



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

April 8, 2025, 3:00 p.m.  
Cranbrook Board Office

**Pages**

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

**1.2 Greeting**

Acknowledgement that we are gathered on the Homelands of the Ktunaxa People.

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

**1.4 Opening Round**

Members of the Board, District Management, District Staff and local Union Presidents share a reflection of gratitude.

**1.5 Consideration and Approval of Agenda**

**1.6 Approval of the Minutes**

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Approval of the minutes from March 11, 2025

**1.7 Receipt of Records of Closed Meetings**

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**1.8 Business Arising from Previous Minutes**

**1.8.1 Amy Woodland Elementary Update**

**2. RECEIVING OF DELEGATIONS/PRESENTATIONS**

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

**3.1 All Committees Public Meeting**

No meeting in March

**3.2 BCSTA /Provincial Council**

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**6.1.2 Board of Education Self-Evaluation**

**6.1.3 Meeting with Minister Lisa Beare**

April 29 (following All Committee Meetings)

**6.2 Recommendations**

**7. NEW BUSINESS**

**7.1 Business Arising from Delegations**

**7.2 Capital Budget Bylaw**

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BYLAW NO. 2025/26 CPSD05-01 CAPITAL PLAN 2025/26

THAT permission be granted for all three readings of BYLAW NO. 2025/26 CPSD05-01 CAPITAL PLAN 2025/26 to be passed at the April 8, 2025, public meeting of the Board of Education of School District No. 5 (Southeast Kootenay).

THAT the Capital Bylaw No. 2025/26 CPSD05-01 of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 25, 2025*, is read the first time.

THAT the Capital Bylaw No. 2025/26 CPSD05-01 of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 25, 2025*, is read the second time.

THAT the Capital Bylaw No. 2025/26 CPSD05-01 of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 25, 2025*, is read the third time.

**8. ITEMS FOR INFORMATION/CORRESPONDENCE**

**8.1 April 9 Ready Set Learn (Jaffray Elementary Junior Secondary)**

**8.2 April 11 Budget Meeting**

**8.3 April 18 Good Friday**

**8.4 April 21 Easter Monday**

**8.5 April 22 Budget Meeting**

**8.6 April 22 Grasmere Community Consultation Night**

**8.7 April 24-26 BCSTA AGM**

**8.8 April 28 RSA Day**

**8.9 April 29 Committee Day**

Chair Sarah Madsen

Alternate Chris Johns

**8.10 April 29 Meeting with Minister Beare**

5:00 p.m. on Teams

**8.11 April 29 Ready Set Learn (Frank J. Mitchell Elementary)**

**8.12 May 13 Community Engagement Fernie**

**8.13 May 14 Community Engagement Jaffray**

**9. QUESTION PERIOD**

**10. CLOSING ROUND**

**11. ADJOURNMENT**

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?



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

**March 11, 2025, 3:00 p.m.  
Kootenay Learning Campus - Fernie**

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

Regrets: Trustee Sarah Madsen

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

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chairperson McPhee called the March 11, 2025, regular public meeting of the Board of Education to order at 3:20 p.m.

**1.2 Greeting**

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

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

Chairperson McPhee acknowledged the service of District Vice Principal, Jaslene Atwal. He also recognized International Women’s Day on March 8, 2025.

**1.4 Opening Round**

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

**1.5 Consideration and Approval of Agenda**

**7.2 Recognition of employees**

**MOTION R-25-037**

Moved/Seconded by Heckendorf/Bischler:

THAT the agenda for the regular public meeting of the Board of Education of March 11, 2025, be approved as amended.

**CARRIED**

**1.6 Approval of the Minutes**

Minutes of the Public meeting of the Board of Education of February 11, 2025

**MOTION R-25-038**

Moved/Seconded by Heckendorf/Bischler:

THAT the minutes of the regular public meeting of the Board of Education of February 11, 2025, be approved as circulated.

**CARRIED**

**1.7 Receipt of Records of Closed Meetings**

**MOTION R-25-039**

Moved/Seconded by Johns/Bellina:

THAT the Board accept the closed records of the in-camera meeting of the Board of Education of February 11 and February 24, 2025.

**CARRIED**

**1.8 Business Arising from Previous Minutes**

### 1.8.1 Amy Woodland Elementary Update

Director Tank reported that the abatement has been completed at Amy Woodland Elementary.

## 2. RECEIVING OF DELEGATIONS/PRESENTATIONS

### 2.1 CFTA Budget Presentation

Cranbrook and Fernie Teachers Association Co-Chairs Adrienne Demers and Larry Dureski presented on behalf of the Cranbrook Fernie Teachers Association.

## 3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

### 3.1 All Committees Meeting

Co-Chair Trustee Heckendorf reviewed the draft minutes of the February 24, 2025, All Committees meeting.

#### **MOTION R-25-040**

Moved/Seconded by Heckendorf/Bischler:

THAT the Nature Based Wellness Board Authorized Course be approved by the Board of Education.

**CARRIED**

#### **MOTION R-25-041**

Moved/Seconded by Heckendorf/Ayling:

THAT the 2025-2026 Regular Public, Regular In-Camera and All Committees schedule be accepted.

**CARRIED**

#### **MOTION R-25-042**

Moved/Seconded by Heckendorf/Bischler:

THAT the report of the All Committees Meeting be accepted as presented.

**CARRIED**

### 3.2 BCSTA/Provincial Council

Trustee Bellina provided a report from the Provincial Council.

#### **MOTION R-25-043**

Moved/Seconded by Bellina/Heckendorf:

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

**CARRIED**

**3.3 Communications Media Committee**

No report at this time

**MOTION R-25-044**

Moved/Seconded by Ayling/Johns:

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

**CARRIED**

**3.4 Mount Baker Secondary School Replacement Committee**

No report at this time. Minister Beare will meet virtually with the Board of Education following the All Committees meeting on April 29, 2025.

**MOTION R-25-045**

Moved/Seconded by Johns/Ayling:

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

**CARRIED**

**3.5 Key City Theatre**

Trustee Ayling reviewed the report included in the agenda package.

**MOTION R-25-046**

Moved/Seconded by Ayling/Bischler:

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

**CARRIED**

**3.6 Legacy of Learning**

Trustee Johns reviewed the report included in the agenda package.

**MOTION R-25-047**

Moved/Seconded by Johns/Bellina:

THAT the Board accept the Legacy of Learning report.

**CARRIED**



**3.7 French Immersion Update**

Trustee Heckendorf reviewed the minutes of the French Advisory Committee included in the agenda package.

**MOTION R-25-048**

Moved/Seconded by Heckendorf/Clarke:

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

**CARRIED**

**3.8 Traffic Safety Committee**

Trustee Johns provided a brief verbal report.

**MOTION R-25-049**

Moved/Seconded by Johns/Heckendorf:

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

**CARRIED**

**3.9 Trustee Reports**

Trustee reports were included in the agenda package.

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

**4.1 Updates**

**4.1.1 Fernie Elementary School**

The design of Fernie Elementary School has been tentatively approved; however, the child care design is still being reviewed by the Ministry of Education and Child Care. The site environmental work by WSP is ongoing.

**4.2 Recommendations**

**MOTION R-25-050**

Moved/Seconded by Johns/Heckendorf:

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

**CARRIED**

## 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

District Principal Phillips provided an update on Steeples Elementary Child Care. She also discussed the possibility of a proposed child care partnership with the Métis Nation.

#### 5.1.2 Framework for Enhancing Student Learning

Superintendent Johnson discussed the literacy funds released to districts in the province. The focus continues to be early and primary year interventions. The numeracy funds also will be targeting elementary school level children.

She also acknowledged the work of Director Kelly and his ongoing work with itinerant teachers.

Superintendent Johnson will follow up on the proposed Community of Practice coaching plan provided by the Ministry of Education and Child Care. She will provide more information as it is available and is looking forward to working with the pilot project on the continuous improvement plan and the outcomes of the priority populations.

#### 5.1.3 Proposed Dates for Community Engagement Nights - Spring 2025

The dates for the community engagement nights across the District have been set for spring 2025. The event listing was included in the agenda package.

### 5.2 Recommendations

#### MOTION R-25-051

Moved/Seconded by Johns/Ayling:

THAT the Superintendent's Report be accepted as presented.

**CARRIED**

## 6. CHAIRPERSON'S REPORT

### 6.1 Updates

#### 6.1.1 Meeting with the City of Cranbrook

The meeting with the City of Cranbrook is April 16, 2025, in Council Chambers. Please provide agenda items to Executive Assistant Nixon.

### **6.1.2 Board of Education Self-Evaluation**

Chairperson McPhee discussed the upcoming Board of Education self-evaluation. The date of the evaluation has not yet been determined.

### **6.1.3 Meeting with Minister Lisa Beare**

There will be a meeting with Minister Beare on April 29, from 5:00 p.m. to 6:00 p.m. This meeting will follow the All Committees meeting.

If you have educational concerns specific to your community, please email to Executive Assistant Nixon.

## **6.2 Recommendations**

### **MOTION R-25-052**

Moved/Seconded by Bischler/Clarke:

THAT the Chairperson's report be accepted as presented.

