

## **AGENDA**

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

**PRINCETON SECONDARY CONFERENCE ROOM  
WEDNESDAY, MAY 10, 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 April 12, 2023
4. Business Arising from the Minutes
5. **EDUCATION**
  - \* a) Vermilion Forks Elementary Presentation – World Refugee Day
  - b) Framework for Enhancing Student Learning Update
  - c) Summer Learning Support
  - d) Indigenous Education Report
  - e) SD58 “Rocks”
  - f) French Immersion Program Update
  - \* g) Superintendent’s Report
6. **OPERATIONS**
  - a) 2023/24 Annual Facility Grant Plan
7. **AUDIT AND FINANCE**
  - a) 2023-2024 Preliminary Budget
  - b) 2022/23 Merritt Bench Elementary Minor Capital Project Funding
  - c) Trustee Stipend

8. **POLICY**

- a) Draft Policy No. 203.1 Policy Making Development and Adoption Procedures

9. **TRUSTEE REPORTS**

- \* a) Student Trustee Reports
- \* b) P.A.C. Reports
- \* c) Other Reports
- d) BCSTA Annual General Meeting

10. **CORRESPONDENCE**

- a) Deputy Minister Christina Zacharuk Letter Regarding Indigenous Education Funding

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, APRIL 12, 2023, 6:08 P.M.**

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*Success for ALL Learners Today and Tomorrow*

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

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### ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

### AGENDA

23/032 It was moved and seconded:  
  
THAT the agenda be approved as presented.

**MOTION CARRIED**

## **MINUTES**

23/033

It was moved and seconded:

THAT the minutes of the Regular Meeting March 8, 2023, be adopted as circulated.

**MOTION CARRIED**

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

None

## **EDUCATION COMMITTEE**

### **South Central Interior Distance Education School Update**

SCIDES Principal, Dan Duncan, and teachers Lianna Tilt, Cory Hart and Corey Hermiston provided an update on the growth of South Central Interior Distance Education School. Principal Duncan spoke of Brightspace, becoming a POLS and the three-year plan to support Indigenous students. He extended thanks to the Board for their support with the school's initiatives.

### **Board Authority Authorized Courses:**

Principal Duncan, Ms. Tilt, Mr. Hart, and Mr. Hermiston spoke to their request for the approval of seven Board Authorized Courses. There is a target date of September to launch these courses which, if successful, could add an additional 72 students to SCIDES enrolment.

23/034

It was moved and seconded:

THAT the Board approve the seven Board Authorized Courses as presented by SCIDES.

**MOTION CARRIED**

### **Merritt Secondary School Cameras:**

The Superintendent introduced Merritt Secondary School Principal, Adriane Moulard. She provided background on the request for the Board to consider the approval of installation of security cameras inside Merritt Secondary School.

23/035 It was moved and seconded:

THAT the Board support the request for the installation of security cameras inside Merritt Secondary School.

**MOTION CARRIED**

**Truth and Reconciliation- Equity Scan Update:**

Assistant Superintendent, Jane Kempston, provided an update on the Equity Scan Survey that has been distributed to all families in the district. To date, 31 families have completed the short survey and four families have completed the long survey. Community meetings and interviews will be done by May followed by analysis, planning and consultation. Resulting action items will be implemented in September.

**Early Learning Update:**

Vice-Principal of Early Learning and Childcare, Daniella Bennie, provided her update. She spoke to the District's journey towards Seamless Day Kindergarten, Riverside Learning Centre engagement sessions, filling the vacancy of the Strong Start facilitator at Merritt Central Elementary, CR4YC, SEY2KT, and Ready Set Learn.

**Graduation Ceremonies and Year End Activities:**

The Superintendent spoke to the memo in the Board Package that outlined the upcoming year-end activities providing Trustees with an opportunity to consider their representation. The Board will revisit this item at the May meeting to confirm their attendance at events across the District.

**Superintendent's Report:**

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

**OPERATIONS COMMITTEE**

**Coquihalla Middle School/Kengard Learning Centre Update:**

Secretary Treasurer Richardson spoke to the memo in the Board Package that outlined the two requests for lease space at Kengard Learning Centre. Insight Support Services has since entered into a lease agreement with the District.

Coquihalla Middle School currently houses the district's IT technology department as well as the Community Learning Centre (Alternate Program).

**Riverside Learning Centre Update:**

Superintendent McNiven spoke to the memo in the board package and provided Trustees with an update on the preliminary work underway at Riverside Learning Centre in preparation for the New Spaces Grant Application.

**Capital Plan Bylaw:**

The Secretary Treasurer presented the capital plan response letter from the Capital Management Branch for Capital Plan Bylaw No. 2023/24-CPSD58-01 for four projects that have received approval: PSS HVAC Upgrades; MSS HVAC Upgrades; Riverside HVAC Upgrades and Merritt Bench Elementary Playground.

23/036

It was moved and seconded:

THAT Capital Plan Bylaw No. 2023/24-CPSD58-01 be approved for first reading.

**MOTION CARRIED**

23/037

It was moved and seconded:

THAT Capital Plan Bylaw No. 2023/24-CPSD58-01 be approved for second reading.

