

## **AGENDA**

### **REGULAR MEETING OF THE BOARD OF EDUCATION SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

**Princeton Secondary School Conference Room  
Wednesday, March 8, 2023, 6:00 P.M.**

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*Success for ALL Learners Today and Tomorrow*

1. Acknowledgement of the Traditional Territories and Metis Community
2. Agenda
3. Minutes of the Regular Meeting held February 8, 2023
4. Business Arising from the Minutes
5. **EDUCATION COMMITTEE**
  - \* a) Field Trip – Princeton Secondary School
  - \* b) Presentation – Trades and Skills
  - c) Riverside Learning Centre Update
  - d) Director of Instruction – Inclusive Education Report
  - e) Local Education Agreement Update
  - f) French Immersion Program Update
  - g) 2023-2024 District Calendar
  - \* h) Superintendent's Report
6. **OPERATIONS COMMITTEE**
  - a) Merritt Central Elementary Flood Damage Repairs
7. **AUDIT AND FINANCE COMMITTEE**
  - a) Enrolment Projections

- b) Dates of Public Consultation on 2023/2024 Budget

8. **POLICY**

- a) Policy Development
  - 280 Use of Board Property for Child Care
  - 610 Financial Planning and Reporting
  - 611 Accumulated Operating Surplus

9. **TRUSTEE REPORTS**

- \* a) Student Trustee Reports
- \* b) P.A.C. Reports
- \* c) Other Reports

10. **CORRESPONDENCE**

11. **PUBLIC QUESTION PERIOD**

12. **ADJOURNMENT**

**MINUTES**

**REGULAR MEETING OF THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

**MERRITT SCHOOL BOARD OFFICE  
WEDNESDAY, FEBRUARY 8, 2023, 6:00 P.M.**

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*Success for ALL Learners Today and Tomorrow*

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PRESENT:	Chairperson	G. Swan (via Zoom)
	Trustees	J. Jepsen J. Kent-Laidlaw E. Hoisington J. Chenoweth (via Zoom) L. Ward D. Rainer
	Student Trustees	R. Anderson (Absent) O. Bateson
	Superintendent	S. McNiven
	Assistant Superintendent	J. Kempston
	Secretary Treasurer	D. Richardson (via Zoom)
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	J. McGifford

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**ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS  
COMMUNITY**

**AGENDA**

23/013      It was moved and seconded:

THAT the agenda be approved as presented with question period moved to the beginning of the agenda to accommodate the French Immersion students and families in attendance.

**MOTION CARRIED**

## **MINUTES**

23/014

It was moved and seconded:

THAT the minutes of the Regular meeting January 11, 2023, be adopted as circulated.

## **MOTION CARRIED**

### **Business Arising from the Minutes**

None

## **EDUCATION COMMITTEE**

### **French Immersion (Challenges and Concerns):**

The Superintendent spoke to the letter Merritt Secondary School distributed to French Immersion families and discussed the concerns, challenges, and support required to maintain the French Immersion Program in our district. An opportunity for public question and answer followed afterwards.

The following questions were brought forward by the public for discussion with the Board.

1. Why the lack of communication from the District to parents?
2. Would the District consider the creation of a French Advisory Committee comprised of various stakeholders including parents?
3. Is there a 'challenge' process for French courses?
4. Is it possible to re-allocate French teaching staff to classes that require higher levels of instruction?
5. What other items from the letter can be actioned at this time?
6. Is there a French Coordinator in the district?
7. With 25% of instruction being offered in French are students still able to receive their dual diploma?
8. Why is communication from teaching staff to students conflicting on the future of the French Immersion Program?
9. How will the District support the complex demands of the curriculum for those students in grades 8 and 9?
10. How will the gap in learning Grade 7 math in French then Grade 8 math in English (due to lack of a FIM teacher) be addressed as these students progress?

**Field Trips:**

The Superintendent introduced the Principal of Collettsville Elementary School, Rene Aubin. Mr. Aubin presented on the multiple benefits of the school's trip to Quebec (scheduled tentatively for June). The cost is roughly \$2500 per student plus taxes and insurance. Fundraising is underway with french funding money also available.

23/015

It was moved and seconded:

THAT the Board is supportive and in approval of Collettsville Elementary School's trip to Quebec on June 6-10, 2023.