**CARRIED**

## **7. NEW BUSINESS**

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

Nil

### **7.2 Recognition of Employees**

Trustee Johns discussed the importance of public relations in the communities across the District. Events such as Project Heavy Duty, specialized programs, Science (STEM) Fair and the Heritage Fair should all be publicized across multiple mediums.

Discussions included:

- Budgetary constraints
- Development of a communication plan
- Chairperson's Report to include information from Learning Together
- Distribution of Learning Together

Trustee Ayling also proposed that schools be involved in providing ideas for public relations.

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

**8.1 March 17-28 Spring Break**

**8.2 April 4 Yellow Friday**

**8.3 April 11 Budget Meeting**

- 8.4 **April 18 Good Friday**
- 8.5 **April 21 Easter Monday**
- 8.6 **April 22 Budget Meeting**
- 8.7 **April 22 Grasmere Community Consultation Night**
- 8.8 **April 24-26 BCSTA AGM (Vancouver)**
- 8.9 **April 28 RSA Day (Professional Development)**
- 8.10 **April 29 Committee Day & Meeting with Minister Lisa Beare**

**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.

Trustee Heckendorf requested that the Board of Education review the location of board meetings for 2025/2026. She noted that board meetings should be held in Cranbrook rather than in other communities to reduce overall costs and minimize travel. Trustee Bischler agreed with Trustee Heckendorf on the costs of travel for district management to attend meetings in the Elk Valley.

Superintendent Johnson reminded the meeting attendees that marginalized students need to be in the forefront of the District.

**11. ADJOURNMENT**

**MOTION R-25-053**

Moved/Seconded by Lastname/Lastname:

THAT the March 11, 2025, regular public meeting of the Board of Education adjourn at 5:10 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?*

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Doug McPhee, Chairperson

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Nick Taylor, Secretary Treasurer



## 1.7. RECEIPT OF RECORDS OF CLOSED MEETINGS

### In-camera Meetings:

**March 11, 2025**

- Secretary Treasurer's Report
  - Personnel
  - Land
  - Legal
  - Matters if in the opinion of the Board the public interest requires consideration in camera

A handwritten signature in black ink, appearing to read 'Nick Taylor'.

Nick Taylor  
Secretary Treasurer

## Summary for April 8, 2025 Board Meeting

### Trustee Media Report

#### Public

No letters or media releases were carried by the Board at their public meeting in March.

#### Of Note: Media Article on Travel to the US

In reviewing articles re: detainment of travelers at the US border, it appears that the most at-risk for student travel would be international students. Regardless of being a Canadian or international student, the following article has some good advice re: travel to the US.

Excerpts from <https://www.cbc.ca/news/canada/toronto/canadians-travel-to-united-states-advice-1.7498326>

- Segal recommends Canadian travellers to the U.S. leave from an airport where they can clear U.S. customs while in Canada. She said going through "preclearance" affords Canadians rights while they are on Canadian soil.  
When Canadians fly into the U.S., they are issued a copy of their I-94 form — an arrival-departure record form that indicates how long they can stay in the U.S. The form indicates that they are registered and documents their "date of entry and exit" from the U.S.  
Canadians entering the U.S. by land are not issued a copy of their I-94 form. Travellers can get a copy of it, or apply in advance for it, by going onto the U.S. Customs and Border Protection I-94 website.
- U.S. customs officials can look through a mobile phone, check comments made on social media and look through a laptop, she said. They can also take devices or download all of their contents.  
"To protect yourself, more so now than ever, I think it is a great idea to take a burner phone, to not take your technology, to not take anything on your technology that you would be afraid of any government entity knowing or having".

## Summary for April 8, 2025 Board Meeting

### Key City Theatre Society (KCTS) Report, November 28

#### Public:

Highlights include:

- Spring Break Theatre Camp had twenty-four (24) registrants who enjoyed acting, doing make-up, singing, and auditioning for their Camp finale 50-minute show.
- The Children's Festival and Faces of Pride 3.0 are underway. Faces of Pride will be a smaller event this year, due to less funding. The portrait exhibition will be the main attraction; a theatre show is no longer part of the free programming.
- Three ballets have been booked for the upcoming 2025/26 seasonn, with *Pisuwin*, being culturally significant (language and reclamation themes), and *MacBeth* being too good to turn down!

## SD#5 Report for April 2025 from Legacy of Learning

- Worked on 'Building Families' app with contract developer [3 hours]
- tested 'Building Families' app with Helping Teacher of Transformative Learning Ryan Mckenzie with class at Kootenay Orchards school [2 people – 2 hours each – 4 hours]
- Researched and created identification lists for 26 Sparwood Secondary School Grad Boards 1955-1980 as preparation for uploading to internet [18 hours]
- Meeting with Ryan Mckenze and Kylie Rodney from SD#5 Resource Centre for review and feedback on 'Building Families' app [1 hour]; worked with contractor to improve app after feedback [3 hours]
- Planning for Open House with SD#5 Trustees April 8 [2 hours]
- Delivered and installed new digital history display jointly sponsored with SD#5 to First Perk Coffee Shop in Jaffray [2 hours]

**Total** = 33 hours [@ \$25/hour = \$825.00]  
= \$4,000.00 contract money expended  
so far on 'Building Families'  
development

## History Notes:

SOUTH WARD SCHOOL FOR BOY SCOUTS – Local Association Receives Favorable Reply From Department of Education For Lease of Building.

For some time past the leaders of the Cranbrook Boy Scouts association have been negotiating for the use of the South Ward school as a scout hall. This is a substantially built brick building that has not been used for school purposes for several years and has been standing idle. The matter was taken up with the local school board, who in turn communicated with the Department of Education at Victoria.

A reply from the department at Victoria to the Cranbrook school board would give the inference that such a plan might be worked out. The suggestion is that the local school board lease the building and school grounds to the Scouts Association pursuant to certain sections of the Public Schools Act.

At the regular meeting of the school board held recently a resolution was passed offering the Scouts organization a lease of the premises for twenty years at a nominal rental of \$1.00 a year, plus the equivalent of the fire insurance on the building, on the understanding that in the event of the Scouts organization discontinuing the use of the building the lease would automatically expire on short notice. The valuation of the building for insurance purposes is set at \$7,000.

It is understood the Scouts association intends going ahead by calling for tenders for the necessary alterations.

from The Cranbrook Courier, July 11, 1940 (p1)



# Bev Bellina Trustee Report

## January, February and March

- January 14<sup>th</sup> - Board of Education meeting
- January 16<sup>th</sup> - SEY2KT meeting
- January 18<sup>th</sup> - KBB Motion Building session
- January 20<sup>th</sup> - Ktunaxa Language Course
- January 22<sup>nd</sup> - Metis Community of Practice
- January 27<sup>th</sup> - Board Committee Meetings
  - Ktunaxa Language Course
- January 30<sup>th</sup> - The Medicine of Stories
- February 3<sup>rd</sup> - Ktunaxa Language Course
- February 10<sup>th</sup> - PAC Meeting FJMES - 6:00
  - Ktunaxa Language Course - 7:00-9:00
- February 11<sup>th</sup> - Board of Education Meeting
- February 13<sup>th</sup> - SEY2KT meeting
- February 17<sup>th</sup> - Ktunaxa Language Course
- February 18<sup>th</sup> - Provincial Council Training Session
- February 19<sup>th</sup> - DSAC Meeting - Missed with conflicting Budget meeting
- February 19<sup>th</sup> - Meeting with TECK with Nick re MVES - 8:00 am
  - First Team Budget Working Session - 9:00 am
  - Metis Community of Practice - 5:30 pm
  - PAC meeting SSS - regrets
- February 24<sup>th</sup> - Board Committee Meetings
  - Ktunaxa Language Course - 7:00-9:00
- March 3<sup>rd</sup> - Ktunaxa Language Course - 7:00-9:00
- March 10<sup>th</sup> - FJMES PAC Meeting (couldn't connect)
  - Ktunaxa Language Course - 7:00-9:00
- March 11<sup>th</sup> - Board of Education Meeting

