



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

April 11, 2023, 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**

4

Approval of the minutes from March 14, 2023

**1.7 Receipt of Records of Closed Meetings**

13

**1.8 Business Arising from Previous Minutes**

**2. RECEIVING OF DELEGATIONS/PRESENTATIONS**

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

**3.1 Advocacy/Education Committee**

No meeting in March

**3.2 Policy Committee**

No meeting in March

**3.3 Student Services Committee**

No meeting in March

**3.4 Finance/Operations/Personnel Committee**

No meeting in March

**3.5 BCSTA /Provincial Council**

**3.6 Communications/Media Committee**

**3.7 Mount Baker Secondary School Replacement Committee**

**3.8 Key City Theatre**

**3.9 Legacy of Learning**

**3.10 French Immersion Update**

**3.11 Trustee Reports/Bouquets**

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

Reporting on (finances/budget, capital projects, facilities, operations/maintenance/transportation)

**4.1 Updates**

**4.1.1 Cranbrook Ad Hoc Traffic Safety Committee**

**4.1.2 Banking Proposals**

The proposals received for banking services will be reviewed on April 17, 2023

**4.2 Recommendations**

**5. SUPERINTENDENT'S REPORT TO THE BOARD**

**5.1 Updates**

**5.2 Recommendations**

**6. CHAIRPERSON'S REPORT**

**6.1 Updates**

6.2 Recommendations

7. NEW BUSINESS

7.1 Business Arising from Delegations

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Letter from Ministry of Education and Child Care 14

Response to letter concerning food insecurity and school food programs

8.2 Letter from Ministry of Education and Child Care 16

Response to letter concerning School Enhancement Program and Annual Facility Grant

8.3 Letter from Labour Market and Trades Training Policy Branch

Response to letter concerning Trades Funding

8.4 April 17 Banking Requests for Proposal Review

8.5 April 18 Next Budget Working Session

8.6 April 24 RSA Day

8.7 April 25 Committee Day

8.8 April 27-30 BCSTA Annual General Meeting

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 14, 2023, 3:00 p.m.  
Kootenay Learning Campus - Fernie**

Present: Chairperson Doug McPhee  
Trustee Trina Ayling  
Trustee Bev Bellina (remotely) (in at 3:30)  
Trustee Irene Bischler  
Trustee Alysha Clarke  
Trustee Nicole Heckendorf  
Trustee Chris Johns  
Trustee Sarah Madsen  
Trustee Wendy Turner (remotely) (out at 4:38 p.m.)

Staff Present: Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Instruction Human Resources Brent Reimer  
Director of Student Learning and Aboriginal Education Jason Tichauer  
Director of Student Learning and Innovation Diane Casault  
Operations Manager Joe Tank  
District Principal Student Services Darcy Verbeurgt (remotely)  
District Principal of Transformative Learning Jennifer Roberts (remotely)  
Executive Assistant to Secretary Treasurer (recorder) Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chair McPhee called the March 14, 2023, 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**

**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**

Additions:

**7.3 Capital Plan Bylaw No. 2023/24-CPSD05-01**

**7.4 Columbia Institute High Ground Conference**

### **MOTION R-23-035**

Moved/Seconded by Clarke/Johns:

THAT the agenda for the regular public meeting of the Board of Education of March 14, 2023 be approved as amended.

**CARRIED UNANIMOUSLY**

## **1.6 Approval of the Minutes**

Minutes of the Public meeting of the Board of Education of February 14, 2023.

### **MOTION R-23-036**

Moved/Seconded by Heckendorf/Ayling:

THAT the minutes of the regular public meeting of the Board of Education of February 14, 2023, be approved as circulated

**CARRIED UNANIMOUSLY**

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

### **MOTION R-23-037**

Moved/Seconded by Clarke/Johns:

THAT the Board accept the closed records of the in-camera meetings of the Board of Education of February 14, February 27, March 2, and March 7, 2023.

**CARRIED UNANIMOUSLY**

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

### **1.8.1 Trades Funding**

No response to date

### **MOTION R-23-038**

Moved/Seconded by Johns/Bischler:

THAT the Board resend the letter to the Minister of Education and Child Care regarding Trades Funding.

**CARRIED UNANIMOUSLY**

### 1.8.2 Employee and Family Assistance Program Proposal

The three proposals will be reviewed by the stakeholder panel on March 16, 2023. Trustee Bischler will be joining the panel.