**MOTION CARRIED**

**Truth and Reconciliation – Equity Scan Survey:**

The Superintendent spoke to the Equity in Action Committee meeting held on Feb 7, 2023. The Equity Scan Survey questions were provided to Education Coordinators for their feedback at that time.

**RCMP Liaison Program:**

Assistant Superintendent Kempston spoke to the communications that have taken place with our AAC, PAC, and Mental /Social Support groups on the School Liaison Officer program. Universally, people felt that people felt this program was valuable provided we maintain a trauma informed approach that is also mindful of developmental ages of our students.

**Early Learning and Childcare Update:**

Vice-Principal of Early Learning and Childcare, Daniella Bennie, provided an update on the significant progress made on the many Early Learning and Childcare initiatives underway.

**Strategic Plan Update:**  
**(Ministry of Education and Childcare Peer Review)**

The Superintendent spoke of the recent Framework for Enhancing Student Learning meeting that took place between district representatives and the Ministry of Education.

**Superintendents Report:**

The Superintendent provided his report reflecting on the many events that occurred across the District over the past month.

## **OPERATIONS COMMITTEE**

### **Riverside Learning Centre Update:**

Superintendent McNiven presented on the District's priorities and commitments for Riverside Learning Centre.

## **AUDIT AND FINANCE COMMITTEE**

### **2022/2023 Amended (Final) Budget:**

Secretary Treasurer Richardson brought forward the 2022-2023 Final Budget for Board approval.

23/016

It was moved and seconded:

THAT the Board approve the amended annual budget for 2022-2023 pass first reading.

**MOTION CARRIED**

23/017

It was moved and seconded:

THAT the Board approve the amended annual budget for 2022-2023 pass second reading.

**MOTION CARRIED**

23/018

It was moved and seconded:

THAT the Board move the amended annual budget for 2022-2023 to third reading.

**MOTION CARRIED**

23/019

It was moved and seconded:

THAT the Board approve the amended annual budget for 2022-2023 pass third reading.

**MOTION CARRIED**

### **2023-2024 Budget Process:**

Secretary Treasurer Richardson spoke to the memo in the Board Package outlining the Budget Planning Process for the 2023-2024 Annual (Preliminary) Budget.

### **POLICY COMMITTEE**

#### **Public Feedback:**

The Superintendent spoke to the memo in the board package relating to the progress made by the Policy Committee this past month. Senior staff will be following up on feedback provided by Stakeholders then present the policies to the Board in March for potential second, third and final reading.

### **TRUSTEE REPORTS**

#### **Student Trustee Reports:**

Student Trustee Owen Bateson reported on Merritt Secondary School activities.

#### **Trustee Reports:**

Trustee Chenoweth reported on SCIDES and Collettville Elementary.

Trustee Rainer reported on Vermilion Forks Elementary.

Trustee Hoisington reported on Nicola Canford Elementary.

Trustee Ward reported on John Allison Elementary.

Trustee Kent-Laidlaw reported on Princeton Secondary School.

Trustee Jepsen reported on Diamond Vale Elementary and Merritt Central Elementary.

Trustee Swan reported on Merritt Bench Elementary and Merritt Secondary School.

#### **Aboriginal Advisory Council Update:**

Superintendent McNiven presented on the Aboriginal Advisory Committee meeting that took place January 31, 2023.

#### **Other Reports:**

None.

## **CORRESPONDENCE**

### **Princeton Skills Centre Board Appointment**

Trustee Kent-Laidlaw will represent the School District on the Board of Directors for the Princeton & District Community Skills Centre.

### **Okanagan Labour Relations Council Professional Development**

Trustees discussed the upcoming OLRC meeting in March.

## **PUBLIC QUESTION PERIOD**

Public Question:

1. Request for concise communication and sharing of future board meeting times and agendas to the public.

## **ADJOURNMENT**

The regular meeting adjourned at 8:47 pm.

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Chairperson

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Secretary Treasurer





**THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

**ADMINISTRATION OFFICE**

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

**MEMORANDUM**

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**

**RE: FIELD TRIPS**

**Date: March 8, 2023**

Bill Lawrence, Principal of Princeton Secondary School will bring forward a field trip proposal to Italy during Spring Break 2024.