## Trina Ayling Report

### Summary for April 8, 2025 Board Meeting

#### **TRUSTEE REPORT**

Mar 10 –Review of potential childcare sites with Laura Lee and Metis partners

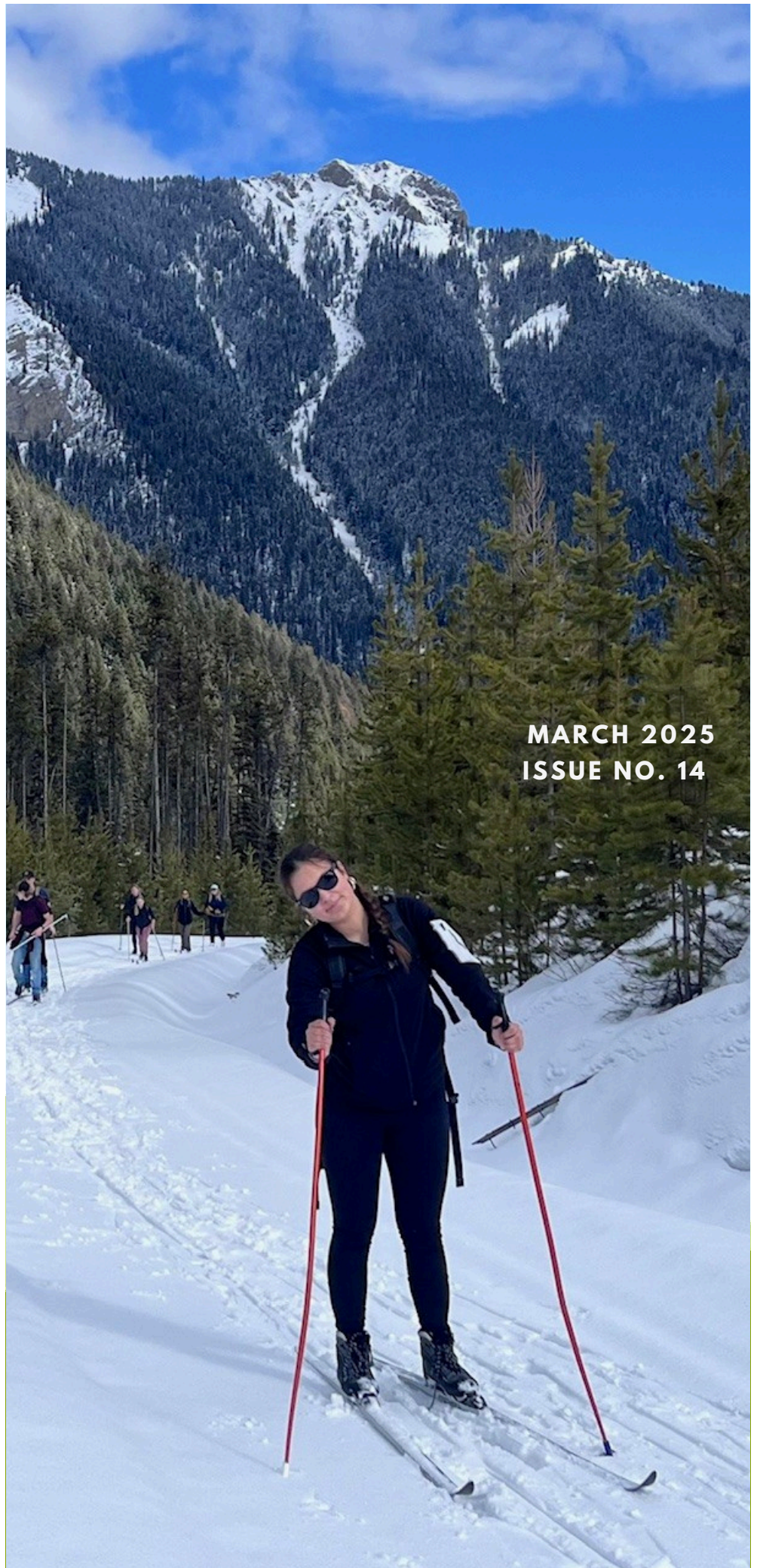
Mar 11 –Board meetings & public budget input in Fernie

Mar 27 –KCTS Board Meeting

April 2 –TMRES PAC meeting

# LEARNING TOGETHER

## NO. 14



MARCH 2025  
ISSUE NO. 14



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Annual School Calendar 2025-2026  
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# LEARNING TOGETHER IN SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)



As we transition into spring, we have several updates, celebrations, and resources to share. We also want to remind families that kindergarten and general registration for the 2025–2026 school year is now open. We encourage you to explore the many benefits of British Columbia's public education system which is known for its innovative programs, dedicated educators, and inclusive approach. Our schools work tirelessly to ensure that every student feels supported and inspired, laying a strong foundation for lifelong learning and success.

On March 8, we honoured International Women's Day, recognizing the incredible contributions of women and celebrating the trailblazers in our school communities and beyond.

International Women's Day also served as an opportunity to encourage students to become allies in the ongoing pursuit of gender equity. Teachers and staff led discussions and activities highlighting influential women leaders, scientists, artists, and humanitarians—fostering a sense of empowerment and respect in schools across the District.



Our music programs have been in full swing with various spring concerts taking place in our communities. Students have showcased their talents through choir performances, instrumental ensembles, and creative collaborations. We are incredibly proud of their hard work, dedication, and artistry, and we look forward to seeing continued growth in their musical journeys.

Basketball season has come to a close, with our junior and senior teams participating in provincial competitions. We applaud the determination and sportsmanship demonstrated by our student athletes on and off the court. Additionally, an exciting elementary school tournament was held, culminating in events at ʔaḡamnik Elementary School and Mount Baker Secondary School. Thank you to the coaches, families, and community supporters for making this season a success.

As many students and staff are enjoying spring break, we want to emphasize the importance of wellness and connection. If you know students who may need extra support, please remind them of the following resources:

- [Help Starts Here](#) – A hub for crisis response, victim supports, and mental health resources available 24/7.
- [Foundry](#) – In-person and virtual supports for young people aged 12–24, offering a wide range of health and wellness services.
- [KUU-US Crisis Line Society](#) – An Indigenous-specific crisis line available 24/7.
- [erase Website](#) – Information related to mental health and substance use, school and online safety, and diversity and inclusion.
- [erase Report It Tool](#) – A confidential service for students to report concerns regarding bullying, violence, or harassment.
- [Integrated Child and Youth Teams](#) – Providing coordinated mental health and substance use services to children, youth, and families.

We encourage students, parents, and guardians to stay connected; to reach out for assistance when needed, and to utilize these supports to help maintain well-being during the break. If you require support during spring break, please email: [cbo.mailing@sd5.bc.ca](mailto:cbo.mailing@sd5.bc.ca)



# LEARNING TOGETHER IN SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

*(continued from page three)*

This month, we are highlighting our strategic priority of Fostering Safe and Inclusive Learning Environments. Our goal is to ensure that every student feels valued, respected, and supported both emotionally and academically.

By engaging families, community partners, and our dedicated staff, we aim to create spaces where all learners thrive. From early childhood programs like StrongStart and Strengthening Early Years To Kindergarten Transitions (SEY2KT), and with multiple pathways to graduation, a sense of belonging is foundational to student success.

On behalf of the entire District, thank you for your ongoing support. We hope you are enjoying a restful and rejuvenating spring break, and we look forward to welcoming everyone back for the final stretch of the school year—lovingly referred to as April-May-June!

Remember to spread the word that registration for the 2025–2026 school year is now open, and we look forward to supporting your children’s educational journeys.

Viveka Johnson,  
Superintendent

MOUNT BAKER MUSIC



The Mount Baker Senior Concert Band and the Selkirk Secondary Senior Band attended a workshop with the University of Lethbridge Wind Ensemble. It was an inspiring opportunity for the musicians to collaborate with each other and to share the importance of music education and appreciation at so many levels.

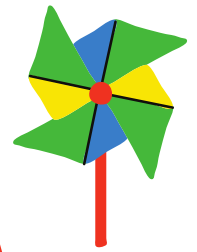
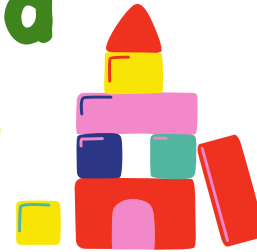
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## EXPECT RESPECT & A SAFE EDUCATION



# Early Learning and Child Care

District Principal of Early Learning and Child Care,  
Laura-Lee Phillips



The Child, Youth and Family Studies Dual Credit semester sponsored program is being offered to high school students in the District who would like to get a jump-start on a career in the health and human services field.



## What do you need to do?

- Talk to your school counsellor
- Application packages **MUST** be submitted to your school, and students must be enrolled into dual credit programming before **September 30, 2025** for funding purposes.

## Next program intake: February 2026

Successful participants of the program will be eligible to apply to work as ECE (Early Childhood Education) Assistants. With flexible online delivery, once working, students may build onto the 13 credits in the Child, Youth, and Family Studies (CYFS) academic stream to pursue full certification in Early Childhood Education, Education Assistant or Human Services Work.

Pre-requisites: 65% minimum in English 12



## What you will gain:

- 16 high school credits toward graduation
- An educational qualification for work in an entry level position as an Early Childhood Education Assistant (ECEA)
- 13 post-secondary credits, Early Childhood Education (ECE), with 7 of these post-secondary credits being applicable in any one of the CYFS certificate programs

Submit an application package to your high school counsellor before September 30. If approved, your application will then be given to the Regional Transition Coordinator for submission to College of the Rockies. Soon afterwards, the College will contact you via email regarding your admission status.

**GET A HEAD START WITH DUAL CREDIT**

Dual Credit is an opportunity for high school students to begin post-secondary programs and courses while they are still in high school.

**Why should I take dual credit?**

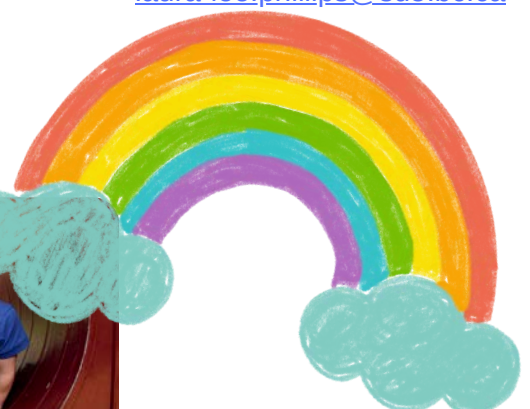
- ✓ Save Money: Your tuition may be covered by your school district\*
- ✓ Earn credits for high school and post secondary at once.
- ✓ Start college with a lighter load.
- ✓ Transfer credits to other post-secondary institutions.

