



**The Board of Education of  
School District No.5 (Southeast Kootenay)**

**MINUTES - REGULAR PUBLIC MEETING**

**December 8, 2020, 3:00 p.m.  
Meeting via Zoom**

Present: Chairperson Lento  
Trustee Ayling  
Trustee Bellina  
Trustee Damstrom  
Trustee Johns  
Trustee Kitt  
Trustee McPhee  
Trustee Turner  
Trustee Whalen

Staff Present Superintendent, S. Yardley  
Secretary Treasurer, A. Rice  
Director of Instruction/Human Resources, B. Reimer  
Director of Student Learning/Aboriginal Education, J. Tichauer  
Director of Instruction/Student Learning and Innovation, D. Casault  
District Principal/Student Services, D. Verbeurgt  
District Principal/Transformative Learning, J. Roberts  
Executive Assistant, (recorder) Sandy Gronlund

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chairperson Lento called the December 8, 2020 regular public meeting of the Board of Education to order at 3:03 p.m. and acknowledged that we have gathered here in the Homelands of the Ktunaxa people. Chair Lento also acknowledged the contributions of all immigrants and their families hopes, dreams and efforts in creating the character of big village.

Chair Lento acknowledged the passing of Dr. Arnold Lowden. Among Arnold's many accomplishments, he served as a school trustee on the SD2 Board for 16 years with 2 of those years as board chair. He served right up to amalgamation to SD5 in 1996. Trustee Johns would like to examine the opportunity of setting up a scholarship under his name. He will discuss this with the Cranbrook trustees and Mount Baker Secondary School, then report back to the February Board meeting.

**1.2 Consideration and Approval of Agenda**

Additions: 6.2 Proposed Shelter adjacent to Mount Baker Secondary School

**MOTION R-20-158**

M/S that the agenda for the regular public meeting of the Board of Education of December 8, 2020 be approved as amended.

**CARRIED**

As per Policy, Chair Lento turned the meeting over to Secretary Treasurer Rice to act as Chair.

**1.3 Election of Chairperson and Representatives**

Secretary Treasurer Rice assumed the Chair of the meeting as per the Procedural Bylaw policy.

**1.3.1 Election of Chairperson**

Secretary Treasurer Rice called for nominations for the position of Chairperson of the Board of Education.

Trustee Lento accepted a nomination as designated by Trustee Bellina.

Secretary Treasurer Rice made a second and final call for nominations.

Secretary Treasurer Rice declared Trustee Lento elected by acclamation as Chair of the Board of Education until December 2021.

Chair Lento resumed chairing the meeting and thanked the Board for their confidence in him.

The Board agreed with Chair Lento's suggestion to roll over the 2020 BCPSEA and BCSTA representatives and alternate representatives to 2021.

**MOTION-R-20-159**

M/S that the Board approve the following appointments:

Election of Chairperson –Trustee Frank Lento

Election of BCPSEA Representative –Trustee Krista Damstrom

Election of BCPSEA Alternate Representative –Trustee Bev Bellina

Election of BCSTA Representative –Trustee Bev Bellina

Election of BCSTA Alternate Representative –Trustee Trina Ayling

Election of Key City Theatre Representatives –Trustees Doug McPhee and Wendy Turner

**CARRIED**

**1.3.2 Election of BCPSEA Representative**

Trustee Damstrom agreed to another year as the 2021 BCPSEA Representative.

**1.3.3 Election of BCPSEA Alternate Representative**

Trustee Bellina agreed to another year as the 2021 Alternate BCPSEA representative.

**1.3.4 Election of BCSTA Representative**

Trustee Bellina agreed to another year as the 2021 BCSTA Representative.

**1.3.5 Election of BCSTA Alternate Representative**

Trustee Ayling agreed to another year as the 2021 BCSTA Alternate Representative.

**1.4 2021 Standing Committee Representatives**

Chair Lento suggested to the Board that considering the pandemic year we are in; we roll over the existing committee representatives to 2021. The only exception would be Trustee Turner replacing Trustee Ayling as the SD5 representative on the Board at the Key City Theatre Society.

**MOTION R-20-160**

M/S that the Board agree to roll over the 2020 committee representatives to 2021 except for Trustee Turner replacing Trustee Ayling as the SD5 representative on the Board at the Key City Theatre Society.

**CARRIED**

**1.5 Approval of the Minutes**

**MOTION R-20-161**

M/S that the minutes of the regular public meeting of the Board of Education of November 10, 2020 be approved as circulated.

