



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

**November 10, 2025, 3:00 p.m.  
Cranbrook Board Office**

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

Staff Present: Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor (remotely)  
Director of Instruction Human Resources Brent Reimer  
Director of Instruction Systems Leadership and Safe Schools 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 (remotely)  
District Principal of Learning Services Kaley Wasylowich  
District Vice Principal Human Resources and Health & Safety Erin Boehm  
Manager of Board Office & Executive Services (recorder) Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chair McPhee called the November 10, 2025, regular public meeting of the Board of Education to order at 3:05 p.m.

**1.2 Greeting**

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

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

Chairperson McPhee acknowledged the significance of Remembrance Day and paid tribute to the Indigenous veterans who served Canada. He extended his appreciation to all schools across the District for holding respectful and meaningful Remembrance Day ceremonies.

He also acknowledged employees who have retired since the June 2025 retirement function.

#### **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**

##### **MOTION R-25-151**

Moved/Seconded by Johns/Bellina:

THAT the agenda for the regular public meeting of the Board of Education of November 10, 2025, be approved as circulated.

**CARRIED**

#### **1.6 Approval of the Minutes**

##### **MOTION R-25-152**

Moved/Seconded by Bellina/Madsen:

THAT the minutes of the regular public meeting of the Board of Education of October 14, 2025, be approved as circulated.

**CARRIED**

#### **1.7 Receipt of Records of Closed Meetings**

##### **MOTION R-25-153**

Moved/Seconded by Johns/Clarke:

THAT the Board accept the closed records of the in-camera meetings of the Board of Education of October 14 and October 27, 2025.

**CARRIED**

#### **1.8 Business Arising from Previous Minutes**

### **1.8.1 Amy Woodland Elementary Update**

Director Tank received the Project Definition Report (PDR) for Amy Woodland Elementary and has submitted it to the Ministry of Infrastructure. Comments have been received back from the Ministry and will be reviewed with Turner and Townsend and Berry Architecture.

### **1.8.2 Gender-Based Violence Letter - Revised Motion**

Trustee Ayling discussed the importance of mandating Gender-Based Violence in K-12 curriculum.

#### **MOTION R-25-154**

Moved/Seconded by Ayling/Clarke:

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.

**CARRIED**

### **1.8.3 Review of All Committees Schedule (Time of Meetings)**

#### **MOTION R-25-155**

Moved/Seconded by Turner/Bellina:

THAT the All Committees meeting times change to 1:00 p.m. for the in-camera meeting and 3:00 p.m. for the public meeting. This is at the request of the District Parent Advisory Council (DPAC).

**CARRIED**

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

Nil

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

### **3.1 All Committees Public Meeting**

Co-Chair Trustee Ayling reviewed the All Committees minutes of October 27, 2025.

#### **MOTION R-25-156**

Moved/Seconded by Ayling/Clarke:

THAT the Board of Education approve the East Kootenay History Centre's 2026 East Kootenay Heritage Fair's request for bussing of students to the Heritage Fair on May 8-9, 2026.

**CARRIED**

**MOTION R-25-157**

Moved/Seconded by Ayling/Bischler:

THAT the Statement of Financial Information (SOFI) be approved by the Board of Education.

**CARRIED**

**MOTION R-25-158**

Moved/Seconded by Ayling/Clarke:

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

**3.2 Analysis of Surplus Funds**

Secretary Treasurer Taylor reviewed the Analysis of Surplus Funds included in the agenda package. Trustee Turner acknowledged the work of Secretary Treasurer Taylor and expressed appreciation for the valuable report provided.

**3.3 BCSTA/Provincial Council**

Trustee Bellina reviewed the report included in the agenda package.

**MOTION R-25-159**

Moved/Seconded by Bellina/Bischler:

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

**CARRIED**

**3.4 Communications Media Committee**

Trustee Ayling reviewed the report included in the agenda package.