\* College of the Rockies

**Need guidance?** Speak with your school counsellor  
Application package **MUST** be submitted to your school, and students must be enrolled into dual credit programming before September 30th for 1701 funding purposes.



For more information, please contact:  
Laura-Lee Phillips (she/her)  
District Principal of Early Learning and Child Care  
[laura-lee.phillips@sd5.bc.ca](mailto:laura-lee.phillips@sd5.bc.ca)



# News from District Teachers



## District French Immersion Teacher, Marzia Bottoni

Here is what has been happening in the wonderful world of French learning in January and February!

In Core French we have been supporting our teachers with limited French-speaking abilities by providing resources that they can use alongside their students to learn French with them. As well, thanks to the French Federal Funding and the amazing Grade 5/6 French teachers, Bonhomme made a special visit during the Carnaval festival at Kootenay Orchards Elementary.

Teacher retention and community building are key goals. To support these, we hosted the first after hours Franco-fun night, open to any French speaking staff in the District. We held a virtual paint night, connecting with districts across the province from Surrey to Castlegar.

January and February were busy months as the District French Teacher, Marzia Bottoni, presented in Fernie and Cranbrook at various schools to inform parents and students about opportunities in early and middle French Immersion.

On February 28, there was a workshop on Artificial Intelligence in the Language Classroom, presented (in French) by Michele Gagnon. This event welcomed all French speaking staff including Core French and French Immersion teachers, teaching assistants, education assistants and administrators. It was an incredible day filled with valuable learning and new connections with colleagues from Sparwood to Kimberley.



# News from the School Food Coordinator

## School Food Coordinator, Vince Girimonte

### Feeding Futures Website Launch

An updated [Feeding Futures website](#) has been launched to help schools, districts and families find important information about Feeding Futures funding and how schools and districts are creating and expanding school food programs in BC.

The website includes information on:

- What Feeding Futures funding is and how it works in BC
- Why school food programs matter
- Creating and expanding a school food program
- BC food and local food literacy
- Nutrition and the BC School Food Toolkit
- Additional grants and funding opportunities





# News from Learning Services

District Principal Kaley Wasylowich



Fayth was new to Elkford Secondary last fall. She loves participating in outdoor activities and joining her PE classmates whenever possible. When she outgrew her last outdoor activity chair and required a new one, the Occupational Therapist fitted her for the Axiom 3 Push Chair.

The Elkford Lion's Club donated \$2,500 toward the new chair and the school fundraised the remaining \$1,500. It arrived on January 16, 2025, and Fayth loves it!



Pablo from Parkland Middle School working on Life Skills activities with his friend James and getting messy making cloud foam.



# News from Learning Services

District Principal Kaley Wasylowich

Outreach  
Principal Resource Program

## DEAF Education Terminology



Terminology changes over the years and sometimes outdated terminology can become offensive. One of my favourite quotes by Maya Angelou states “when you know better, do better”. So, here is a list of terminology to make sure we are doing the best we can. To continue to stay up to date and know better so that you can do better, we encourage you to continue to speak with members of the d/Deaf, d/Deafblind and Hard of Hearing communities, do research online and other places to stay up to date with the most current and appropriate terminology to ensure we are creating safe, inclusive and welcoming spaces.

### Deaf (Capital D)

A term used to encompass deaf individuals regardless of their hearing threshold who participate in Deaf culture, society and mode of communication. Sign languages are often the preferred language.

### Hard of Hearing

This term is used by individuals who most commonly use listening and spoken language as their primary languages to communicate with. It is used by individuals with various hearing thresholds.

### deaf

This term can refer to individuals who have little or no functional hearing, however it can also be used by anyone who has reduced hearing. This is often a medical term but may also be used by individuals who do not identify with the Deaf community.

### deafened/late-deafened

Individuals who acquired a hearing difference after birth. These individuals may not identify with either the Deaf or Hard of Hearing Communities.

### d/Deafblind

d/Deafblind individuals experience a combination of reduced vision and functional hearing. These individuals will have varying degrees of hearing and vision which affects communication, learning, social interactions, mobility and access to information. This disability is considered an information-gathering disability. These students need support beyond what is provided solely to d/Deaf or Hard of Hearing or having individuals or those with a visual impairment. Students may work with intervenors who are EAs with specialized training to support the unique needs of d/Deafblind individuals.

### d/Deaf-plus (unacceptable)

Previously used when referring to d/Deaf people with additional disabilities. However, preferred terms now include Deafblind, Deaf with CP., etc.

### Hearing Impaired (unacceptable)

This is no longer considered an appropriate term to use when referring to d/Deaf or Hard of Hearing individuals. This is a term that is used occasionally in the medical world but does not account for the unique differences between d/Deaf and Hard of Hearing individuals and is a deficit focused term. When adequate supports are given, those with diverse hearing thresholds do not feel that their abilities are diminished.

### deaf-mute (unacceptable)

This term is not appropriate. Regardless of if a d/Deaf person chooses to speak or sign, this does not make them “mute”. This term prioritizes verbal modes of communication and makes it seem as though d/Deaf individuals who do not speak cannot communicate. However, rich language also comes in the form of visual and tactile, not just auditory.

### deaf and dumb (unacceptable)

This term is not appropriate. It originates from the medieval times and the idea that since some deaf individuals did not speak, they were incapable of cognitive functions. This is absolutely not the case and this terminology should never be used.

### Sign Language

The official languages of Deaf communities. These are rich and full languages with unique grammar and syntax that span across the globe. There are over 300 different sign languages across the globe. The most common sign language in North America is American Sign Language.

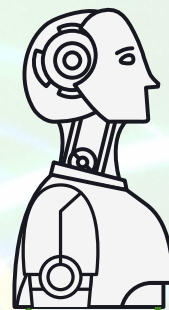
### Listening and Spoken Language

Listening and spoken language is often used by deaf individuals and those who consider themselves hard of hearing. Individuals do not have to choose between a sign language or listening and spoken language. There is no disadvantage of learning multiple languages, however there are many benefits!

**Teacher of the d/Deaf and Hard of Hearing:** This term is more inclusive than the term Hearing Resource Teacher (HRT). The title ‘Teacher of the d/Deaf and Hard of Hearing’ recognizes that there are multiple modalities of communication and that hearing is not the only or main focus for our students. Teacher of the d/Deaf and Hard of Hearing is the term recommended by the Canadian Association of Educators of the d/Deaf and Hard of Hearing (CAEDHH).



# DISTRICT DESIGN LABS



**Teachers of Transformative Learning Ryan McKenzie and Kim Froehler**

## **Typing Skills Enhanced: Typing Pal and Tap Touche Programs**

We are thrilled to announce that the Typing Pal and Tap Touche programs are now available to all grades four to nine classes in the District. With over 750 students already participating, these bilingual programs offer engaging, interactive practice and fun games designed to improve typing speed and accuracy. Teachers have embraced these resources, integrating them into classrooms with the ability to support and track student progress. Developing strong typing skills is essential for students, enhancing their efficiency, confidence, and digital literacy.

## **Mini Band with Handmade Instruments**

Students from Ms. Thomson's class at Gordon Terrace Elementary showcased their creativity by forming a mini band with handmade instruments. They employed 3-D printing technology to create whistles, maracas, and even a kazoo. Additionally, they assembled drums and string instruments using cardboard and other crafting materials. Students utilized the cardboard cutting tools to prototype different shapes and test out different sounds. To top it all off, they integrated "Makey Makeys" to create digital instruments, blending traditional crafting with innovative technology.

## **Science Fair at Fernie Secondary Sparks Innovation**

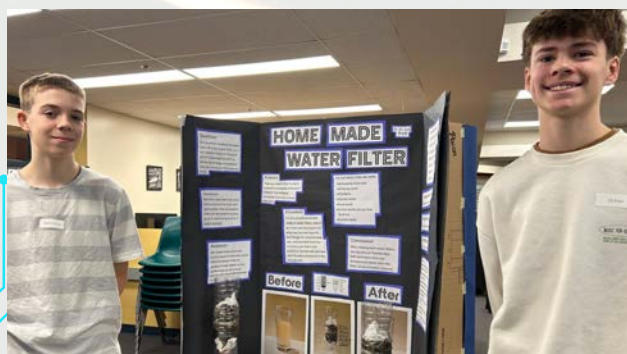
Science Fair season is in full swing, bringing incredible creativity and innovation to the forefront! At Fernie Secondary, Ms. Lloyd's Grade 8/9 Science Fair showcased a diverse range of projects tackling real-world challenges. Some projects explored the best type of charcoal for filtering water, redesigning hospitals to improve patient comfort and recovery times, while others explored the mysteries of space—delving into wormholes, black holes, and how studying the universe can lead to solving challenges here on Earth. These projects highlight the power of scientific inquiry and the next generation's drive to solve big problems.