**CARRIED**

**1.6 Receipt of Records of Closed Meetings**

**MOTION R-20-162**

M/S to accept the closed records of the in-camera meeting of the Board of Education of November 10, 2020.

**CARRIED**

**1.7 Business Arising from Previous Minutes**

- We have received three packages from Architects for the Mount Baker Secondary School project.
- Laura-Lee Phillips, Principal at Isabella Dicken Elementary School (IDES), was added to the team for the selection process for an Architect for the IDES expansion.
- The Superintendent, Secretary Treasurer and Board Evaluations are complete. A copy of the Board Evaluation will be sent to the trustees.

**1.7.1 Kootenay Learning Campus (KLC) Board Office IT Upgrades**

District Principal Roberts delivered an update on the IT upgrades at the Kootenay Learning Campus (KLC) in Fernie and the School Board Office board rooms in Cranbrook. New wider zoom cameras were installed with speakers and mics installed in the ceiling. Acoustic panels needed to be installed in the ceiling in the Castle room at the KLC. Training on the new system will take place in the next few days.

Trustee Johns asked about the possibility of mics on the tables. District Principal Roberts explained the tables would not be able to be moved and the configuration of the board rooms was a factor.

**1.8 Receiving of Delegations/Presentations**  
Nil.

**2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS**

**2.1 Advocacy/Education Committee**

Co-chair Trustee Bellina reviewed the minutes of the November 23, 2020 meeting of the Advocacy/Education Committee.

**MOTION R-20-163**

M/S that the Board accept the report of the Advocacy/Education Committee.

**CARRIED**

**2.2 Policy Committee**

Co-chair Trustee Turner reviewed the minutes of the November 23, 2020 meeting of the Policy Committee.

**MOTION R-20-164**

M/S that the hyperlink to the MyEducationBC Standards Manual will be added to the bottom of Policy 7.8. Remove attachment of Regulation 7.8 A from the current School District 5 (Southeast Kootenay) Policy Manual.

**CARRIED**

**MOTION R-20-165**

M/S that the Board accept the report of the Policy Committee.

**CARRIED**

**2.3 Student Services Committee**

Co-chair Trustee McPhee reviewed the minutes of the November 23, 2020 meeting of the Student Services Committee.

**MOTION R-20-166**

M/S that the Board accept the report of the Student Services Committee.

**CARRIED**

**2.4 Finance/Operations/Personnel Committee**

Co-chair Trustee Kitt reviewed the minutes of the November 23, 2020 meeting of the Finance/Operations/Personnel Committee.

**MOTION R-20-167**

M/S that the Board of Education approve Christmas donations, in lieu of holiday treats at the worksites, to the Cranbrook and Fernie Salvation Army and the Jaffray, Sparwood and Elkford food banks in the amounts reported in option #3 that reflect the FTE students in our school sites.

**CARRIED**

**MOTION R-20-168**

M/S that following consultation with the CFTA and CUPE Unions that a proposed calendar for 2021-22 and 2022-23 be brought to the December 8<sup>th</sup>, 2020 Public Board meeting for consideration and approval.

Discussion on the calendar motion brought forward included:

- Trustee Johns reported the need for the quarter system be added to the calendar as well as the semesters. We have two high schools with the semester system and one currently on the quarter system due to the pandemic and accommodating the cohorts. Director Tichauer replied that adding dates to the calendar for quarter 1 and 3 should cover this.
- Superintendent Yardley is hoping not to present the 2022-23 calendar at this time as she would like to speak with School District 6 regarding their 2022-23 calendar so the two can coincide the breaks.
- Director Reimer reported that he has a letter of understanding on these calendars underway for the required signatures.

**MOTION R-20-169**

M/S that motion R-20-168 be amended to approve the 2021-22 calendar with the quarter system added.

**AMENDMENT CARRIED**

**MOTION R-20-170**

M/S that following consultation with the CFTA and CUPE Unions that a proposed calendar for 2021-22 be brought to the December 8<sup>th</sup>, 2020 Public Board meeting for consideration and approval with the quarter system added.

**AMENDED MOTION CARRIED**

Trustee McPhee would like to look at the transition of students to the College of the Rockies. District Tichauer responded that five or six years ago Mount Baker Secondary had a program set up for transition of students and it was very positive.

