



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

**September 29, 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 (Co-Chair)
Trustee Nicole Heckendorf
Trustee Chris Johns (Co-Chair)
Chairperson Doug McPhee
Trustee Sarah Madsen
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
Office Manager, Board Office & Executive Services (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Johns called the public All Committees meeting of September 29, 2025, to order at 12:08 p.m.

1.2 Acknowledgement of Ktunaxa Territory

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

Co-Chair Trustee Johns acknowledged that we have gathered on the Homelands of the Ktunaxa People.

1.3 Approval of the Agenda

Additions:

Moved/Seconded by Heckendorf/Turner:

THAT the All Committees public agenda of September 29, 2025, be approved as circulated.

1.4 Approval of the Minutes

Moved/Seconded by Bischler/Heckendorf:

THAT the minutes of the public All Committees meeting of August 25, 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.

2.2 Science Centre Cranbrook

Superintendent Johnson reported on the recent Science Centre Society meeting. Additional information and updates will be shared as they become available.

3. PRESENTATIONS

Nil

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Mountainview Sparwood

Secretary Treasurer Taylor reported on meetings with Elk Valley Resources (EVR) and Treehouse Daycare.

The EVR lease is scheduled to expire at the end of December 2025. Secretary Treasurer Taylor is engaged in ongoing discussions with EVR regarding renovations to the Mountainview building. These renovations are intended to return the facility to its original condition, making it suitable for child care and community recreational use.

4.1.2 Fernie Elementary School

Secretary Treasurer Taylor reported on the \$7.9 million New Spaces Funding received for child care at Fernie Elementary School. There will be a meeting with stakeholders to review the updated elementary school and child care space design.

Secretary Treasurer Taylor expects that the environmental remediation work will be submitted in the near future.

4.2 Superintendent

4.2.1 Indigenous Education Council (IEC)

Superintendent Johnson provided an update on the draft IEC Terms of Reference, which has been submitted to the Ministry. She also reported that she will now be overseeing Indigenous Education in the District and will be working in collaboration with the IEC.

4.2.2 Child Care

District Principal Phillips reviewed the report on Early Learning and Child Care included in the agenda package.

4.2.3 Framework for Enhancing Student Learning

Superintendent Johnson provided a brief update on the draft Framework for Enhancing Student Learning. This document is due to the Ministry of Education and Child Care on October 1, 2025.

4.2.4 Parkland Grade 8 & 9 Trip to Toronto

A recommendation was included in the agenda package. It was determined that this was not required as the trip is within Canada and falls under the approval of the Superintendent.

5. REPORTS FROM COMMITTEES

5.1 Advocacy Education

5.1.1 DSAC Report

The next DSAC meeting is Monday, October 6, 2025 at the Cranbrook Board Office.

5.1.2 DPAC Report

Trustee Turner provided a DPAC report. She reported on a request at the recent DPAC meeting for the public All Committees meeting time to be changed to 3:00 p.m.

5.1.3 Advocacy Letters Received

5.1.3.1 Letter from Comox Valley - Gender Based Violence Action Plan

RECOMMENDATION

Moved/Seconded by Ayling/Turner:

THAT a letter of support be written, inclusive of the 2023 Motion and the BCSTA letter to government, and that this letter also extend an invitation to collaborate on a joint motion with School District 71 (Comox Valley) and the subsequent BCSTA branches. A copy of this correspondence shall be forwarded to the Minister of Education and Child Care.

5.1.3.2 Letter from Gold Trail - PC Responsibilities and Reporting

Received and filed

5.1.3.3 Letter from Gold Trail - Defeated Resolution Regarding IEAC Representation

Received and filed

5.1.3.4 Letter from School District 46 - Non-Voting Student Delegates

Received and filed

5.1.3.5 Letter from Pacific Rim - Funding for Housing Accommodation

RECOMMENDATION

Moved/Seconded by Ayling/Clarke:

THAT a letter of support be written to School District No. 70 (Pacific Rim) regarding funding for housing accommodation in rural and remote communities.

5.2 Learning Services

5.2.1 Update on Learning Services Student Allocations

District Principal Wasylowich provided a report on Learning Services initiatives. This report was emailed to trustees following the meeting.

Trustee Truner requested that staff across the District be informed of the successful initiatives in Learning Services. This will be done through social media and in the upcoming Superintendent's "Learning Together" newsletter.

5.3 Policy

5.3.1 Policy 22 Update

Policy 22 Update

RECOMMENDATION

Moved/Seconded by Ayling/Turner:

THAT Policy 22 be updated and sent out for stakeholder feedback.

5.3.2 Revised Administrative Procedures (Information Only)

[AP 132 - Emergent School Closures](#)

[AP 167 - Defibrillators](#)

[AP 251 - Learning Resources](#)

[AP 260 - Curricular Field Studies and Extra-Curricular School Trips](#)

[AP 350 - Code of Conduct](#)

[AP 551 - Use of School Board Property by Licensed Child Care Providers](#)

5.4 Finance Operations Personnel

Nil

6. NEW BUSINESS

Nil

7. ACTION ITEMS FOR FUTURE MEETINGS

Nil

8. CORRESPONDENCE

8.1 District Occupational Health and Safety Committee Minutes

The next meeting is October 23, 2025

8.2 Finance and Capital Analysis Report

Secretary Treasurer Taylor reviewed the report included in the agenda package.

8.3 Trustee Professional Development

Nil

8.4 Staff Travel Summary

9. QUESTION PERIOD

Nil

10. ADJOURNMENT

Moved/Seconded by Bischler/Clarke:

THAT the September 29, 2025, public All Committees meeting adjourn at 1:12 p.m.

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