## **Field Trip Season at Fernie Design Lab**

This month, a variety of classes from the Elk Valley had an opportunity to dive into robotics and coding in the Design Lab. Using LEGO robotic kits, classes built and programmed simple machines, learning how sensors and motors can bring their creations to life.

Students from Ms. Medcalf's grade 3/4 class from Frank J Mitchell Elementary let their creativity shine as they designed unique bus models, including a motorized bus that moves with a motorized ferris wheel, and an accessible bus with ramps on hinges.

Students in Ms. Brower's class from École Isabella Dicken Elementary explored the science of motion through a hands-on LEGO robotics challenge, where they investigated how wheel size affects movement on a robotic car. Afterwards, each group redesigned their robots to participate in a battle bot challenge. These hands-on activities helped students connect engineering concepts to real-world applications, deepening their understanding of movement, measurement, and problem-solving.





# OUTDOOR AND ENVIRONMENTAL EDUCATION



## Mount Baker Secondary Outdoor Career Students

The Mount Baker Secondary Outdoor Career students mentored students from Kootenay Orchards Elementary on the use of compasses and orienteering. They set routes and navigated around Mount Baker Secondary.



## Fernie Secondary Outdoor Education and Physical Education Classes

Fernie Secondary's Senior Outdoor Education students recently completed a remarkable cross-country ski journey in Elkford. Students covered over 12 kilometres of challenging terrain! This incredible trek through the majestic mountains of Elkford, fostered teamwork, resilience, and a deep appreciation for nature.

Students pushed their limits, celebrated their accomplishments, and forged lasting bonds. The experience highlighted the power of perseverance and the rewards of embracing the journey.





# IN THE SCHOOLS



## News from Schools Across the District

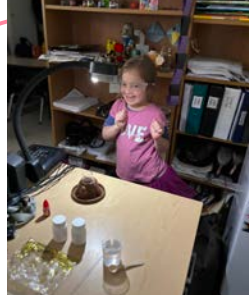
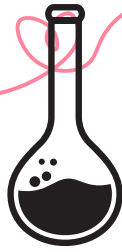
### Gordon Terrace Elementary

Rylind McKinnon visited Ms. Ruoss' class to talk about her journey from being a student at Gordon Terrace to her career in the PWHL with the Toronto Sceptres.



### École Isabella Dicken Elementary

Students in Ms. Bird's grade four class enjoyed learning through science experiments in March.



### Making Pie at Pinewood Elementary

Bree and Mrs. Doll made their own pastry and baked an apple pie for the Grade 4/5 class.



East Kootenay Regional Science Fair

**EAST KOOTENAY REGIONAL SCIENCE FAIR 2025**

**AI AND ENVIRONMENTAL SOLUTIONS FOR GRADES 6-12**

WHEN: APRIL 11, 2025  
WHERE: COLLEGE OF THE ROCKIES IN CRANBROOK  
REGISTER HERE: EKRSF.CA

WIN CASH AND OTHER PRIZES  
WIN A TRIP TO NATIONALS!

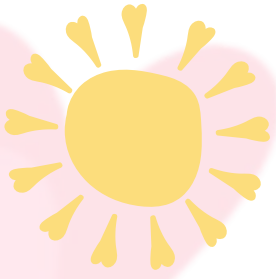
### Mount Baker Secondary Entrepreneurship 12

Congratulations to Gabe, Prince and Imman of the Entrepreneurship 12 class. The students won the FortisBC, "Tech Innovation in Action" prize at the Build-A-Business showcase. Their project was the carbon footprint tracking app called GreenPrint.

Congratulations to Ava who was also a finalist for her browser extension that tracks sustainable brands called ConsciousClick.




# A picture says a thousand words...



School District No. 5 (Southeast Kootenay)

## COMMUNITY CONSULTATION

### Grasmere School Site



When: April 22, 2025  
Where: Grasmere Hall  
Time: 6:30-7:30 p.m.

A green rectangular poster for a community consultation. It features a photo of two children playing on a colorful playground. The text provides the date, location, and time of the event.



# School District No. 5 (Southeast Kootenay) 2025-2026 Annual School Calendar

July 2025						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



School Breaks



Professional Development Day



Stat Holidays



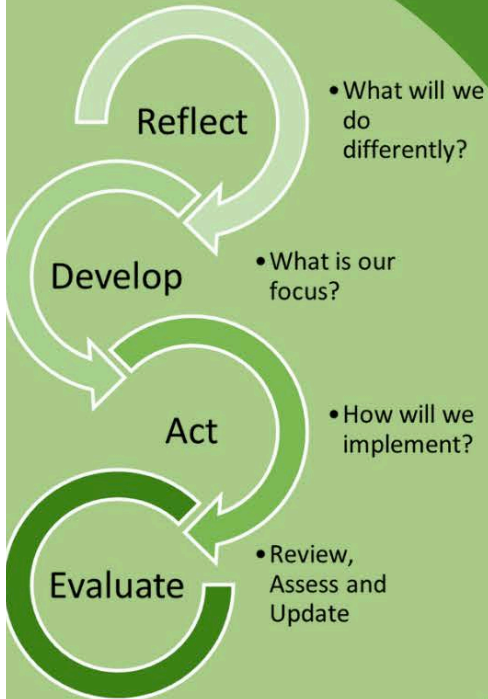
Administrative Day

Approved by Ministry of Education and Child Care  
March 7, 2025



SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

# COMMUNITY ENGAGEMENT NIGHTS



**MAY 13 - FERNIE**  
**(Ecole Isabella Dicken Elementary)**  
**6:00-7:00 p.m.**

**MAY 14 - JAFFRAY**  
**(Jaffray School)**  
**5:30-6:30 p.m.**

**MAY 28 - CRANBROOK**  
**(Mount Baker Secondary)**  
**6:00-7:00 p.m.**

**JUNE 3 - SPARWOOD**  
**(Sparwood Secondary)**  
**6:00-7:00 p.m.**

**JUNE 5 - ELKFORD**  
**(Elkford Secondary)**  
**6:00-7:00 p.m.**

## TOPICS

The Framework for Enhancing Student Learning for the District and the Community

School Growth Plans

Strategic Plan





# Public Meeting of the Board - Early Learning and Child Care Update

Laura-Lee Phillips, District Principal of Early Learning and Child Care

**Cranbrook Ready, Set, Learn (RSL) May 15<sup>th</sup>** in Cranbrook 10:00-11:30 in Rotary Park  
[Ready, Set, Learn](#)

## Ready, Set, Learn 2025



Intended for families and their birth- to five-year-old children, Ready, Set, Learn is all about fostering positive connections between families, the school system and local community agencies. Elementary schools that enroll Kindergarten classes hold Ready, Set, Learn events in their schools or communities. These events are a partnership between the province, the school district, and the early learning partners in Cranbrook, Elkford, Fernie, Jaffray, Sparwood and area communities. These events provide a fun, family-oriented atmosphere with the intent of supporting children’s transitions into school.

Attend a Ready, Set, Learn event in your community. Families who attend an event at a local school take part in play-based activities while learning about early learning programs and services, their local elementary school, and their communities.

**Please join us on the following dates:**

April 9	Jaffray	Jaffray Elementary School 7355 Jaffray Village Loop Road
April 29	Sparwood	Frank J. Mitchell Elementary School 101 Blue Spruce
May 12	Elkford	Rocky Mountain Elementary School 2500 A Balmer Drive
May 15	Cranbrook	All Cranbrook Elementary Schools Rotary Park – 134 10 <sup>th</sup> Avenue S.
June 11	Fernie	Isabella Dicken Elementary School 1301 – 2 <sup>nd</sup> Ave.

*\*Please register at your catchment school.*

## School Aged Care

### Cranbrook

**HES** Just for Kids (Candice Bennett) is located at Highlands Elementary School

**GTES** is currently licenced for 30 Stay n' Play Association - October 1, 2024 was their opening day

**SES** New Mountain bid \$1.37 million (originally approved for \$1 199 166.61). Received cost escalation for a new total of \$1 721 261.00. The project has started and planned to be completed for September 2025.

**Potential partnership with *Métis* Nation British Columbia. This investment in MNBC Métis-led early learning and child care operating fund for 36 child care spaces. MNBC Métis-led Child Care Programming will:**

- Provide Métis, First Nations, Inuit, and all children and families in Cranbrook and the surrounding area with an ongoing opportunity for affordable, accessible, high-quality, and offers improved access to Métis-designed and delivered learning and child care programming.
- Provide an important opportunity for MNBC to expand investments in community directed culturally relevant programming that fosters healthy child and family development.
- Provides action to address the Declaration Act Action Plan Item 4.19 “As part of a commitment to an inclusive, universal childcare system, work in collaboration with BC First Nations, Métis, and Inuit Peoples to implement a distinctions-based approach to support and move forward jurisdiction over child care for First Nations, Métis and Inuit Peoples who want and need it in BC.”

**Location: TBD**

**Stay tuned for an upcoming Community Engagement!**

### Elkford

**RMES** licensing rescheduled for April 8.

### Jaffray

**JESS** The project has started and planned to be completed for December 2025.

## **Fernie**

### **FLC**

FLC is now licensed for:

- 25 Group
- 30 Preschool
- 19 school aged care to create a total of 58 new spaces.