## 2. RECEIVING OF DELEGATIONS/PRESENTATIONS

### 2.1 Budget Presentation - Cranbrook and Fernie District Teachers' Association

Cranbrook and Fernie Teachers' Association budget recommendations were presented by Co-Chairs Shelley Balfour and Adrienne Demers.

### 2.2 Budget Presentation - CUPE 4165

Krista Napl (CUPE 4165 Secretary) and Sarah Mooy (CUPE 4165 Acting President) presented budget recommendations on behalf of CUPE 4165.

### 2.3 Budget Presentation - Legacy of Learning

Erin Knutson and Deryll White presented on behalf of the Legacy of Learning.

## 3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

### 3.1 Advocacy/Education Committee

Co-chair Trustee Turner reviewed the minutes of the February 27, 2023, meeting of the Advocacy/Education Committee.

#### **MOTION R-23-039**

Moved/Seconded by Turner/Heckendorf:

THAT the Board write a letter requesting funding from the Ministry of Education and Child Care to cover the costs of resources required to educate grade 11 and 12 students on gender-based violence as requested by the Ministry.

**CARRIED UNANIMOUSLY**

#### **MOTION R-23-040**

Moved/Seconded by Turner/Clarke:

THAT the Board write a letter responding to the Coalition for Healthy School Food, BC Chapter letter of February 16, 2023, supporting their efforts to advocate for a universal, cost-shared healthy school food program. The response to the Coalition will include a copy of the letter written last month to the Ministry of Education and Child Care inquiring as to what stage of the process the Ministry is at with a Universal Food Program. A copy of the letter requesting support from the Coalition for Healthy Schools will be forwarded to the Minister of Education and Child Care.

**CARRIED UNANIMOUSLY**

#### **MOTION R-23-041**

Moved/Seconded by Turner/Johns:

THAT the Board write a letter to the Minister of Education and Child Care and the Minister of Finance in support of the letters written by School District 83 on January 26, 2023, and School District 52 on September 28, 2023. This letter will address funding constraints districts are facing in the upcoming year. The letter will also address the response letter to the BCSTA from Minister Singh of February 10, 2023.

**CARRIED UNANIMOUSLY**

**MOTION R-23-042**

Moved/Seconded by Turner/Johns:

THAT the Board accept the report of the Advocacy/Education Committee.

**CARRIED UNANIMOUSLY**

**3.2 Policy Committee**

Co-chair Trustee Bellina reviewed the minutes of the February 27, 2023, meeting of the Policy Committee.

**MOTION R-23-043**

Moved/Seconded by Bellina/Heckendorf:

THAT the Board accept the report of the Policy Committee.

**CARRIED UNANIMOUSLY**

**3.3 Student Services Committee**

Co-chair Trustee Madsen reviewed the minutes of the February 27, 2023, Student Services Committee.

**MOTION R-23-044**

Moved/Seconded by Madsen/Ayling:

THAT the Board write a letter to the provincial authorities and BCPSEA expressing concerns about the deficit of Speech Language Pathologists in rural areas

**CARRIED UNANIMOUSLY**

**MOTION R-23-045**

Moved/Seconded by Madsen/Ayling:

THAT the Board accept the report of the Student Services Committee.

**CARRIED UNANIMOUSLY**

**3.4 Finance/Operations/Personnel Committee**

Co-chair Trustee Johns reviewed the minutes of the February 27, 2023, meeting of the Finance/Operations/Personnel Committee.

**MOTION R-23-046**

Moved/Seconded by Johns/Heckendorf:

THAT the Board change the date of the Committee Meetings from Monday, April 24, 2023 to Tuesday, April 25, 2023. This will allow Trustees and District Management to participate in the Regional Specialist Association (RSA) Professional Development Day. The location of the meetings will not change (Cranbrook Board Office).

**CARRIED UNANIMOUSLY**

**MOTION R-23-047**

Moved/Seconded by Johns/Heckendorf:

THAT the Board accept the report of the Finance/Operations/Personnel Committee.

**CARRIED UNANIMOUSLY**

**3.5 BCSTA /Provincial Council**

**MOTION R-23-048**

Moved/Seconded by Bellina/Bischler:

THAT the Board accept the report of the BCSTA/Provincial Council.

**CARRIED UNANIMOUSLY**

**3.6 Communications/Media Committee**

Trustee Ayling

**MOTION R-23-049**

Moved/Seconded by Ayling/Clarke:

THAT the Board accept the report of the Communications/Media Committee.