SMcN/sc



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**MEMORANDUM**

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**

**RE: TRADES & SKILLS**

**Date: March 8, 2023**

Kevin McGifford, District Trades and Skills Coordinator will provide Trustees with 2022-2023 District Update.

SMcN/sc



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**MEMORANDUM**

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**

**RE: RIVERSIDE LEARNING CENTRE UPDATE**

**DATE: March 8, 2023**

Senior staff will provide Trustees with an update on Riverside Learning Centre. Topic areas will include the following:

- The Bridge
- Community Use
- Leaseholder Meetings
- New Space Grant Application
  - Architectural Services Request for Proposal Decision
  - Third Party Service Provider Request for Proposal
  - Ministry of Education and Childcare Site Visit

A handwritten signature in black ink, appearing to read 'Stephen McNiven', is written over a horizontal line.

SMcN/sc



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**MEMORANDUM**

**TO: All Trustees** **FROM: Stephen McNiven**  
**Superintendent of Schools**

**RE: DIRECTOR OF INSTRUCTION -** **DATE: March 8, 2023**  
**INCLUSIVE EDUCIATON REPORT**

Misty Sheldon, the new Director of Instruction – Inclusive Education, will provide a report on current areas of focus and future priorities. Topics will include:

- Education Assistant recruitment
- Student Support Service Teacher hiring
- Competency Based Individual Education Plans
- Communication
- Non-Violent Crisis Intervention Training
- Accessible Resource Centre Lunch and Learn Sessions
- English Language Learning Support
- Community Partners
- Provincial Partners
- Collaborative Support Meetings / Diploma Verification Reviews
- First Nations Student Reviews
- Vision Screening
- Adolescent Health Survey
- Mental Health Plans

A handwritten signature in black ink, appearing to read 'SMcN', followed by a horizontal line.

SMcN/sc



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**MEMORANDUM**

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**

**RE: LOCAL EDUCATION AGREEMENT UPDATE**

**DATE: March 8, 2023**

Trustees will be provided with an update on Local Education Agreement related activities. Topics will include:

- Community Meetings
- Regional First Nations Education Steering Committee Sessions
- Student data sharing and student reviews
- Programs and Services Manual
- March 14<sup>th</sup> Local Education Agreement Meeting

SMcN/sc



# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)

## ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

### MEMORANDUM

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**

**RE: FRENCH IMMERSION PROGRAM UPDATE**

**DATE: March 8, 2023**

Senior staff will provide Trustees with an update on the concerns brought forward in February regarding the French Immersion Program. The list of concerns will be reviewed including potential supports and actions being taken. The chart below outlines these items.

#### SD58 (Nicola-Similkameen) French Immersion Concerns, Challenges and Support

Concerns / Challenges	Immediate Response and Potential Support	Actions
Is the program at risk?	Commitment to K-12 French Immersion and Ongoing Support	Communication out to CVE and MSS students / families.
Temporary vacancy at MSS has resulted in a reduction of French to 25% (below recommended amount of 50%. 25% is needed to maintain funding).	Regular / Ongoing posting/s in place. Potential part-time co-teaching may be available? Regional recruitment support may be available?	Full Time TTOC posting and updated posting in place Restructuring of posting to humanities or tailored as needed .80 fluent trained teacher hired to support CVE and MSS (currently uncertified) Recruitment fairs scheduled Additional French Speaking TTOC in process of being hired
The reduction of French % should have been communicated to parents.	Agreed – this was a mistake Communication was completed by MSS on February 7 <sup>th</sup>	Communication was completed by MSS on February 7 <sup>th</sup>
Are students meeting the dual Dogwood requirements?	2022-2023 Graduates - yes 2023-2024 Graduates - 1 gr. 11/12 course is needed	Reviewed, confirmed and communicated to MSS students / families
Transition rates are low.  CVE – Avg Class Size 20 CVE – Avg Gr. 7 Class Size 13.6 MSS – Avg Gr. Class Size 10.5 MSS – Avg Gr. 12 Graduating Class Size 7.7	Transitions rates are low and reflective in the region. Regional discussions are taking place regarding the transition rates and potential solutions for increasing them.	Further meetings to be had at the local level and regional level to examine and address transition rates Survey for students completing and leaving the program? French advisory committee to be struck?
What is being done to provide ongoing support, including creative solutions for addressing the current 25%?  Online options as well as neighboring district support was cited (SD44 and SD91 provide limited options at the gr. 10-12 level).	Further exploration of online options needed. Temporary part-time Co-teaching a possibility? Teaching schedule and options being reviewed.	Co-teaching now in place Re-examining courses taught in French Online options a possibility
Is the District communicating the challenges that the French Immersion program faces to parents of Kindergarten students?	No, but can be communicated out in the future.	Noted for future communication