### **Fernie Elementary School (new)**

We submitted concept development documents to the Ministry for New Spaces Funding on November 19.

Waiting to hear from the Ministry.

## **Sparwood**

**MVO** Child Development Hub Feasibility Study by C+S Planning has been, as well as a cost estimate of the project (consulting services). Our next steps are to put in a New Spaces Application in the spring, meet with EVR, and then submit a capital plan.

### **Frank J. Mitchell Elementary School**

In partnership with CBAL, we applied for the United Way School's Out Grant for 2025 - 2026 [United Way British Columbia | United, We Are Stronger](#) to offer after school programming. This initiative supports the development of healthy, happy, and resilient children between the ages of 6 and 12. The focus with this initiative is to ensure children are safe, protected, and enjoy healthy and culturally nutrition snacks in the critical hours of 3pm-6pm afterschool, while participating in activities that support them to reach their full potential.

### **StrongStart:**

StrongStart Cranbrook – Nicole Green

ES with two programs running in the SES kitchen area space.

Days: M-Th, 9 -11:30am and 12:15 - 2:45pm (Following the school calendar)

Logistics: 10 families per session with requirement of Simple Survey signup – [StrongStart Centres - Southeast Kootenay](#)

StrongStart Fernie – Celine Hawkins

1301 2nd Ave. (Portable behind Isabella Dicken Elementary)

Monday through Friday 9:00am - 12:00pm (Following the school calendar)

Facebook page "[StrongStart Fernie](#)"

StrongStart Sparwood

Hailey Palmer is our new StrongStart Facilitator

Monday, Tuesday, Wednesday, Thursday, Friday 9:00am - 12:00pm (Following the school calendar)

### **SEY2KT /Core Concepts of Compassionate System Leadership**

9:00 – 2:30

April 17, 2025

May 8, 2025

All sessions will take place at the CBO.

The Strengthening Early Years to Kindergarten Transitions (SEY2KT) Group is a collaborative, multi-partner initiative designed to improve early learning experiences and transition processes for children and families in British Columbia. Comprised of Principals, Vice Principals, District staff, Kindergarten Teachers, community members, Speech and Language pathologists, ECEs, Strong Start facilitators, childcare providers, and school trustees, the program brings together educators from both the school district and community settings to design and implement ongoing collaborative actions, based on local resources and needs.

### **CR4YC**

One of the main goals of this project is to improve social and emotional well-being outcomes for children. School Districts participating in CR4YC are expected to continue the practice of bringing together Community Early Childhood Educators, Strong Start Facilitators, and Primary Teachers to engage in collaborative inquiry with the foundational focus of improving social and emotional well-being outcomes for children. And as well as strengthening the early years into kindergarten transitions.

Next session KLC.

May 14, 2025 full day Provincial Session

### **ECE Dual Credit**

The **online** Early Childhood Education Dual Credit Semester is an exciting opportunity for **high school students** who want to jump-start their career in ECE.

#### **Next program intake: Winter 2026**

ECE introduces high school students to the Early Childhood Education certificate program.

- Providing the knowledge and skills needed to provide high quality childcare and education in a variety of settings for children from 30 months to age 12.
- Successful participants of the program will be eligible to apply for licensure to work as ECE (Early Childhood Education) Assistants.
- With flexible online delivery, once working, students can build onto the 13 credits in the Child, Youth, and Family studies academic stream to pursue full certification in Early Childhood Education, Education Assistant or Human Service Work.
- With the ECE Dual Credit you will gain 16 high school credits toward graduation, an educational qualification for work in an entry level position as an Early Childhood Education Assistant (ECEA), 13 post-secondary credits, Early Childhood Education (ECE), and 7 of these post-secondary credits are applicable in any one of the CYFS certificate programs.



April 2, 2025

Office of the Ombudsperson  
PO Box 9030 Stn Prov Government  
Victoria, BC V8W 9A5

**ATTENTION: SARAH MALAN, MANAGER, SYSTEMIC INVESTIGATIONS**

Dear Ms. Malan:

**RESPONSE TO QUESTIONS SD-103, SD-105, SD-106, SD-107, SD-108**

Thank you for your letter dated February 20, 2025, regarding the systemic investigation into student exclusion in British Columbia's K–12 public education system. Please find below School District No. 5 (Southeast Kootenay)'s response to questions SD-103, 105-108 as the previous questions are covered in the spreadsheet provided.

**SD-103: Provision of Educational Program for Suspended or Excluded Students**

The District ensures that students suspended or excluded under Sections 85 or 91 of the *School Act* continue to receive an educational program.

As per [Administrative Procedure 355 \(Student Suspensions\)](#), instructional materials are provided during the suspension period, and students are expected to continue their studies (Section 1.6). Upon their return, progress is monitored, and support services are provided as necessary.

In cases involving health exclusions under Section 91, [Administrative Procedure 350 \(Code of Conduct\)](#) confirms the District's obligation to maintain access to an educational program until a student is medically cleared to return to school (Section 3.1.8). These decisions are made in consultation with the Superintendent.

**SD-105: Alternate or Specialized Educational Programs**

The District offers several alternative learning pathways for students requiring education outside of their regular classroom or school environment:



- Kootenay Discovery School: Provides a flexible online learning environment with hybrid options, allowing for in-person support where beneficial.
- Hospital/Homebound Tutoring: Provided to students who are medically excluded from attending in-person instruction, ensuring continued access to curriculum and support.
- Kootenay Educational Services (KES): A senior alternate program that supports secondary students through flexible, individualized programming.
- Partial Schedules (Elementary Level): For students on modified attendance plans, often due to complex behavioural or health needs, individualized written plans are developed in collaboration with families and, where appropriate, community partners. These plans are focused on gradual re-engagement and increasing attendance over time.
- Community Collaboration: The District works with community supports, including behaviour intervention programs, to supplement student services and help address the reasons for reduced school attendance.

## **SD-106: Decision-Making and Re-Entry for Restricted Attendance**

### a) Process for Restricting Attendance:

The District applies a progressive discipline framework, as detailed in [AP 350](#) and [AP 355](#), which considers student history, context, and severity of incidents. Exclusion under Section 85 is a last resort and occurs only after extensive interventions and consultation with families and District leadership.

Health-based exclusions under Section 91 require medical documentation and consultation with the Superintendent. In both cases, parents are notified, records are maintained, and the student's right to an educational program is upheld.

### b) Process for Supporting and Planning Re-Entry:

Reintegration includes:

- Re-entry meetings involving school teams, families, and, where needed, external professionals ([AP 355](#), Section 2.1).
- Monitoring and support services to ensure a successful transition back into the school setting.
- When possible, restorative practices and community-based supports are incorporated into return-to-school plans ([AP 350](#), Section 1.4).



## **SD-107: Section 11 Appeals**

There have been zero submissions or decisions under Section 11 of the *School Act* in the academic years 2022/23, 2023/24, and 2024/25 (to February 28, 2025).

## **SD-108: WorkSafeBC-Related Exclusions**

There have been zero WorkSafeBC initiated student exclusions in the District during the academic years 2022/23, 2023/24, and 2024/25 (to February 28, 2025).

However, the District maintains a robust process for responding to Threat and Violence Reports involving staff safety. This process is governed by [Administrative Procedure 172 \(Creating Safe Schools\)](#), which mandates that all incidents of violence or threats of violence involving staff and students are reported, investigated, and documented ([Form 172-1](#)). The procedure emphasizes immediate response while ensuring the safety of all individuals involved.

This process was developed in collaboration with the District's Joint Occupational Health and Safety (JOHS) Committee, in alignment with WorkSafeBC guidelines, and is embedded within our broader commitment to maintaining safe and inclusive learning environments.

Should you require additional information or further documentation, we are happy to provide it.