**CARRIED UNANIMOUSLY**

**3.7 Mount Baker Secondary School Replacement Committee**

Trustee Johns, Chairperson McPhee and Trustee Ayling met with Tom Shypitka, BC Member of the Legislative Assembly (MLA). They will tour Mount Baker Secondary with MLA Shypitka on Wednesday, March 15, 2023. Superintendent Johnson and Secretary Treasurer Taylor will also join the delegation.

**MOTION R-23-050**

Moved/Seconded by Johns/Ayling:

THAT the Board accept the report of the Mount Baker Secondary School Replacement Committee.

**CARRIED UNANIMOUSLY**

**3.8 Key City Theatre**

**MOTION R-23-051**

Moved/Seconded by Ayling/Clarke:

THAT the Board accept the report of the Key City Theatre.

**CARRIED UNANIMOUSLY**

**3.9 Legacy of Learning**

Trustee Johns previewed photos (emailed to Trustees on Thursday, March 9, 2023). He also discussed the annual financial requests of the Legacy of Learning.

**MOTION R-23-052**

Moved/Seconded by Johns/Bischler:

THAT the Board accept the Legacy of Learning report.

**CARRIED UNANIMOUSLY**

**3.10 French Immersion Update**

Director Casault provided the recent French Immersion update.

**MOTION R-23-053**

Moved/Seconded by Heckendorf/Bellina:

THAT the Board accept the French Immersion update.

**CARRIED UNANIMOUSLY**

**3.11 Trustee Reports/Bouquets**

Trustees reported on their activities for the month.

- Trustee Clarke acknowledged and thanked Jaffray bus driver.
- Trustee Madsen acknowledged and thanked Elkford bus drivers.

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

**4.1 Updates**

**4.1.1 Requests for Proposal - Banking Services**

Requests for Proposal for Banking Services closed March 14, 2023, at 12:00 p.m. Secretary Treasurer Taylor requested a trustee representative join the proposal review panel in April. (Date to be determined).

## 4.2 Recommendations

### **MOTION R-23-054**

Moved/Seconded by Bellina/Clarke:

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

**CARRIED UNANIMOUSLY**

## 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

- Superintendent Johnson provided an update on stakeholder engagement dates planned for Spring 2023.
- Superintendent Johnson will share results of Child Care survey with the Board in April 2023.

### 5.2 Recommendations

#### **MOTION R-23-055**

Moved/Seconded by Johns/Ayling:

THAT the Superintendent's Report be accepted as presented.

**CARRIED UNANIMOUSLY**

## 6. CHAIRPERSON'S REPORT

### 6.1 Updates

#### 6.1.1 Update to Committees and Working Groups

Chairperson McPhee thanked the trustees for their diligence and representation on various committees and working groups.

#### **MOTION R-23-056**

Moved/Seconded by Heckendorf/Johns:

THAT the Chairperson's Report be accepted as presented.

**CARRIED UNANIMOUSLY**

### 6.2 Recommendations

## 7. NEW BUSINESS

### 7.1 Business Arising from Delegations

Nil

## **7.2 Provincial Budget Consultation**

### **MOTION R-23-057**

Moved/Seconded by Bellina/Ayling:

THAT Trustee Johns present, on behalf of the Board of Education, to the Select Standing Committee on Finance and Government Services Budget 2024 Consultation.

**CARRIED UNANIMOUSLY**

## **7.3 Capital Plan Bylaw No. 2023/24-CPSD05-01**

### **MOTION R-23-058**

Moved/Seconded by Bischler/Madsen:

THAT the Board consent to three readings of the Capital Bylaw No. 2023/2024 CPSD05-01 of the Board of Education of School District No. 05 (Southeast Kootenay) for the fiscal year 2023/2024.

**CARRIED UNANIMOUSLY**

### **MOTION R-23-059**

Moved/Seconded by Alysha/Heckendorf:

THAT the Board consent to the first reading of the Capital Bylaw No. 2023/2024 CPSD05-01 of the Board of Education of School District No. 05 (Southeast Kootenay) for the fiscal year 2023/2024.

**CARRIED UNANIMOUSLY**

### **MOTION R-23-060**

Moved/Seconded by Bischler/Madsen:

THAT the Board consent to the second reading of the Capital Bylaw No. 2023/2024 CPSD05-01 of the Board of Education of School District No. 05 (Southeast Kootenay) for the fiscal year 2023/2024.