SMcN/sc





# SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)

## School Calendar for the 2023 / 2024 School Year

Days in Session **192** - Days of Instruction **185**

August 28 - 29, 2023	Mon. – Tues.	School-Based Session (Summer Professional Development Day.)
August 30, 2023	Wednesday	Summer Institute. (Summer Professional Development Days.)
September 5, 2023	Tuesday	<b>SCHOOL OPENING.</b> School hours 10:00 a.m. to 12 noon. (Bus schedule to be adjusted for the first day of school.)
October 2, 2023	Monday	<b>National Day for Truth and Reconciliation Statutory Holiday.</b>
October 9, 2023	Monday	<b>Thanksgiving Day.</b>
October 20, 2023	Friday	<b>Non-Instructional Day.</b> (Professional Development Day.)
November 13, 2023	Monday	<b>Remembrance Day Statutory Holiday.</b>
December 22, 2023	Friday	Last day of school before Winter Break.
Dec. 25, 2023 – Jan. 5, 2024		<b>Winter Break.</b>
January 8, 2024	Monday	Schools reopen after the break.
February 16, 2024	Friday	<b>Non-Instructional Day</b> (Professional Development Day.)
February 19, 2024	Monday	<b>Family Day.</b>
March 15, 2024	Friday	Last day of school before Spring Break.
March 18 - 28, 2024		<b>SPRING BREAK.</b>
March 29, 2024	Friday	<b>Good Friday.</b>
April 1, 2024	Monday	<b>Easter Monday.</b>
April 2, 2024	Tuesday	Schools reopen after the break.
May 20, 2024	Monday	<b>Victoria Day.</b>
June 27, 2024	Thursday	<b>Last day of classes.</b>
June 28, 2024	Friday	<b>ADMINISTRATION DAY - SCHOOLS CLOSED.</b>

Revised – Jan. 6, 23

*Success for ALL Learners ~ Today and Tomorrow*





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SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

**ADMINISTRATION OFFICE**

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

**MEMORANDUM**

TO: All Trustees FROM: Dylan Richardson  
Secretary Treasurer/CFO

RE: Merritt Central Elementary Flood Damage Repairs DATE: March 3, 2023

During the October 2022 regular meeting, trustees were advised of a ventilation issue pertaining to the building envelope in the primary wing of Central school. A swift response by the district's contractor (ONSIDE) following by air quality testing confirmed no traces of mold.

Dehumidifiers were installed in the crawl space while a building envelope specialist was consulted. The recommended solution is to create a vapor barrier in the crawl space (Poly + skim coat), along with the installation of equipment to heat and move the air. This work is tentatively scheduled during the spring break closure with an estimated cost of \$42,000.

Work continues to replace library books that were destroyed in the flood. Our continued thanks to Mrs. Cleaveley, Mrs. Boyd, and many others that have worked hard to replenish the library's inventory.

Dylan Richardson  
Secretary Treasurer/CFO

DR/jmg



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**ADMINISTRATION OFFICE**

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

**MEMORANDUM**

**TO:** All Trustees

**FROM:** Dylan Richardson  
Secretary Treasurer/CFO

**RE:** ENROLMENT PROJECTIONS

**DATE:** March 3, 2023

Trustees are advised of the three-year estimated enrolments that were submitted to the Ministry on February 15, 2023.

The Ministry will use these enrolment projections in preparation for the 2023/24 preliminary operating grants that will be used to construct the 2023/24 annual budget.

Dylan Richardson  
Secretary Treasurer/CFO

DR/jmg

**Step 1:** Enter your school district number here: **58** Nicola-Similkameen  
Ministry of Education enrolment trend estimates are automatically filled once a school district number is entered above.

**Step 2:** Enter your district's enrolment estimates in the shaded cells of the District column for each of the three years displayed.

