



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
MINUTES - REGULAR PUBLIC MEETING**

**September 10, 2024, 3:00 p.m.  
Cranbrook Board Office**

Present: Chairperson Doug McPhee  
Trustee Trina Ayling  
Trustee Bev Bellina (remotely)  
Trustee Irene Bischler  
Trustee Alysha Clarke  
Trustee Nicole Heckendorf (remotely)  
Trustee Chris Johns  
Trustee Sarah Madsen

Regrets: Trustee Wendy Turner

Staff Present: Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Student Learning and Indigenous Education Jason Tichauer  
Director of Student Learning and Innovation Diane Casault (remotely)  
Director of Operations Joe Tank  
District Principal Early Learning and Child Care Laura-Lee Phillips (remotely)  
District Vice Principal Human Resources and Health & Safety Jaslene Atwal  
District Principal of Learning Services Kaley Wasylowich  
Executive Assistant to Secretary Treasurer and Superintendent (recorder)  
Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chair McPhee called the September 10, 2024, regular public meeting of the Board of Education to order at 3:05 p.m.

**1.2 Greeting**

Chair McPhee acknowledged that we have gathered here in the Homelands of the Ktunaxa People.

**1.3 Chairperson's Opening Remarks and Recognitions**

Chairperson McPhee extended condolences to the families of the District employees Ken Payne, Sharon Waswick and Terry Minnis.

**1.4 Opening Round**

Members of the Board, District Management, District Staff and local Union President shared a reflection of gratitude.

**1.5 Consideration and Approval of Agenda**

**MOTION R-24-112**

Moved/Seconded by Johns/Clarke:

THAT the agenda for the regular public meeting of the Board of Education of September 10, 2024, be approved as circulated.

**CARRIED UNANIMOUSLY**

**1.6 Approval of the Minutes**

Minutes of the Public meeting of the Board of Education of June 11, 2024

**MOTION R-24-113**

Moved/Seconded by Heckendorf/Bischler:

THAT the minutes of the regular public meeting of the Board of Education of June 11, 2024, be approved as circulated.

**CARRIED UNANIMOUSLY**

**1.7 Receipt of Records of Closed Meetings**

**MOTION R-24-114**

Moved/Seconded by Ayling/Madsen:

THAT the Board accept the closed records of the in-camera meeting of the Board of Education of the following dates:

- June 11, 2024
- June 26, 2024 (Special)
- August 26, 2024
- August 26, 2024 (Special)

**CARRIED UNANIMOUSLY**

**1.8 Business Arising from Previous Minutes**

### **1.8.1 Grasmere Community Consultation Process**

There will be a community consultation event to discuss the future of the Grasmere School site at the end of October or beginning of November.

### **1.8.2 New Spaces Funding**

District Principal Phillips provided an update on the New Spaces Funding at Gordon Terrace Elementary, Rocky Mountain Elementary, Steeples Elementary, Jaffray Elementary Junior Secondary and Fernie Learning Centre.

The Just 4 Kids after school program (originally at Amy Woodland Elementary) has been licenced at Highlands Elementary.

### **1.8.3 Dual Credit Trades Funding Models**

No update at this time.

## **2. RECEIVING OF DELEGATIONS/PRESENTATIONS**

Nil

## **3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS**

### **3.1 Advocacy Education Committee**

Co-chair Trustee Clarke reviewed the minutes of the August 26, 2024, meeting of the Advocacy Education Committee.

#### **MOTION R-24-115**

Moved/Seconded by Clarke/Bischler:

THAT the report of the Advocacy Education Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

### **3.2 Policy Committee**

Co-chair Trustee Clarke reviewed the minutes of the August 24, 2024, meeting of the Policy Committee.

#### **MOTION R-24-116**

Moved/Seconded by Clarke/Ayling:

THAT the report of the Policy Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.3 Student Services Committee**

Co-chair Trustee Ayling reviewed the minutes of the August 26, 2024, meeting of the Student Services Committee.

**MOTION R-24-117**

Moved/Seconded by Ayling/Madsen:

THAT the report of the Student Services Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.4 Finance Operations Personnel Committee**

Co-chair Trustee Johns reviewed the minutes of the August 26, 2024, meeting of the Finance Operations Personnel Committee.

**MOTION R-24-118**

Moved/Seconded by Johns/Heckendorf:

THAT the report of the Finance Operations Personnel Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.5 BCSTA /Provincial Council**

**MOTION R-24-119**

Moved/Seconded by Bellina/Clarke:

THAT the report of the BCSTA Provincial Council be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.6 Communications Media Committee**

Trustee Ayling provided a report included in the agenda package.

**MOTION R-24-120**

Moved/Seconded by Ayling/Bischler:

THAT the report of the Communications Media Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.7 Mount Baker Secondary School Replacement Committee**

No formal report at this time.

**MOTION R-24-121**

Moved/Seconded by Johns/Clarke:

THAT the report of the Mount Baker Secondary School Replacement Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.8 Key City Theatre**

**MOTION R-24-122**

Moved/Seconded by Ayling/Bellina:

THAT the report of the Key City Theatre Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.9 Legacy of Learning**

Trustee Johns requested that the report that was distributed prior to the meeting be destroyed as it was not an accurate report.