**CARRIED UNANIMOUSLY**

### **MOTION R-23-061**

Moved/Seconded by Johns/Madsen:

THAT the Board consent to the third reading of the Capital Bylaw No. 2023/2024 CPSD05-01 of the Board of Education of School District No. 05 (Southeast Kootenay) for the fiscal year 2023/2024.

**CARRIED UNANIMOUSLY**

**7.4 Columbia Institute High Ground Conference**

Trustee Bellina thanked the Board for allowing her to attend the Columbia Institute High Ground Conference, but respectfully declined for this year.

**MOTION R-23-062**

Moved/Seconded by Bellina/Bischler:

THAT Trustee Bellina’s report be accepted as presented.

**CARRIED UNANIMOUSLY**

**8. ITEMS FOR INFORMATION/CORRESPONDENCE**

**8.1 Crown Grant Application Letter**

**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-23-063**

Moved/Seconded by Johns/Bischler:

THAT the March 14, 2023, regular public meeting of the Board of Education adjourn at 5:11 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



#### 1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

##### **In-camera Meetings:**

**April 3, 2023**

- Ad Hoc Committee Meeting
  - Personnel
  - 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 'N Taylor'.

Nick Taylor  
Secretary Treasurer



March 28, 2023

Ref: 288439

Doug McPhee, Chair  
Board of Education  
School District No. 5 (Southeast Kootenay)  
**Email: [doug.mcphee@sd5.bc.ca](mailto:doug.mcphee@sd5.bc.ca)**

Dear Doug McPhee:

Thank you for your email sent February 22, 2023, regarding food insecurity and school food programs in British Columbia.

We share a common goal to ensure students across BC are properly fed for school success and the understanding that students who are eating nutritious food every day are better prepared to learn and grow. The one-time Student and Family Affordability funding provided in September 2022 to districts was an important first step in government's commitment to make sure students are properly fed for learning.

On Feb 28, 2023, the Budget 2023 announcement included dedicated, ongoing new funding that districts can rely on every school year moving forward to support sustainable school food programs across BC. The Ministry conducted a province-wide school food program survey in Fall 2021 and in that response, school districts indicated that the biggest barriers to delivering school food programs is a lack of consistent funding and dedicated human resources. The new dedicated school food programs funding addresses both these barriers.

District allocations will be announced within the next month to give boards time to incorporate the funding into their 2023/24 school year planning. Funding delivered in the 2023/24 school year will have flexibility for districts to address the immediate need of feeding hungry students while working towards a long-term approach to providing universal access to all students who need it. Looking ahead, making sure all students are fed for learning will remain a community effort; non-profit organizations, donors and parent advisory councils will continue to play a vital role alongside schools to address student hunger.

During this next foundational school year, we will be working with districts to learn more about their local needs and current delivery models and how students access school food programs across the province, as well as launch resources to help to build sector capacity and support community connections.

.../2

We appreciate your continued commitment to ensuring all students across BC have access to nutritious food. We look forward to building a lasting program to feed hungry children across the province with all school districts.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath the 'i'.

Rachna Singh  
Minister



March 28, 2023

Ref: 288438

Doug McPhee, Chair  
School District No. 5 (Southeast Kootenay)  
**Email: [doug.mcphee@sd5.bc.ca](mailto:doug.mcphee@sd5.bc.ca)**

Dear Doug McPhee:

Thank you for your letter of February 22, 2023, regarding concerns around utilizing School Enhancement Program (SEP) and Annual Facility Grant (AFG) funds towards universal washrooms and change rooms. I appreciate the work that school boards and district staff put into maintaining facilities to provide safe, positive and healthy learning environments for students.

Since 2017, government has increased the yearly AFG funding allocation by \$37.1 million, from \$110 million to a record-setting \$147.1 million through *Budget 2023*. With the increased funding in 2023/24, all school districts will have additional flexibility to address their repair, maintenance, and safety priorities, including universal washroom and change room upgrades. With this in mind, School District No. 5 (Southeast Kootenay) will receive \$1,772,388 in AFG funding in 2023/24, as identified in the [2023/24 Annual Facility Grant \(AFG\) Allocation Table](#).

If you have any further questions regarding provincial capital funding for universal washrooms and change rooms please contact Chris Brown, Assistant Deputy Minister, Resource Management Division by email at [Chris.Brown@gov.bc.ca](mailto:Chris.Brown@gov.bc.ca).

Again, thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "R Singh". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Rachna Singh  
Minister