Sincerely,

Viveka Johnson (she/her)  
Superintendent of Schools  
Southeast Kootenay (School District 5)  
[viveka.johnson@sd5.bc.ca](mailto:viveka.johnson@sd5.bc.ca)  
T: 250.417.2079  
C: 250.919.3781

*I acknowledge that I am privileged to work, learn, and grow in the traditional, unceded territory of the Ktunaxa People, I am also grateful to live and raise my family in the Ktunaxa land known as ?a·kiskaq#i?it.*



SD-101	Year		
	2022-2023	2023-2024	2024-2025
	551	547	447

SD-102	Year		
	2022-2023	2023-2024	2024-2025
	14	15	7

SD-104	Year		
	2022-2023	2023-2024	2024-2025
	14	22	28



SD-101  
September 2022-June 2023

(SD101) Length of Suspension in Days										
Grade	0.5	1	1.5	2	2.5	3	3.5	4	5	Grand Total
1	4	2							1	7
2	25	14		2					2	43
3	17	11								28
4	22	21		3		1			1	48
5	8	13		6		4		1	2	34
6	5	2	1	1		1				10
7	11	30	2	42		7				92
8	11	36	3	40	1	11			1	103
9	7	27	3	45	1	9				92
10	2	8	4	16	1	5		1		37
11		7		2		3	1		1	14
12		5	1	3		1				10
Kindergarten	17	1								18
<b>Grand Total</b>	<b>129</b>	<b>177</b>	<b>14</b>	<b>160</b>	<b>3</b>	<b>42</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>536</b>
<b>Cross Check</b>										<b>536</b>

(SD101)	Suspension
Grade	Indefinite
1	0
2	1
3	1
4	0
5	0
6	1
7	7
8	0
9	5
10	0
11	0
12	0
Kindergarten	0
<b>Grand Total</b>	<b>15</b>

Total Suspensions 551

SD-101  
September 2023-June 2024

(SD101) Length of Suspension in Days										
Grade	0.5	1	1.5	2	2.5	3	3.5	4	5	Grand Total
1	7	1								8
2	12									12
3	37	6		6		5				54
4	17	7	1	2						27
5	18	9	1	4		1				33
6	6	6	1	1		1				15
7	17	25		23		6		1	1	73
8	19	24	2	21		10		3		79
9	27	42	2	44		8		7	1	131
10	4	20		10		4				38
11	5	8	1	6		7		1		28
12		3		2		1			1	7
Kindergarten	32	1								33
<b>Grand Total</b>	<b>201</b>	<b>152</b>	<b>8</b>	<b>119</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>12</b>	<b>3</b>	<b>538</b>
<b>Cross Check</b>										<b>538</b>

(SD101)	Suspension
Grade	Indefinite
1	
2	
3	
4	
5	1
6	0
7	2
8	2
9	0
10	2
11	2
12	
Kindergarten	
<b>Grand Total</b>	<b>9</b>

Total Suspensions 547

SD-101  
September 2024-February 2025

(SD101) Length of Suspension in Days										
Grade	0.5	1	1.5	2	2.5	3	3.5	4	5	Grand Total
1	23	6	1	3						33
2	13			1						14
3	4	1		1						6
4	19	9	1	3				1		33
5	9	7		4	1	2		1		24
6	14	9	1	3	1	2			2	32
7	6	26	1	11		3			2	49
8	27	15		13		7			2	64
9	25	20	1	12		6				64
10	12	24	1	7	1	7		1	1	54
11	3	14	1	13						31
12	1	11		8		4	1	1		26
Kindergarten	4	1								5
<b>Grand Total</b>	<b>160</b>	<b>143</b>	<b>7</b>	<b>79</b>	<b>3</b>	<b>31</b>	<b>1</b>	<b>4</b>	<b>7</b>	<b>435</b>
<b>Cross Check</b>										<b>435</b>

(SD101)	Suspension
Grade	Indefinite
1	1
2	
3	
4	
5	
6	5
7	1
8	2
9	3
10	
11	
12	
Kindergarten	
<b>Grand Total</b>	<b>12</b>

Total Suspensions 447



SD-104  
September 2022-June 2023

Authorized Absence Excused

(SD104)	Length of Stay at Home in Days			
Grade	Schedule	Reason	Educational Program	Guardian Consent
1		Unable to attend full-days (no other explanation)	Part time 8:35 to 10:45 Monday to Thursday, increased in 15 minute intervals by June 2023 8:35 - 2:00	Yes, Parent Choice
2		Safety	0.5 day per week at Pivot Point	Yes, Parent Choice
2		Safety	Part time Schedule	Yes, Parent Choice
2		Safety	Part time Schedule	Yes, Parent Choice
4		Safety	Mornings only (March - June)	Yes, Parent Choice
7	30	Mental Health	Attended when mental health allowed. Teacher Support when in hospital	Yes, Parent Choice
8		Surgery	Attended for band and art for June 2023 At home with the exception of 4 hours per week from September 2022 to April 2023	Yes, Parent Choice
9	Entire year	Not given	Student did not attend on Fridays	Yes, Parent Choice
9	Entire year	Not given	Late arrival each day between 9-9:30	Yes, Parent Choice
9	Entire year	Health Related	Reduced time depending on health	Yes, Parent Choice
9	February to June	Not given	Partial time table	Yes, Parent Choice
Kindergarten	Five Months	Not given	1/2 days Monday, Wednesday & Friday. Full days Tuesdays and Thursdays.	Yes, Parent Choice
Kindergarten	January to June	Safety	Attended afternoons only	Yes, Parent Choice
Kindergarten	April to June (April schedule 8:30-11:45; May and June schedule 8:30-1:5	New school	Special needs phasing into longer days while adjusting to new school	Yes, Parent Choice

Count 14

SD-104  
September 2023-June 2024

Authorized Absence Excused

(SD104)	Length of Stay at Home in Days			
Grade	Schedule	Reason	Educational Program	Guardian Consent
1	Entire Year	Not given	Attended afternoon only	
1	Part-time Sep-Nov (8:30-1:45)	Special needs	Phasing in to full time attendance	Yes, Parent Choice
2	Every day but Thursday	Behavioural	Attended Rocky Mountain Behaviour Support on Thursday afternoons	Yes, Parent Choice
2	Part-time schedule 8:30 - 1:00 Sept to January 8:30 - 2:00 February to May, June full days	Not given		Yes
3	Partial days with a gradual increase of time over the entire year. Began the year attending for part of the morning. By the end of the year he was attending from the start of the day until the end of lunch.	Safety		Yes
3	Part Time / Reduced Schedule. January - June 2024	Parent and School supported plan for academic and social emotional reasons		Yes
8	Mornings only Oct 23 - June 24	Parent Choice	Morning only	Yes, Parent Choice
8	Reduced time during elective classes. 3-4 hrs per week.	Parent Choice	3-4 hours per week	Yes, Parent Choice
8	Intent was to have attend 1 hr in morning with the plan to increase. Was not able to increase. Moved to KDS Oct/Nov.	Parent Choice	Plan to increase	Yes, Parent Choice
9	12:30 - 3:00; Jan - June 2024	no contact order/safety issue		Yes
9	Feb 6 - June 2024 - reduced time attending 9:00-12:00	Parent Choice		Yes, Parent Choice
9	Reduced schedule by two classes. Reduced time by 2-4 hrs per week.	Parent Choice		Yes, Parent Choice
9	Feb 22-March 15 2024 offered several modified schedules, but student would not attend. Transferred to KDS	Parent Choice		Yes, Parent Choice
Kindergarten	Part-time schedule (am only)	Parent Choice	Alternate Program	Yes
Kindergarten	Part-time schedule (am only)	Parent Choice	Alternate Program	Yes
Kindergarten	Part-time schedule (am only)	Parent Choice	Alternate Program	Yes
Kindergarten	Half days	Safety		Yes
Kindergarten	Half days	Safety		Yes
Kindergarten	Half days	Safety		Yes
Kindergarten	First day 1/2 day, second day 1/2 day,	Safety		Yes
Kindergarten	Part-time	Safety		Yes, Parent Choice
Kindergarten	Nov 13 - End of Year - Attended from 12:25 - 3:00	Parent Choice		Yes, Parent Choice

Count 22

Authorized Absence Excused

(SD104)	Length of Stay at Home in Days			
Grade	Schedule	Reason	Educational Program	Guardian Consent
1	Beginning of year - Jan 27 - Attended 11:40 - 3:00; Jan 28 - Feb 13 - Full Days on Tuesdays; Feb 18 - Mar 3 - Full days on Tuesdays and Thursdays; Mar 4 - Present - Attending full days on Tuesdays, Thursdays, and Fridays	Safety concerns		Yes
1	pm only	On Alternate Program	Alternate Program	Yes
1	pm only	On Alternate Program	Alternate Program	Yes
1	pm only	On Alternate Program	Alternate Program	Yes
2	excluded 8 half days (12:50-2:50), then excluded 3 days (1:30 -2:50)	Safety concerns	Gradual entry	Yes
2	Has attended afternoons for full year so far; will begin attending one full day per week beginning immediately after spring break; gradual increase of schedule to follow	Safety concerns	Gradual entry	Yes
2	Part-time, Sept gradual entry 8:30 to 12:45, October to present full time	Gradual return		Yes
3	57 days, attended reduced mornings only on gradual entry programming as per student success plan (one hour a day increasing to an hour and a half).	Student with ASD gradual entry as per success plan		Yes
3	Daily except Thursday afternoon	Parent Choice	Thursday afternoons to Rocky Mt. Behaviour	Yes, Parent Choice
3	Part time, Sept - Oct increasing days in stages, full time by end of October	Parent Choice		Yes, Parent Choice
4	8:40-1:40	Safety		Yes
4	Beginning of year to Nov 6 - Attended from 8:45 - 12:25; Nov 7 - Nov 29 - Attended from 8:45-2:05; Dec 2 - Present - Attending full time	Safety		Yes
5	modified schedule until 2:00 pm	child-driven, displays violent behaviour to go home		Yes
6	2 hours per day, Monday to Thursday	Complex needs. Consultation with family and experts. Programming is continually re-evaluated.		Yes
9	Afternoons only Sept-Jan; 11 - 2:30 Feb - June	Parent Choice		Yes, Parent Choice
9	9:00 - 12:00	Parent Choice		Yes, Parent Choice
9	Starting March 2023 8:30 - 12:00 only	Parent Choice		Yes, Parent Choice
9	schedule is reduced by 3-4 hours per week; started in February	Parent Choice		Yes, Parent Choice
9	March 10, 2025 start - late arrival (9:00)	Parent Choice		Yes, Parent Choice
10	Part time. Depending on situation and caregivers assessment joined classes a few times a week.	Alternate		Yes
Kindergarten	Half day schedule to start for 4 weeks, increased by an hour a day for 3 weeks, then returned to full-time days.	Student moved from Zambia, highly unregulated, school staff wanted to break down time to be able to teach skills and expectations and not overwhelm child.	Once he was used to the school and system time was increased back to full days.	Yes
Kindergarten	Student arrived with regular student population in the morning, left at afternoon recess, 1:40pm, instead of dismissal at 3:00pm	Stamina	Gradual entry	Yes
Kindergarten	57 days, attended afternoons only on gradual entry programming as per student success plan	Gradual entry program as per student success plan	Gradual entry	Yes
Kindergarten	Oct. 28 - Nov 20 - Attended 8:45 - 11:40 but full days Wednesdays; Nov 21 - Jan 17 - Full days on Tuesdays and Wednesdays; Jan 20 - Feb 20 - Full days on Mondays, Tuesdays, and Wednesdays; Feb 21 - Present - Full Days on Mondays, Tuesdays, Wednesdays, and Thursdays	Safety concerns	Gradual entry	Yes
Kindergarten	Student attends until noon	Student stamina		Yes
Kindergarten	am only	On Alternate Program	Alternate Program	Yes
Kindergarten	am only	On Alternate Program	Alternate Program	Yes
Kindergarten	am only	On Alternate Program	Alternate Program	Yes

