

District Parent Advisory Council (DPAC) Regular Meeting Minutes

Date: January 14, 2026

Location: Zoom

Chair: Lisa Rogers

Attendance

- Lisa Rogers – DPAC Chair
- Pamela Hellewell – Secretary
- Viveka Johnson – Superintendent (SD5)
- Wendy Turner – Trustee
- Tiffany Rybachuk – Sparwood Secondary
- Kayty Thiel – Elkford Secondary & Rocky Mountain Elementary
- Deb Davidson – Fernie Secondary
- Jenn Bedard – Frank J. Mitchell (Sparwood Elementary)
- Don Sawchuk – Jaffrey Elementary
- Jennifer Innes – Parkland Middle

Agenda & Approvals

Agenda for January 14, 2026 followed as circulated.

Motions

- Motion: Approve the November 9, 2025 meeting minutes as presented.
- Moved by: Pamela Hellewell | Seconded by: Kayty Thiel | Carried

Correspondence

Resignation of Chris David as DPAC Treasurer (effective immediately). Recruitment for additional DPAC executive members initiated.

Treasurer's Report

No formal report tabled. Banking activity remains limited to monthly bank fees. DPAC paid its BCCPAC membership fee; otherwise no material inflows/outflows since last report. Prior balances from November remain materially unchanged pending itemized statement next meeting.

Superintendent's Report

- Framework for Enhancing Student Learning (FESL): continued focus on literacy, numeracy, student well-being, and transitions.
- Graduation assessments underway at secondary level this term.
- Student surveys: Middle Years Development Index (Gr. 5 & 8) and Youth Development Index (Gr. 10 & 12) administered to inform well-being and belonging supports.
- Literacy supports: UFLI training for teachers and EAs; "Acadian/Acadience" screening used to identify needs and guide instruction.
- Community engagement: shifting from five small sessions to two larger sessions (one in Cranbrook, one in Elk Valley—likely Elkford) with locations rotating annually.
- Budget planning for 2026-27 underway, including meetings with the Indigenous Education Council regarding targeted vs. operational funding.
- Kindergarten registration opens February 2, 2026 at 8:30 a.m.; families register at their catchment school via the district website.

- Exploring student access (Gr. 7–12) to Microsoft Copilot within SD5’s environment to support ethical AI use aligned with privacy and academic integrity expectations.

Trustee’s Report

- Board Chair elected in December: Doug McPhee.
- Amy Woodland: Project Definition Report (PDR) updated and submitted to the Ministry; awaiting next steps/feedback.
- Fernie Elementary: environmental assessment submitted; aligns to spring construction timelines.
- Steeples Elementary: new StrongStart/After-School Care building is open and furnished.

Note: A question regarding recent ground work at Amy Woodland will be followed up by the district (possible preliminary work related to a Métis Child Care Centre; confirmed).

BC Teachers’ Federation (Local) Report

Regrets from Jen Johns (Acting President, Cranbrook & Fernie Teachers Association). Written update provided: provincial bargaining continues; teachers advocating for improved learning conditions; “Red for BCEd” Mondays noted. Locally, constructive weekly meetings between CFTA and SD5 continue.

PAC Discussion & School Updates

- Sparwood Secondary: regular operations; fundraiser planned; December meeting not held due to holidays.
- Elkford (ESS & RMES): hot-lunch fundraiser restarted (leftovers will support next event); routine fundraisers underway.
- Fernie Secondary: discussion on role/scope of PAC, parent engagement, and spending practices; DPAC Chair to follow up with PAC rep offline for support.
- Frank J. Mitchell (Sparwood Elementary): fundraisers in progress; requested update on Zoom licensing process (DPAC following up on nonprofit pricing and provisioning).
- Jaffrey Elementary: concert bake sale, hot lunches (e.g., chicken nuggets & tater tots); planning SensoryPath fundraiser; popcorn-day initiative active.
- Parkland Middle: no update—next PAC meeting scheduled the following week.

Business from Previous Minutes

- Zoom Licenses for PACs: DPAC pursuing nonprofit discount via school board status; evaluating multi-license setup to simplify hosting. Communications to PACs pending confirmation.
- Parent Speaker Series: DPAC exploring Dr. Jody Carrington for a district-wide virtual session with community watch events and moderated Q&A; DPAC would coordinate communications and materials.

New Business

- DPAC Executive Recruitment: Vacancy following Treasurer resignation; any parent/guardian in SD5 eligible to serve. Roles and time commitments to be discussed with interested volunteers.
- DPAC Constitution & Bylaws (Draft Revisions): circulated for review. Feedback requested by next meeting; DPAC to compile and circulate final draft for subsequent approval vote.
- SD5 Administrative Procedure re: Staff Volunteering at Prom/After-Grad: clarified that staff cannot organize/supervise/promote after-grad/prom events due to liability and insurance limitations. These are to be parent-led. PACs/DPAC will not take a position; staff with questions should consult their union and the employer.

Action Items

- DPAC (Chair) to confirm nonprofit Zoom licensing path and provisioning model; update PACs with next steps.
- All PAC reps to promote DPAC executive volunteer opportunities within their school communities.

- All attendees to review DPAC Constitution & Bylaws draft
 - PACs to send comments/typos to DPAC prior to next meeting
- DPAC to continue engagement with potential parent speaker(s) and prepare communications toolkit for PAC distribution.
- DPAC Chair to connect with Fernie Secondary PAC rep offline to provide governance/support resources.
- District to consider advertising approaches for community engagement nights based on feedback.

Next Meeting

Wednesday, February 11, 2026 at 6:30 PM (Zoom)

Adjournment

Meeting adjourned at 7:37 PM.