**MOTION R-20-171**

M/S that the Board approve the Cranbrook Lions Club installation of a temporary shelter and bench at the off-leash dog park at the Muriel Baxter site.

**CARRIED**

As amended with Cranbrook Lions Club

**MOTION R-20-172**

M/S that the Board accept the report of the Finance/Operations/Personnel Committee.

**CARRIED**

**2.5 BCSTA /Provincial Council**

Trustee Bellina has sent her report to the trustees. The BCSTA Trustee Academy video from November 27<sup>th</sup> and 28<sup>th</sup> is now posted on the Hub for viewing.

**MOTION R-20-173**

M/S to accept the report of the BCSTA/Provincial Council.

**CARRIED**

**2.6 Communications/Media Committee**

Trustee Ayling reported the following two letters have been sent:

- Thank you letter for the September 8<sup>th</sup> and 9<sup>th</sup> Health & Safety staff presentations
- Thank you letter for the September 18<sup>th</sup> Indigenous Education presentation

The FSA letter, which was on hold until the new government was in place, will be brought forward to the January Board meeting for discussion.

**MOTION R-20-174**

M/S that the Board approve moving the Foundations Skills Assessment (FSA) letter addressed to the Minister of Education to the January 12, 2021 public board meeting for discussion before sending.

**CARRIED**

**MOTION R-20-175**

M/S to accept the report of the Communications/Media Committee.

**CARRIED**

**2.7 Mount Baker Secondary School (MBSS) Replacement Committee**

Trustee Johns will be meeting with Secretary Treasurer Rice and Operations Manager Joe Tank to review the documents that were submitted by Architects for the MBSS project on Friday.

The Cranbrook trustees will then review, and a recommendation will be brought forward to the January Board meeting.

**MOTION R-20-176**

M/S to accept the report of the Mount Baker Secondary School Replacement Committee.

**CARRIED**

**2.8 Key City Theatre**

Trustee McPhee thanked Trustee Ayling for the 6 years she has given to the Key City Theatre Board and welcomed Trustee Turner as the new representative.

- The Key City Theatre Board has been working on a contract for Galen.
- There has been a large amount of construction going on.
- Galen has been busy going thru aged equipment at the Theatre.

Trustee Turner and Trustee Johns both thanked Trustee Ayling for the 6-year maximum term she has given to the Key City Theatre Board.

**MOTION R-20-177**

M/S to accept the report of the Key City Theatre.

**CARRIED**

**2.9 Legacy of Learning**

Trustee Johns shared a report from the Legacy of Learning.

- He mentioned that he would like to utilize the donation received to purchase a TV screen to be installed at the Kootenay Learning Campus.
- He thanked District Principal Verbeurgt for his work on the time capsule.

**MOTION R-20-178**

M/S to accept the Legacy of Learning report.

**CARRIED**

### **2.10 French Advisory Committee**

Director Casault discussed the French funding. The funding they received was 80% of what was received in the past. There will be discussion around staffing and resources. Trustee Turner asked about the reduction and the reason behind it. Director Casault replied that this funding is Federal, and they may have had to redirect some of the funding elsewhere. This will be reviewed at the end of the year and they may receive more.

### **2.11 Trustee Reports**

Trustees reported on their activities for the month.

## **3. SECRETARY TREASURER'S REPORT TO THE BOARD**

### **3.1 Stage 2 Restart Protocol Update - Secretary Treasurer**

Secretary Treasurer Rice is working on communicating the new provincial wide restrictions by the PHO.

Some impacts included:

- Masks are mandated for public places but not schools. The School Board Office, distributed learning and administrative offices included in the mandate. Masks are now to be worn regardless of the amount of people in a room or if physical distance is maintained. You can take the masks off to eat.
- There is a change in health checks. A new requirement from WorkSafe BC is to have a follow up in place at schools to confirm each staff member completes their daily health check before coming to work.
- Secretary Treasurer Rice will be communicating this to the Principals and Vice Principals on a virtual meeting tonight.
- School meals and extra curricula sports can continue with no spectators or interschool competition.
- No dances, travel, or carpooling unless it is a last resort. There will be a safety check list on this distributed.

Trustee Kitt asked if we are doing any food drives at the schools. The PHO did communicate details around providing food drives that stay in the guidelines. Secretary Treasurer Rice replied that we have not received any requests from the schools.

Elkford Secondary recommended that people take their food donations straight to the food bank as opposed to the schools organizing hampers this year.

