refer the Trades Funding letter to Finance Operations Personnel meeting.

Director Tichauer has met with Trustee Johns to discuss the Trades Funding correspondence sent from the Board of Education and the responses received from the Ministry. They have arranged to meet with the Vice President of Academics and the Dean of Trades on Wednesday, September 27, 2023.

2.2 Employer's Obligations to WorkSafe BC's Working Alone or in Isolation

Operations Manager Tank and District Vice Principal Atwal continue to work on this project.

3. PRESENTATIONS

Nil

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Food Infrastructure Capital Update

Secretary Treasurer Taylor provided information on the Food Infrastructure and Capital Program. The District has been approved by the Capital Branch for

\$153,500 of funding for foods infrastructure needs. Of this funding \$18,500 has been allocated to equipment at Fernie Secondary. The remaining amount was allocated to a refrigerated van for food delivery in the District; however, this vehicle may not be required. The remaining \$135,000 may be pivoted to another area of need under the Food Infrastructure program.

4.1.1.1 Fernie Secondary Kitchen Equipment

Fernie Secondary has requested a gas stove and a commercial mixer. These items will be purchased with \$18,500 of the Food Infrastructure funds as discussed above.

4.12 Cybersecurity Awareness Month

October is Cybersecurity Awareness month. Secretary Treasurer Taylor discussed district initiatives to address cybersecurity risks.

4.2 Superintendent

4.2.1 Child Care Update

District Principal Phillips provided an update on Child Care distributed at the Committee meeting.

Chairperson McPhee queried the number of available seats available in the District. District Principal Phillips said this information will be available at the end of October 2023.

5. NEW BUSINESS

5.1 Response to City of Cranbrook Letter - September 11, 2023

Superintendent Johnson suggested answers to the queries in the letter from the City of Cranbrook dated September 11, 2023, (attached to the agenda package).

RECOMMENDATION A

Moved/Seconded by Turner/Bischler:

THAT the Board of Education prepare a comprehensive response to the City of Cranbrook's letter dated September 11, 2023.

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes

Nil

7.2 Finance and Capital Analysis Report

Secretary Treasurer Taylor reviewed the Capital Analysis report. A budget to actual variance analysis on operating funds will be available at the October 2023 Finance Operations Personnel Committee meeting.

7.3 Trustee Professional Development

Nil

7.4 Staff Travel Summary

Nil

8. ADJOURNMENT

Moved/Seconded by Bischler/Heckendorf:

THAT the September 25, 2023, public Finance Operations Personnel Committee meeting adjourn at 1:20 p.m.

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