Count

28

# Trustee Report - March 2025

Board Meeting Held on Tuesday, March 11th, 2025, Fernie Learning Center

## From the Province

From [news.gov.bc.ca](https://news.gov.bc.ca)

Lisa Beare, Minister of Education and Child Care, and Rohini Arora, parliamentary secretary for child care, have released the following statement about the extension of the Canada-wide Early Learning and Child Care Agreement with British Columbia:

“We welcome the Government of Canada’s continued investment in early learning and child care here in B.C., as we are stronger when we work together.

“The federal government is committing more than \$5.3 billion over five years. This investment will assist our government in supporting families throughout our province as we work to make child care a core service people can rely on. Access to affordable and quality child care is life-changing for parents and it’s good for our communities and our economy as a whole.”

## **\*\*From Minister Bowinn Ma and District Management SD5 - March 14, 2025**

Amy Woodland Elementary School has long been a cornerstone of our community, fostering learning, collaboration, and growth for students and families.

We are excited to announce that the Ministry has recognized the importance of continuing this legacy by providing funding for a new school building. With this support, the school district looks forward to continuing working closely with the Ministry of Education and Child Care and the Ministry of Infrastructure and other partners to create a modern, inclusive, and welcoming learning environment that benefits all Amy Woodland students for years to come.

### **Ministry’s Comment:**

“Students, staff, families and community members in Cranbrook were devastated by the fire at Amy Woodland Elementary School and the disruption it caused. I am pleased to confirm that there is funding in Budget 2025 for the replacement of Amy Woodland Elementary and we are working with the school district on next steps.” – Minister Bowinn Ma

This is very exciting news for SD5. Additional communication will be provided as details of the project develop. One of the questions asked in recent social media was related to the work done, or focus on, Mount Baker Secondary replacement. Discussions by the District and the Board with the Ministry of Infrastructure continue to focus on the replacement of Mount Baker Secondary as being a top priority.

## **From the District:**

In the Public Meeting the following motions were discussed and passed in the Public Meeting:

- In connection to the Community Consultation process for Budget 2025-26, the Teachers Association from SD5 made a presentation on behalf of their members. Our thanks to Co-Chairs Adrienne Demers and Larry Dureski.

- The Board approved a locally developed course for students at the secondary level, Nature Based Wellness.
- The design of the future Fernie Elementary School is moving forward. At this point, the Environmental Report and inclusion of Child Care facility are in the review stages.

### **Ongoing work:**

- District Principal Laura Lee Phillips indicated the construction work on the Steeples Elementary Child Care is ongoing. At my last pass by the building, they were working on framing the walls and roof. Laura Lee shared the work done by her committee on a proposed partnership with the Rocky Mountain Metis Society which potentially could add a building and additional child care spaces in Cranbrook.
- Superintendent Viveka Johnson provided an update on the release of funds to support literacy, with a focus on the early years for both literacy and numeracy. Viveka will provide further information on the proposed Community of Practice coaching in our next meeting.
- Trustee Chris Johns reminded the Board of the need to celebrate our successes and the individuals contributing to the good work done at the school and district level.

### **Meetings to Support Education**

March 11 - Alysha, Nick and I met with a committee from Grasmere and the South Country to discuss potential use of the Grasmere School which would support the community.

March 12 - Subcommittee meeting with software vendors - to discuss potential software replacements for current applications addressing operating in Accounting and Human Resources

Spring 2025 - Community Engagement Nights - an opportunity to share and discuss the good work supporting the Framework for Enhancing Student Learning (FESL)

Spring 2025 - Developing an internal survey to assess Board of Education self-evaluation - everyone is on a learning path

April 16 - Meeting with the City of Cranbrook to discuss issues of combined interest

April 29 - Meeting with Minister Lisa Beare - an opportunity to share our good work with FESL and current issues concerning education in each community of SD5

### **Dates of Note:**

March 16-29 Spring Break

April 4 Yellow Friday

April 11 Budget Meeting

April 18 Good Friday

April 21 Easter Monday

April 22 Budget Meeting

April 22 Grasmere community Consultation Night

April 24-26 BCSTA AGM (Vancouver)

April 28 RSA Day (Pro-D Day)

April 29 Committee Day and meeting with Minister Beare

**CAPITAL BYLAW NO. 2025/26 CPSD05-01  
CAPITAL PLAN 2025/26**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 05 (Southeast Kootenay) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 25, 2025*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District No. 5 (Southeast Kootenay) Capital Bylaw No. 2025/26-CPSD05-01*.

READ A FIRST TIME THE *08 DAY OF April 2025*;  
READ A SECOND TIME THE *08 DAY OF April 2025*;  
READ A THIRD TIME, PASSED THE *08 DAY OF April 2025*.

***APPLY CORPORATE SEAL***

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 5 (Southeast Kootenay) Capital Bylaw No.2025/26-CPSD05-01* adopted by the Board the *08 day of April 2025*.

\_\_\_\_\_  
Secretary-Treasurer



March 25, 2025

Ref: 23223

To: Secretary-Treasurer and Superintendent  
School District No. 5 (Southeast Kootenay)

**Capital Plan Bylaw No. 2025/26-CPSD05-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2025/26

This letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement.

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

**MAJOR CAPITAL PROJECTS**

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires, unprecedented enrolment growth, and a challenging fiscal environment have resulted in a limited ability to advance major capital projects.

**New Projects**

Project #	Project Name	Project Type	Comments
168236	Amy Woodland Elementary	Replacement/Renovation	Project has been supported. Your Regional Director will contact you shortly regarding next steps.

Ministry of  
Infrastructure

Education and Child Care Capital  
Branch

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2



Follow-up meetings will be scheduled by your Regional Director or Planning Officer regarding the next steps. As a reminder, Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

The Ministry continues to require school districts to use simplified designs for new schools and/or expansion to existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure the *Simplified Design Guidelines* are used. The guidelines are attached for reference.

Please contact your Regional Director or Planning Officer with any questions regarding Major Capital projects.

**MINOR CAPITAL PROJECTS**

The table below reflects approved minor capital projects for your School District in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)

**New projects for SEP, FIP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry
Mount Baker Secondary	SEP - Plumbing Upgrades	\$771,000
Fernie Secondary	CNCP - Electrical Upgrades	\$661,500
Ecole Isabella Dicken Elementary	FIP - Kitchen and Equipment Upgrades	\$145,000
Rocky Mountain Elementary	PEP - Universally Accessible Playground Equipment	\$200,000

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

**New projects for BUS**

The table below identifies Bus Acquisition Program (BUS) approved projects, with BUS funding amounts to be confirmed after school districts place their order(s) with bus vendors during the upcoming bus standing offer timeframe which runs from April 2, 2025 to June 2, 2025. Only internal combustion engine buses are currently identified, with approval and funding for electric buses (if applicable) to be identified later through an amended Capital Plan Response Letter. Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

New/Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry
2051	INTERNAL COMBUSTION ENGINE - Type D (80+RE) with 0 wheelchair space(s)	TBD

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2025/26 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca)

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (template can be found on the Ministry [website](#)) using the Capital Bylaw Number provided at the beginning of this document, for the supported and/or approved 2025/26 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

**2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS**

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:

- **June 30, 2025**
  - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**
  - Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
  - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Sincerely,

A handwritten signature in black ink that reads "Damien Crowell". The signature is written in a cursive, flowing style.

Damien Crowell, Executive Director  
Education and Child Care Capital Branch  
Ministry of Infrastructure

pc: Geoff Croshaw, Director, Major Capital Projects, Education and Child Care Capital  
Branch  
Michael Nyikes, Director, Minor Capital Projects, Education and Child Care Capital  
Branch