	2022/23 Interim Base	Estimated Enrolment						Notes
		2023/24		2024/25		2025/26		
		District	Ministry*	District	Ministry*	District	Ministry*	
July Enrolment Count								
Summer Learning: Grades 1-7 Headcount Enrolment	23	20	23	20	23	20	23	
Summer Learning: Grades 8-9 Course Enrolment	0		0		0		0	
Summer Learning: Grades 10-12 Course Enrolment	0		0		0		0	
Grade 8 & 9 Cross-Enrolment Courses	13	13	13	13	13	13	13	
September Enrolment Count - School-Age Basic Allocation								
K-12 Standard (Regular) Schools FTE (School-Age)	1,844.6875	1,850.0000	1,805.7432	1,845.0000	1,794.6163	1,835.0000	1,777.1311	
Continuing Education FTE (School-Age)	0.0000		0.0000		0.0000		0.0000	
Alternate Schools FTE (School-Age)	50.0000	44.0000	50.0000	44.0000	50.0000	44.0000	50.0000	
Distributed Learning FTE (School-Age)	97.8125	100.0000	97.8125	100.0000	97.8125	100.0000	97.8125	
Total Estimated School-Age Enrolment	1,992.5000	1,994.0000	1,953.5557	1,989.0000	1,942.4288	1,979.0000	1,924.9436	
Change from Previous Year		1.5000	-38.9443	-5.0000	-11.1269	-10.0000	-17.4852	
September Enrolment Count - Unique Student Needs								
Level 1 Special Needs FTE	1	1	1	1	1	1	1	
Level 2 Special Needs FTE	112	118	126	128	142	128	160	
Level 3 Special Needs FTE	18	20	19	20	20	20	21	
English Language Learning FTE	2	2	2	2	2	2	2	
Indigenous Education FTE	820	820	820	820	820	820	820	
Adult Education FTE (Non-Graduates only)	5.6250	5.6250	5.6250	5.6250	5.6250	5.6250	5.6250	Do not include Graduated Adult enrolment
February Enrolment Count - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees								
Continuing Education FTE - School-Age	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Include only new post-September enrolment activity
Continuing Education FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Do not include Graduated Adult enrolment
Distributed Learning FTE K-Grade 9 (School-Age)	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	
Distributed Learning FTE Grades 10-12 (School-Age)	70.0000	70.0000	70.0000	70.0000	70.0000	70.0000	70.0000	Include only new post-September enrolment activity
Distributed Learning FTE - Non-Graduate Adults	5.0000	5.0000	5.0000	5.0000	5.0000	5.0000	5.0000	Do not include Graduated Adult enrolment
Level 1 Special Needs FTE Growth (All Schools)	0	0	0	0	0	0	0	
Level 2 Special Needs FTE Growth (All Schools)	1	1	1	1	1	1	1	
Level 3 Special Needs FTE Growth (All Schools)	1	1	1	1	1	1	1	
Newcomer Refugees FTE (Standard & Alternate only)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Include only new post-September enrolment activity
ELL FTE (applies to Newcomer Refugees only)	0	0	0	0	0	0	0	
May Enrolment Count - Continuing Education and Distributed Learning								
Continuing Education FTE - School-Age	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Include only new post-February enrolment activity
Continuing Education FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Do not include Graduated Adult enrolment
Distributed Learning FTE K-Grade 9 (School-Age)	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	
Distributed Learning FTE Grades 10-12 (School-Age)	28.0000	28.0000	28.0000	28.0000	28.0000	28.0000	28.0000	Include only new post-February enrolment activity
Distributed Learning FTE - Non-Graduate Adults	3.0000	3.0000	3.0000	3.0000	3.0000	3.0000	3.0000	

**\*Notes:** Ministry estimates for school-age FTE enrolment in standard (regular) schools are determined by applying the Ministry-projected percentage change in enrolment for each district to the funded school-age FTE enrolment as used in the 2021/22 operating grant autumn recalculation

Special Needs, ELL and Indigenous Education have been estimated using five-year enrolment trends.

Continuing Education, Distributed Learning, Alternate Schools, Adult FTE, Summer Learning and Grade 8-9 Cross-Enrolment enrolment totals are all carried forward from the 2022/23 operating grant autumn recalculation.

Enrolments for February and May are carried forward from estimates contained in the 2022/23 operating grant autumn recalculation.

**Step 3:** Enter estimates for the cause of your district's student movement for 2023/24. Include any relevant key assumptions that your district has made in its estimates in the Comments column.