**MOTION CARRIED**

23/038

It was moved and seconded:

THAT Capital Plan Bylaw No. 2023/24-CPSD58-01 be moved to third reading.

**MOTION CARRIED**

23/039

It was moved and seconded:

THAT Capital Plan Bylaw No. 2023/24-CPSD58-01 be approved for third and final reading.

**MOTION CARRIED**

## **AUDIT AND FINANCE COMMITTEE**

### **2023-2024 Estimated Operating Grant:**

The Secretary Treasurer provided Trustees with a summary of operating grants that will be used to prepare the 2023/24 annual (preliminary) budget. to date for the 2023/24 school year.

Of note, the District is receiving \$350,000 for the Feeding Futures Fund. This new funding builds on the Student and Family Affordability funding that was received last year.

### **2023/2024 Budget Consultation:**

The Secretary Treasurer provided an update on the Budget Planning Consultation Process for the 2023/2024 Annual (Preliminary) Budget. Public information sessions were held in Princeton on April 4 and in Merritt on April 5. Budget preparations continue with April 19th being our target date to present the 2023/24 preliminary budget to the Finance Committee. It will then be brought to the Board on May 10th.

## **POLICY**

### **Policy Updates and Development:**

The Superintendent spoke to the memo in the board package that outlined the amendments (after public consultation) to Policies 611, 610 and 280.

23/040

It was moved and seconded:

THAT Policies # 280, 610, 611 be approved for second reading.

**MOTION CARRIED**

23/041

It was moved and seconded:

THAT Policies # 280, 610, 611 be approved for third reading.

**MOTION CARRIED**

23/042

It was moved and seconded:

THAT Policies # 280, 610, 611 be moved for third and final reading.

**MOTION CARRIED**

### **TRUSTEE REPORTS**

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

Student Trustees Owen Bateson and River Anderson shared their power point presentation and reported on Merritt Secondary School activities.

#### **Trustee Reports:**

Trustee Jepsen reported on SCIDES for Trustee Chenoweth.

Trustee Rainer reported on Vermilion Forks Elementary.

Trustee Hoisington reported that Nicola Canford Elementary PAC was meeting this evening.

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. He was not able to attend the meeting at Merritt Secondary School.

#### **Other Reports:**

None.



## **CORRESPONDENCE**

### **Request for Support – Merritt Skateboard Park Lighting:**

The Secretary Treasurer spoke to the letter in the board package from Daniel Glasgow asking for support, in principle, of the installation of additional lighting at the Merritt skateboard park.

23/043

It was moved and seconded:

THAT the Board provide a Letter of Support, in principle, for the installation of additional lighting at the Merritt skateboard park.

**MOTION CARRIED**

## **PUBLIC QUESTION PERIOD**

None.

## **ADJOURNMENT**

The regular meeting adjourned at 8:53 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
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: FRAMEWORK FOR ENHANCING STUDENT  
LEARNING UPDATE**

**DATE: May 5, 2023**

Trustees will be provided an update on the Framework for Enhancing Student Learning. This will include a review of the following:

Strategic Plan (Success for ALL Learners ~Today and Tomorrow)

- District Framework for Enhancing Learning Plan
- Overview of Cooperative Cohort Participation
  - Data Dives
    - PowerBi
    - Edplan Insight
  - Strategic Planning
  - Engagement
- Peer Review Report
- Annual Report Process