**MOTION R-24-123**

Moved/Seconded by Johns/Ayling:

THAT the Board accept the Legacy of Learning report.

**CARRIED UNANIMOUSLY**

**3.10 French Immersion Update**

Trustee Heckendorf

**MOTION R-24-124**

Moved/Seconded by Heckendorf/Clarke:

THAT the report of the French Immersion Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.11 Traffic Safety Committee**

Trustee Johns and Secretary Treasurer Taylor provided a brief report from the Traffic Safety Committee. The upcoming Vision Zero grant application process will close on November 29, 2024.

**MOTION R-24-125**

Moved/Seconded by Johns/Bischler:

THAT the report of the Traffic Safety Committee be accepted as presented.

**CARRIED UNANIMOUSLY**

**3.12 Trustee Reports/Bouquets**

Trustees reported on their activities for the month.

**4. SECRETARY TREASURER'S REPORT TO THE BOARD**

**4.1 Updates**

**4.1.1 Fernie Elementary School**

Secretary Treasurer Taylor provided an update on the Fernie Elementary School project. Turner & Townsend has been awarded the project management contract. Turner & Townsend will be involved in the selection of the project architect.

**4.1.2 Feeding Futures Update**

Secretary Treasurer Taylor provided an update on behalf of Vincent Girimonte, School Food Coordinator. School meals programs, capital funding and food infrastructure continue to be assessed across the District.

**4.1.3 Max Turyk Facility**

The District has temporarily amended the existing covenant to allow private school sports programs to operate early in the mornings at the Max Turyk facility due to the recent closure of the Fernie Community Centre. The Board made this resolution due to extenuating circumstances, and that the Board is not thereby waiving any rights under the covenant registered at the Land Title Office under registration number LB254245, as amended by CB1254470 (the "Covenant").

**4.2 Recommendations**

**4.2.1 Audited Financial Statements**

**MOTION R-24-126**

Moved/Seconded by Johns/Heckendorf:

THAT the Audited Financial Statements for the period ended June 30, 2024, be accepted and approved. The Board of Education authorizes Secretary Treasurer Taylor to submit to the Ministry as required.

**CARRIED UNANIMOUSLY**

**MOTION R-24-127**

Moved/Seconded by Bischler/Clarke:

THAT the Secretary Treasurer's report be accepted as presented.

**CARRIED UNANIMOUSLY**

**5. SUPERINTENDENT'S REPORT TO THE BOARD**

The Framework for Enhancing Student Learning report can be found on the School District's website at [www.sd5.bc.ca](http://www.sd5.bc.ca).

**5.1 Updates**

**5.1.1 Child Care and Early Learning**

District Principal Phillips provided an Early Learning report. A Strengthening Early Years to Kindergarten Transitions (SEY2KT) in Cranbrook document from District Principal Phillips was included in the agenda package.

**5.1.2 Elementary Alternate Program**

Superintendent Johnson provided an update on the Elementary Alternate Program. The program has been placed on hold due to the fire at Amy Woodland Elementary School.

**5.1.3 Framework for Enhancing Student Learning (FESL)**

Superintendent Johnson is currently working on the FESL submission.

She also provided information on:

- Reframing Behaviour program
- Professional Development days for 2024/25
- Administrative Procedure 145 Digital Devices
- School codes of conduct

**5.2 Recommendations**

**MOTION R-24-128**

Moved/Seconded by Clarke/Bellina:

THAT the Superintendent's Report be accepted as presented.

**CARRIED UNANIMOUSLY**

**6. CHAIRPERSON'S REPORT**

**6.1 Updates**

Chairperson McPhee acknowledged the start up of the 2024/25 school year.

## **6.2 Recommendations**

### **MOTION R-24-129**

Moved/Seconded by McPhee/Johns:

THAT the Chairperson's report be accepted as presented.

**CARRIED UNANIMOUSLY**

## **7. NEW BUSINESS**

### **7.1 Business Arising from Delegations**

Nil

### **7.2 Amy Woodland Elementary School Update**

Superintendent Johnson provided a public update on Amy Woodland Elementary School students and staff transitioned to schools across Cranbrook. Information was distributed to the public throughout the summer as it was available.

Other discussion included:

- Insurance claims for staff resources, musical instruments and supplies
- Work completed by the Transportation and Operations staff
- Fundraising activities for Amy Woodland Elementary School staff

There are no further updates on the status of the Amy Woodland Elementary building.

## **8. ITEMS FOR INFORMATION/CORRESPONDENCE**

### **8.1 September 20-21 Kootenay Boundary Branch AGM (Nakusp)**

### **8.2 September 20 Professional Development Day**

### **8.3 September 23 Committee Meetings**

### **8.4 September 30 National Day for Truth and Reconciliation**

## **9. QUESTION PERIOD**

Nil

## **10. CLOSING ROUND**

Trustees, District Management and local Union Presidents were offered an opportunity to share a final comment on the meeting.

## **11. ADJOURNMENT**



**MOTION R-24-130**

Moved/Seconded by Bischler/Clarke:

THAT the September 10, 2024, regular public meeting of the Board of Education adjourn at 4:01 p.m.

*What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?*

---

Doug McPhee, Chairperson

---

Nick Taylor, Secretary Treasurer