### **3.2 Statement of Financial Information**

Secretary Treasurer Rice referred to the Statement of Financial Information for the fiscal year ending June 30, 2020 which is attached to the agenda. This report is due to the Ministry of Education by December 31<sup>st</sup> of each year. Secretary Treasurer Rice gave summary of the information to the Board.

### **MOTION R-20-179**

M/S that the Board authorize the Secretary Treasurer to submit the Statement of Financial Information report (SOFI) to the Ministry of Education and make available to the public.

**CARRIED**

Secretary Treasurer Rice thanked the accounting department for their work in accumulating all the information for the SOFI report.

**MOTION R-20-180**

M/S that the December 8, 2020 Secretary Treasurer's report be accepted as presented.

**CARRIED**

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

The Pathway's report can be found on the School District's website at [www.sd5.bc.ca](http://www.sd5.bc.ca).

Superintendent Yardley shared a letter with the Board that she wrote on gratitude. She will be emailing this letter to staff and parents.

**4.1 Christmas Letter to Employees**

Chair Lento, Superintendent Yardley and Secretary Treasure Rice are working on a joint Christmas letter to the SD5 staff that will be emailed to staff the day before Christmas.

The District Managers and District Principals reported on their departments.

**MOTION R-20-181**

M/S that the December 8, 2020 Superintendent's Report to the Board of Education be accepted as presented.

**CARRIED**

**5. CHAIRPERSON'S REPORT**

Chair Lento enjoyed the thank you card he received on behalf of the Board from the staff and students from Steeples Elementary School thanking the trustees for the crosswalk that was installed.

**6. NEW BUSINESS**

**6.2 Proposed Shelter Adjacent to Mount Baker Secondary School**

A request has been received by the City of Cranbrook for amendments to the Zoning Bylaw on the property of the former Core Fitness building, to facilitate the development of a year-round shelter. This property is adjacent to Mount Baker Secondary School and the Board would like to discuss the proposed rezoning further at the January Board meeting.

**MOTION R-20-182**

M/S that the Board discuss the proposed bylaw zoning change for a Cranbrook Homeless Shelter at the January Board meeting.

**CARRIED**

**7. TRUSTEE BOUQUETS**

Trustee Bellina:

- For Director Casault and District Principal Verbeurgt on their Speech Language Pathologist report; Director Roberts and the IT department for the upgrades in the CBO board rooms and the (KLC) with microphones and sound systems; Superintendent Yardley, Secretary Treasurer Rice and staff for all the extra pandemic work and keeping people calm and secure; the accounting staff for all their assistance to Secretary Treasurer in providing information to him for the SOFI



report. Finally, wishing trustees, management staff, employees, students, and union reps Shelley Balfour and Chris Kielpinski a very Merry Christmas in whatever manner they choose to celebrate with families, friends and loved ones. Please stay safe, strong and happy! See you all in 2021.

Trustee Turner:

- for the SD5 staff for their work and staying calm. She wished everyone peace and rest over the holidays and knows the Board can rely on their resilience in 2021.

Trustee Johns:

- for the SD5 staff, students and families and expressed that with the upcoming holidays, we need to practise exactly what the PHO is directing us to do so we come back in 2021 healthy.

Trustee Whalen:

- mimicked Trustee Bellina's bouquet and for Director Casault for her work on the French Advisory Committee

## **8. ITEMS FOR INFORMATION/CORRESPONDENCE**

**8.1 Ministry Mandate Letter of 20-11-26**  
For Information.

**8.2 Upcoming Events:**  
BCPSEA AGM January 28, 2021  
BCSTA Provincial Council Meeting February 20, 2021  
BCSTA AGM April 17, 2021

**8.3 Special Education Audit Report**  
Will be posted on the SD5 website.

**8.4 Statement of Financial Disclosure – 2020**  
Trustees to complete and forward to the Secretary Treasurer by January 15, 2021.

## **9. QUESTION PERIOD**

Shelley Balfour and Chris Kielpinski wished everyone happy holidays.

## **10. LATE ITEMS**

Nil.

## **11. ADJOURNMENT**

Prior to adjournment, Chair Lento shared "As we approach our traditional Christmas pause it is my hope and prayer that each and everyone of you find some joy and happiness.

### **MOTION R-20-183**

M/S that the December 8, 2020 regular public meeting of the Board of Education adjourn at 4:44 p.m.

**CARRIED**