



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

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**September 28, 2020 12:30 p.m.
Cranbrook Board Office**

Committee Members in
Attendance:

Trustee Kitt (Co-chair)
Trustee Johns (Co-chair)
Trustee Bellina – by zoom
Trustee Damstrom

Board/District Staff in
Attendance:

Trustee Ayling
Chair Lento
Trustee McPhee
Trustee Turner
Trustee Whalen
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/Technology, Jennifer Roberts – by zoom
District Principal/Student Services, D. Verbeurgt
Sandy Gronlund, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of September 28, 2020 was called to order at 12:36 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 September 28, 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 February 24, 2020 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Budget 2020-21

No updates to report.

3. DELEGATIONS/PRESENTATIONS (10 min max)

4. REPORTS

4.1 Stage 2 Restart Protocol Update - Secretary Treasurer

Secretary Treasurer reported that it has been a very challenging first few weeks of the school year. He thanked everyone in the district for their work during this trying time.

- There have been last minute absences with custodial that we have had to contract out in order to fill the absence.
- Classroom configurations are set up so students are not facing each other.
- Pharmasave has offered to administer flu shots to the Board office staff again this year. They will need a larger space in order to follow Covid protocols so they will set up on our bus shop. Secretary Treasurer Rice would like to look at whether they will help us out in the schools for staff also.
- The new committee that was brought together to work on allocating the Federal funds we have received, will meet tomorrow. The committee members are from the health and safety team as there was representatives from each of our stakeholders. Chris Kielpinski will also be joining the new committee as a teacher representative.
- There is a decrease in enrolment in the district in comparison of what we budgeted for. Our final student count is September 30th. We must be ready and have supports in place for when students come back in October or November.
- The list of Covid-19 symptoms we are following is very long. There is a list of key symptoms now to guide us in what to do if we have a symptom and give us more clarity. The information and guidance we receive come from the Public Health officer and the Ministry of Education.
- Superintendent Yardley shared the discussion she had with the superintendent at SD6 regarding the Covid-19 case reposted in their district recently and shared step by step of everything asked of them by interior health, which was very helpful. The one area she saw we could improve on to be ready is recording who rode our busses. Beginning this week each bus driver will have a checklist where they will check off who was on their bus after each run.

4.2 Stage 2 Restart Protocol Update - Superintendent

We have now been in school for three weeks and Superintendent Yardley feels things have gone relatively smooth. It is great to have students back in school. There has been some great sharing on the school district Facebook page.

- There have been a few parent concerns regarding our start up that we are addressing.
- Our safety protocols are very strong.
- Schools are currently updating Covid-19 plans from August 26th with the new information from the Ministry of Education. We are learning more on how Covid-19 effects people, so our plans are ever changing.

- Superintendent Yardley and Secretary Treasurer Rice met with the principals and vice-principals last week and reviewed the steps required for them to take when/if we get a Covid-19 case reported in the schools. We learned a lot from SD6 as to what information we will need to have ready for interior health once a case is reported.
- The principals and vice-principals will be reviewing their school plans and look at making some changes. Any changes to their school plans will be reviewed by Superintendent Yardley and Secretary Treasurer Rice. We will be reviewing the health and safety documents again with the principals and vice-principals.
- With students and staff settling in the focus is now on learning. October 23rd is the first Principal/Vice-Principal day and we will be looking at learning plans and professional learning for the teachers.

5. NEW BUSINESS

5.1 Enrolment Update

Secretary Treasurer Rice reported that typically on September 28th we would have fairly solid numbers of students registered. The principals have been asked to follow up with parents of students that are now registered but have asked to have a spot in our schools saved. We budgeted for 5700 students for this September 30th and we are down approximately 200 students.

Superintendent Yardley reported that 200 is not as large a number as she thought we would be down. We know some students are on vacation, some homeschooled and a small amount that we have been unable to contact. The Ministry of Education is asking that we track these students and if they register in our district for October or November, they will look at funding them for the year.

5.2 Select Standing Committee Report

Trustee Johns reviewed the k-12 portion of the Select Standing Committee report on the budget 2021 consultation that he presented to. We had input on the capital funding recommendation and the students with special needs recommendation.

5.3 Flashing Speed Zone Lights Update (Steeples Elementary and Amy Woodland Elementary)

Secretary Treasurer Rice informed the Board that speed zone lights have now been installed at Amy Woodland Elementary school and will be installed early October at Steeples Elementary school.

6. RECOMMENDED ACTIONS - APPENDIX A

6.1 School Site Land Acquisition Letter

Chair Lento reported that this letter is currently in draft form.

RECOMMENDATION A

M/S that the Board refer the draft letter addressed to BCSTA regarding school site land acquisition to the October Board meeting.

6.2 District Occupational Health and Safety Advisory

The February 4, 2020 minutes of the last District Occupational Health and Safety Advisory committee meeting of February 4, 2020 are attached to the agenda for information.

6.3 Elk Valley/South Country Bussing Review

6.4 Innes Avenue Development

6.5 Staff Travel Summary

6.6 Information re: Temperature Checks in Schools

7. ITEMS FOR INFORMATION

7.1 District Occupational Health and Safety Committee Minutes

7.2 Finance Report

7.3 City of Cranbrook Letter re: Innes Ave Proposed Development

Further information:

Shelley Balfour, CFTA president, thanked our district for their work on safety in the schools. The FSA testing has been postponed to early in the New year.

Trustee Damstrom reported speaking with the Ministry of Transportation regarding a safe crossing for students on Hwy 3 in Jaffray. Sandy Gronlund will look for documentation with the Ministry of Transportation regarding the crossings in Jaffray and lowering the speed limit.

Chair Lento reported that the crossing at Hwy 3 and 13th Street in Fernie has been an ongoing issue. The Board has pursued the safety of this crossing to no avail. Sandy Gronlund will gather information and forward to the next public committee meeting.

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of September 28, 2020 adjourned at 1:23 p.m.