September 2023 Enrolment Count - Estimated School-Age Enrolment Movement		
Please provide additional detail for the Change from Previous Year line above by indicating the reasons that your district anticipates enrolment change in the lines below:		
	2023/24	Comments:
Net provincial in-migration		21/22 reflects adjustments as a result of many families that were impacted by the atmospheric rivers causing overland flooding and displacing many households (many families have not yet returned to their homes). This macro factor aside, the school district anticipates regular attrition through high school graduation, new births and anticipated Kindergarten intake, and families moving to/from the boundaries of the school district--that are aligned with the enrolment projections within the school district's Long Range Facility Plan.
Net international in-migration		
Net migration to/from independent schools		
Net other entrances/exits (to/from other districts, graduates, Kindergarten)		
<b>Total Estimated School-Age Enrolment Movement</b>	<b>0.0000</b>	

**Step 4:** Our district has considered all of the factors noted in the checklist provided in developing this estimate.

Yes: ☒ No: ☐

**Step 5:** Please provide a contact for follow-up questions:

Name: Dylan Richardson  
Title: Secretary Treasurer/CFO  
Email address: [drichardson@365.sd58.bc.ca](mailto:drichardson@365.sd58.bc.ca)

**Step 6:** When you have completed this form, please e-mail it to Michael Lebrun, Funding Analyst, Ministry of Education at: <mailto:Michael.Lebrun@gov.bc.ca?subject=SD 58 Enrolment Estimates> no later than Wednesday, February 15, 2023



**THE BOARD OF EDUCATION OF  
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**ADMINISTRATION OFFICE**

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

**MEMORANDUM**

**TO: All Trustees**

**FROM: Dylan Richardson  
Secretary Treasurer/CFO**

**RE: 2023-2024 Annual Budget**

**DATE: March 3, 2023**

A Budget Planning Process for the 2023/24 Annual (Preliminary) Budget will be presented, with firm dates for public consultation, Audit and Finance Committee review, Board discussions and By-Law approval.

Please note the following dates in preparation of the 2023/24 annual budget:

- April 4, 2023 - Public Budget Presentation in Princeton
- April 5, 2023 - Public Budget Presentation in Merritt
- April 18, 2023 - Audit & Finance Committee Review
- April 19, 2023 - Board Discussion
- May 10, 2023 - Regular Board Meeting Approval of Budget By-Law

Dylan Richardson  
Secretary Treasurer/CFO

DR/jmg



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**MEMORANDUM**

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**

**RE: POLICY DEVELOPMENT**

**DATE: March 8, 2023**

Trustees will review and discuss the input provided for the policies listed below. Trustees will consider the suggested amendments and forward the updated policies for further public review or complete second and third readings.

- Use of Board Property for Childcare
- Financial Planning and Reporting
- Accumulated Operating Surplus

Lower Nicola Indian Band Input

Policy 611 Accumulated Operating Surplus

- Specific Indigenous Stakeholder Names should be identified...no groupings...in our case add Lower Nicola Indian Band throughout the policy when identifying partner groups
- Under consultation and engagement
  - change "...on proposed uses..." to "...on results-based uses..." — current wording is too loose and needs more accountability associated to it
  - Reword first bullet to "where, when, and how there will be opportunities to provide input, feedback, direction, and ask questions regarding the Board's annual budget and Boards' operating surplus"
- Under Categories of Operating Surplus
  - The last two fiscals SD58 has had a surplus of about 8%...well past the current policy high of 6% — an equivalent of about \$1m each year. This is far too high, and as such, the policy should be tighter in accountability with target being 3% ... do not provide a range as many consider this loose accountability.

Policy 610 Financial Planning and Reporting

- Again...add LNIB
- Need to add wording that accounts for LEA dollars and targeted dollars within the quarterly reporting process
- Change piece to section i "...budget planning processes with partner groups on an annual basis..." and also change other piece to "...and results-based plans for future..."

*Success for ALL Learners ~ Today and Tomorrow*

## Policy 280 Use of Board Property for Child Care

- Addition to Section 8...perhaps 8.10 or infused somewhere else...must respect local cultural values and beliefs and must incorporate local resources/content in their program/service.

A handwritten signature in black ink, appearing to be 'SMcN', followed by a horizontal line.

SMcN/sc