**MOTION R-25-160**

Moved/Seconded by Ayling/Bellina:

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

**CARRIED**

**3.5 Mount Baker Secondary School Replacement Committee**

Trustee Johns reported on the Mount Baker Secondary “walk-about” with MLA Peter Davis. Work will continue with the MLA to advocate for a new Mount Baker Secondary.

Trustee Johns also promoted the upcoming Mount Baker Wild production of “Elf Jr” at the Key City Theatre.

**MOTION R-25-161**

Moved/Seconded by Johns/Bischler:

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

**CARRIED**

**3.6 Key City Theatre**

Trustee Ayling reviewed the report included in the agenda package.

**MOTION R-25-162**

Moved/Seconded by Ayling/Turner:

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

**CARRIED**

**3.7 Legacy of Learning**

Trustee Johns reviewed the report included in the agenda package.

**MOTION R-25-163**

Moved/Seconded by Johns/Heckendorf:

THAT the Board accept the Legacy of Learning report.

**CARRIED**

**3.8 French Immersion Update**

Trustee Heckendorf provided minutes from the French Advisory Committee.

**MOTION R-25-164**

Moved/Seconded by Heckendorf/Turner:

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

**CARRIED**

**3.9 Traffic Safety Committee**

**3.9.1 Vision Zero Grant Application**

The Vision Zero grant application for Highlands Elementary and Kootenay Orchards Elementary was submitted on Friday, November 7, 2025.

**MOTION R-25-165**

Moved/Seconded by Johns/Clarke:

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

**CARRIED**

**3.10 Trustee Reports**

Trustees reported on their activities for the month.

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

**4.1 Updates**

**4.1.1 Fernie Elementary School Update**

Director Tank provided an update on Fernie Elementary School. There will be weekly meetings with the Ministry of Education and Child Care on the child care design at the new school.

**4.2 Recommendations**

**MOTION R-25-166**

Moved/Seconded by Ayling/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 Indigenous Education Council (IEC)**

The first meeting of the IEC will be on November 14, 2025. Superintendent Johnson is attending as a guest at this meeting.

#### **5.2 Updates**

##### **5.2.1 Child Care**

District Principal Phillips reviewed the Child Care report included in the agenda package. She also provided an update on the Metis Child Care project.

#### **5.3 Framework for Enhancing Student Learning**

Superintendent Johnson presented the Framework for Enhancing Student Learning report, which included the following updates:

- Presentation of CHEQ data scheduled for the January All Committees meeting;
- Completion of parent-teacher interviews across the District;
- Upcoming distribution of report cards and Communicating Student Learning updates;
- CUPE Professional Development Day held on October 24; and
- Cancellation of provincial assessments due to the BCGEU strike.

#### **5.4 Recommendations**

##### **MOTION R-25-167**

Moved/Seconded by Johns/Ayling:

THAT the Superintendent's Report be accepted as presented.

**CARRIED**

### **6. CHAIRPERSON'S REPORT**

#### **6.1 Updates**

Chairperson McPhee reviewed upcoming events in the District (see Item 8 Items for Information/Correspondence).

#### **6.2 Recommendations**

##### **MOTION R-25-168**

Moved/Seconded by Bischler/Johns:

THAT the Chairperson's report be accepted as presented.

**7. NEW BUSINESS**

Nil

**8. ITEMS FOR INFORMATION/CORRESPONDENCE**

- 8.1 November 11 Remembrance Day**
- 8.2 November 21 Professional Development Day**
- 8.3 November 24 Committee Meetings**
- 8.4 November 27-30 BCSTA Trustee Academy**
- 8.5 December 11 Board Office Christmas Pot Luck**
- 8.6 December 12 Schools Not In Session**

**9. QUESTION PERIOD**

Nil

**10. CLOSING ROUND**

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

**11. ADJOURNMENT**

**MOTION R-25-169**

Moved/Seconded by Bischler/Johns:

THAT the November 10, 2025, regular public meeting of the Board of Education adjourn at 4:25 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