



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

**December 9, 2025, 3:00 p.m.
Cranbrook Board Office**

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

Regrets: Trustee Sarah Madsen

Staff Present: Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Instruction Human Resources Brent Reimer
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
Manager of Board Office & Executive Services (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chair McPhee called the December 9, 2025, regular public meeting of the Board of Education to order at 3:00 p.m.

1.2 Greeting

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

1.3 Chairperson's Opening Remarks and Recognitions

Chairperson McPhee extended condolences to the family of John Walmsley. Chairperson McPhee acknowledged the Elementary Christmas Choir and the holiday celebrations in the District.

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-25-170

Moved/Seconded by Bischler/Clarke:

THAT the agenda for the regular public meeting of the Board of Education of December 9, 2025 be approved as circulated.

CARRIED

1.6 Election of Chairperson and Representatives

1.6.1 Election of Chairperson

As per Policy 7 – Board Operations (*Section 2 – Inaugural Meetings and Subsequent Annual Meetings*).

Secretary Treasurer Taylor made the call for nominations for the position of Board Chairperson:

Trustee McPhee accepted the nomination as designated by Trustee Johns.

Secretary Treasurer Taylor made a second and final call for nominations then declared that the nominations cease.

Trustee McPhee was elected as Chairperson of the Board of Education.

Chairperson McPhee assumed the chair of the meeting.

There was no election of Vice Chairperson. The Trustees will act as Vice Chairperson on a rotational basis.

1.6.2 Election of BCPSEA Representative and Alternate

The election of BCPSEA Representative and Alternate will not be held. Chairperson McPhee reminded trustees that at the February in-camera meeting of the Board of Education, the following motion was passed:

Motion I-24-026

THAT the BCPSEA representative remain in the position for the remainder of the BCTF bargaining period.

1.6.3 Election of BCSTA Representative and Alternate

Trustee Bellina was elected as BCSTA Representative and Trustee Clarke was elected as BCSTA Alternate Representative.

1.6.4 Election of Bargaining Representative – BCTF

Not required

1.6.5 Election of Bargaining Representative – CUPE

Not required

1.7 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of November 10, 2025.

MOTION R-25-171

Moved/Seconded by Johns/Bellina:

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

CARRIED

1.8 Receipt of Records of Closed Meetings

MOTION R-25-172

Moved/Seconded by Heckendorf/Clarke:

THAT the Board accept the closed records of the in-camera meeting of the Board of Education of November 10 and November 24, 2025.

CARRIED

1.9 Business Arising from Previous Minutes

1.9.1 Amy Woodland Elementary Update

Secretary Treasurer Taylor provided an update. Work is ongoing with Berry Architecture. The business case is expected to be submitted to the Ministry by the end of the calendar year.

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

Nil

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 All Committees Public Meeting

Co-Chair Trustee Turner reviewed the All Committees minutes of November 24, 2025.

MOTION R-25-173

Moved/Seconded by Turner/Johns:

THAT the revisions to Policy 22 Provision of Child Care be accepted and approved for posting.

CARRIED

MOTION R-25-174

Moved/Seconded by Turner/Heckendorf:

THAT a letter of support be written to School District No. 8 to support the Request to Review the Inclusive Education Funding Model.

CARRIED

MOTION R-25-175

Moved/Seconded by Turner/Johns:

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

CARRIED

3.2 BCSTA /Provincial Council

Trustee Bellina requested that trustees who attended the BCSTA Trustee Academy share their professional development experience.

MOTION R-25-176

Moved/Seconded by Bellina/Bischler:

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

CARRIED

3.3 Communications Media Committee

Trustee Ayling provided a report.

MOTION R-25-177

Moved/Seconded by Ayling/Turner:

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

CARRIED

3.4 Mount Baker Secondary School Replacement Committee

Trustee Johns provided an update.

MOTION R-25-178

Moved/Seconded by Johns/Bischler:

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

CARRIED

3.5 Key City Theatre

MOTION R-25-179

Moved/Seconded by Ayling/Clarke:

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-25-180

Moved/Seconded by Johns/Ayling:

THAT the Board accept the Legacy of Learning report.

CARRIED

3.7 French Immersion Update

Next reporting is in February 2026.

MOTION R-25-181

Moved/Seconded by Heckendorf/Bellina:

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

CARRIED

3.8 Traffic Safety Committee

Trustee Johns reported on the Vision Zero grant application that has been submitted.

MOTION R-25-182

Moved/Seconded by Johns/Turner:

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

CARRIED

3.9 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

WSP has submitted the environmental application. Once it is approved, the building permit application can proceed. The project remains on track to break ground in spring 2026.

4.1.2 Steeples Elementary Child Care

Secretary Treasurer Taylor reviewed the progress update included in the agenda package.

4.1.3 Jaffray Elementary Junior Secondary Child Care

Secretary Treasurer Taylor reviewed the progress update included in the agenda package.

4.1.4 2026/27 Preliminary Budget Development Timelines

Secretary Treasurer Taylor reviewed the draft budget timeline included in the agenda package. The Indigenous Education Council will provide input on the preparation of the annual budget.

He also stressed the importance of receiving stakeholder, rightsholders, and union input on the 2026/27 annual budget.

4.2 Recommendations

MOTION R-25-183

Moved/Seconded by Heckendorf/Johns:

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.

5.1 Indigenous Education Council (IEC)

Superintendent Johnson reported on the hiring of a full-time temporary Indigenous Education Support Worker at École Isabella Dicken Elementary.

5.2 Updates

5.2.1 Child Care

District Principal Phillips reviewed the report included in the agenda package.

5.3 Framework for Enhancing Student Learning

Director Kelly provided an update on recent professional development sessions related to Artificial Intelligence.

Superintendent Johnson discussed the Principals and Vice Principals' meeting held on December 4, 2025. The keynote speaker was Dr. Sean Lassard, and the main topics were Amplifying Voices and Transforming Systems. Superintendent Johnson noted that the meeting reflected a powerful collaboration among rightsholders, staff, and students.

5.4 Recommendations

MOTION R-25-184

Moved/Seconded by Heckendorf/Johns:

THAT the Superintendent's Report be accepted as presented.

CARRIED

6. CHAIRPERSON'S REPORT

6.1 Updates

District Principal Wasylowich provided an update on the educational assistant time increase at Steeples Elementary and Highlands Elementary and also shared an update on accessibility efforts across the District.

Trustee Turner acknowledged the work of Chairperson McPhee. Chairperson McPhee provided a brief update on the Trustee Academy held in November 2025. Chairperson McPhee acknowledged the school tours prior to the board meeting on December 9, 2025.

6.2 Recommendations

MOTION R-25-185

Moved/Seconded by Bischler/Clarke:

THAT the Chairperson's report be accepted as presented.

CARRIED

7. NEW BUSINESS

Nil

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Winter Concerts

8.2 December 11 Board Office Festive Pot Luck

8.3 December 12 Schools Not In Session

8.4 December 22-January 4 Winter Break

8.5 January 26 Committee

8.6 Letter from 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.

11. ADJOURNMENT

MOTION R-25-186

Moved/Seconded by Bischler/Johns:

THAT the December 9, 2025, regular public meeting of the Board of Education adjourn at 4:05 p.m.

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

Doug McPhee, Chairperson

Nick Taylor, Secretary Treasurer