



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

**August 25, 2025, 12:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Trustee Trina Ayling
Trustee Bev Bellina (remotely)
Trustee Irene Bischler
Trustee Alysha Clarke
Trustee Nicole Heckendorf
Trustee Chris Johns
Chairperson Doug McPhee
Trustee Sarah Madsen (remotely)
Trustee Wendy Turner

Board/District Staff in Attendance: 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
District Vice Principal Human Resources and Health & Safety Erin Boehm
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson McPhee called the public All Committees meeting of August 25, 2025, to order at 12:13 p.m.

1.2 Acknowledgement of Ktunaxa Territory

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

1.3 Approval of the Agenda

Deletion:

3.3 Portal Site

Moved/Seconded by Johns/Heckendorf:

THAT the All Committees public agenda of August 25, 2025, be approved as amended.

1.4 Approval of the Minutes

Approval of the minutes from May 26, 2025

Moved/Seconded by Bischler/Clarke:

THAT the minutes of the public All Committees meeting of May 26, 2025, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Amy Woodland Elementary Update

Secretary Treasurer Taylor provided an update on the business case for Amy Woodland Elementary School.

3. PRESENTATIONS

3.1 Sanctuary School Presentation

Matt Taylor and Raphaela Tuchscherer presented on Sanctuary Schools.

3.2 BCSTA Report on Improving Student Outcomes

District Principals Laura-Lee Phillips and Kaley Wasylowich reported on the BCSTA Improving Student Outcomes document.

3.3 New Portal Site

Removed from agenda

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Mountainview Sparwood

Secretary Treasurer Taylor advised that there are no new developments on this agenda item. He continues to work closely with the Capital Branch regarding funding. This will continue to be an ongoing agenda item.

4.1.2 Fernie Elementary School

Secretary Treasurer Taylor reported on environmental delays at the Fernie Elementary School site. He also reported that information will be released regarding child care funding in the near future.

4.2 Superintendent

4.2.1 Child Care

District Principal Phillips provided an update on Child Care. This update was circulated prior to the meeting by email. District Principal Phillips also provided information on new child care spaces opening across the District. She answered questions regarding staffing at the facilities.

4.2.2 Framework for Enhancing Student Learning

Superintendent Johnson provided an update on the Framework for Enhancing Student Learning.

4.2.3 Literacy Professional Learning Plan

Director Kelly reviewed the timeline included in the agenda package. There was discussion regarding the Kindergarten screeners.

5. REPORTS FROM COMMITTEES

5.1 Advocacy Education

5.1.1 DSAC Report

No report at this time

5.1.2 DPAC Report

Trustee Turner provided an update including a thank you from Rocky Mountain Elementary for the new playground installation. She also reported on new principals and vice principals at schools across the District.

5.1.3 Report on Compassionate Systems Leadership Gathering

Director Kelly reported on the Compassionate Systems Leadership Gathering. This report was emailed to trustees following the meeting.

5.1.4 Advocacy Letters

5.1.4.1 Letter from District Student Leadership Team Sunshine Coast 46

Received and filed

5.1.4.2 Board of Education for Peace River North to Member of Parliament John Zerucelli

Received and filed

RECOMMENDATION

Moved/Seconded by Johns/Ayling:

THAT the Board write a letter of support to the Board of Education for Peace River North.

RECOMMENDATION

Moved/Seconded by Johns/Ayling:

THAT the Board propose a joint motion with the Board of Education Peace River North for the BCSTA AGM.

5.1.5 Statement of Financial Information (SOFI) Reporting

A discussion was held regarding SOFI reporting compliance. Trustee Turner suggested that the threshold in British Columbia should be increased to a more reasonable level, noting that the current requirement is to report remuneration for employees exceeding \$75,000.

Secretary Treasurer Taylor will investigate this matter further and provide a report to the Board.

5.2 Student Services

Nil

5.3 Policy

5.3.1 Draft Appendix B to Policy 3 - Trustee Attendance, Participation and Professional Development

RECOMMENDATION

Moved/Seconded by Johns/Ayling:

THAT Appendix B to Policy 3, Trustee Attendance, Participation and Professional Development be approved.

5.4 Finance Operations Personnel

Nil

6. NEW BUSINESS

6.1 Annual Board Self-Evaluation

RECOMMENDATION

Moved/Seconded by Bellina/Madsen:

THAT the Annual Board Self-Evaluation, dated June 25, 2025, be approved.

6.2 Science Centre – Cranbrook

Superintendent Johnson reported that she will be meeting with Director Kelly and PAC representative, Kathryn Kitt, regarding a science centre hub in Cranbrook.

6.3 Revised Trustee Standing Committees, School Assignments and Rotational Vice Chair Schedule

The schedules will be reviewed and considered at the September 9 in-camera meeting of the Board of Education.

7. ACTION ITEMS FOR FUTURE MEETINGS

Nil

8. CORRESPONDENCE

8.1 District Occupational Health and Safety Committee Minutes

District Vice Principal Boehm provided a brief update. The next meeting of the District Occupational Health and Safety Committee is October 23, 2025.

8.2 Finance and Capital Analysis Report

Secretary Treasurer Taylor and Director Tank reviewed the reports attached to the agenda package.

8.3 Trustee Professional Development

Secretary Treasurer Taylor reviewed the Trustee Professional Development report included in the agenda package. The remaining surplus will be distributed back to various groups.

8.4 Staff Travel Summary

Secretary Treasurer Taylor reviewed the staff travel costs for the 2024/25 fiscal year.

8.5 East Kootenay Science Fair

Superintendent Johnson announced that the East Kootenay Regional Science Fair has recently been dissolved.

More information on next steps will be provided at the September 29, 2025, All Committees meeting.

9. QUESTION PERIOD

Nil

10. ADJOURNMENT

Moved/Seconded by Bischler/Ayling:

THAT the August 25, 2025, public All Committees meeting adjourn at 2:11 p.m.

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