Local Education Agreement		Aboriginal Education Enhancement Agreement	
District Enhancing Student Learning Plan			
<b>Engage our learning community through a common understanding and commitment to the purpose and pursuit of student success.</b> <ul style="list-style-type: none"><li>Students will promote their learning in ways that meet their unique strengths, needs and interests.</li><li>Students will continuously improve their literacy and numeracy skills as they develop the skills and competencies for future success.</li><li>The District will develop and maintain a streamlined and comprehensive educational support process for student and staff social well-being.</li><li>Students, families, staff and community will have high degree of engagement in their learning and school activities.</li><li>The District will demonstrate a strong organizational culture focused on continuous collaborative professional learning and improvement.</li></ul>		<b>Create a culture of care built on respect and appreciation.</b> <ul style="list-style-type: none"><li>Students and staff will report feeling physically and emotionally safe in schools and community.</li><li>Students, families and community will have high levels of trust and report feeling safe in both daily and ongoing communication.</li><li>Students, families and community will confirm that their values and traditions are both reflected and valued within the District.</li><li>Students, staff and families will be aware of the purpose and meaning of assessment and data collection within the District.</li><li>Students, families, staff and community will report open and respectful communication.</li></ul>	
		<b>Build capacity by connecting, students, families, staff and the greater community to learning.</b> <ul style="list-style-type: none"><li>Indigenous pedagogy, including place-based learning, will continue to be supported, developed and implemented across the District.</li><li>Students and families will confirm that they feel welcome and supported in their schools.</li><li>The District will maintain existing and establish new partnerships with institutions, organizations or agencies that provide valuable, meaningful and relevant services or opportunities to all students and families.</li><li>The District will communicate the data, partner input and research used in guiding district vision and direction with students, families, staff and communities.</li><li>Families, staff and community will have an understanding of the roles and responsibilities of those supporting students in the District.</li></ul>	
School School Based Enhancing Student Learning Plans			
<b>MSB</b> <ul style="list-style-type: none"><li>What can staff do to teach students to work hard enough to become fluent readers?<ul style="list-style-type: none"><li>o joyful</li><li>o explicit teaching</li><li>o questions</li></ul></li><li>What are some ways to continue to build a growth mindset as MSB?<ul style="list-style-type: none"><li>o School Website</li></ul></li></ul>	<b>CSE</b> <ul style="list-style-type: none"><li>To improve student achievement in Literacy and Numeracy</li><li>To increase the ability of our students to be in control of their emotions when presented with challenges both academically and socially</li><li>To increase the students' understanding of First Nations Culture<ul style="list-style-type: none"><li>o School Website</li></ul></li></ul>	<b>NCE</b> <ul style="list-style-type: none"><li>To increase the engagement and investment in active and positive membership in our school community through an increased focus on personal and collective character development</li><li>To increase the engagement and investment of our community through greater integration of the New Tapanin language and regional Aboriginal culture<ul style="list-style-type: none"><li>o School Website</li></ul></li></ul>	<b>DSB</b> <ul style="list-style-type: none"><li>To improve students' ability to self-regulate<ul style="list-style-type: none"><li>o year 2 engagement/differentiation of instruction</li><li>o year 3 holistic education</li></ul></li><li>To improve student achievement in literacy<ul style="list-style-type: none"><li>o School Website</li></ul></li></ul>
<b>MSB</b> <ul style="list-style-type: none"><li>To foster, build, safety and wellness</li><li>Improve (social) skills</li><li>Identify and address student learning needs effectively</li><li>Organizational Excellence</li><li>Community<ul style="list-style-type: none"><li>o School Website</li></ul></li></ul>	<b>CLG / SEBDS</b> <ul style="list-style-type: none"><li>Well Being</li><li>Learning</li><li>Community</li><li>Organizational Excellence</li><li>Wellness</li></ul>	<b>YSE</b> <ul style="list-style-type: none"><li>Well Being</li><li>Learning</li><li>Community</li><li>Organizational Excellence</li><li>School Website</li></ul>	<b>PSB</b> <ul style="list-style-type: none"><li>To increase student engagement by focusing on learning, first blocks structures and school culture<ul style="list-style-type: none"><li>o School Website</li></ul></li></ul>
<b>MSB</b> <ul style="list-style-type: none"><li>Well Being</li><li>Learning</li><li>Organizational Excellence</li><li>Well Being</li><li>School Website</li></ul>			
Annual Operation Plans (Organizational Excellence)			
Mental Health Plan			

Truth and Reconciliation

UN Declaration on the Rights of Indigenous People

SD58 Framework for Enhancing Student Learning Link - [Enhancing Learning – SD58 Nicola-Similkameen](#)

SMcN/sc

*Success for ALL Learners ~ Today and Tomorrow*



**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: SUMMER LEARNING SUPPORT**

**DATE: May 5, 2023**

Trustees will be provided with an update on 2023 Summer Learning Support. Current planning includes the posting of four summer learning teaching positions. The two teaching positions in Merritt and the two in Princeton will focus on the following:

*Who?* Teams of two educators in Merritt and Princeton will provide community-based summer outreach for students of SD 58.

*What?* They will provide drop-in literacy and recreational opportunities, which also gives teams a chance to provide connections and positive mental health support for those in need.

*When?* Twenty days in Merritt and surrounding communities; Fifteen days in Princeton.

*Where?* At schools and in the community; partnering with community-based organizations whenever possible.

*Why?* Recognizing the continuing impact of previous years, the District is wanting to keep connected to kids and families to continue to maintain literacy growth and enjoyment, but also to provide much-needed connection and support for students and families who may otherwise be unsupported during the summer months.

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: INDIGENOUS EDUCATION UPDATE**

**DATE: May 5, 2023**

Trustees will be provided and Indigenous Education update. The following items will be brought forward:

- Events and Activities Calendar – update
- Community Connections
- MMIWG2S – update
- Truth and Reconciliation – WAYI WAY! *Indigenous Pedagogies and Act for Reconciliation and Anti-Racist Education*

SMcN/sc



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**MEMORANDUM**

**TO:** All Trustees

**FROM:** Stephen McNiven  
Superintendent of Schools

**RE:** SD58 'ROCKS'

**DATE:** May 5, 2023

Trustees will be asked to approve the exploration of the following 2024 Trades/Skills program being brought forward by Kevin McGifford:

SD 58 'Rocks' Event

The SD58 'Rocks' program will provide an opportunity for students to explore career choices as heavy equipment operators in a variety of industries. Students will gain experience operating heavy machinery with one-to-one guidance and mentorship from a certified operator.

- Currently planning for a minimum of 10 students, equally divided between PSS and MSS.
- The event will be a two-day event.
- Day one is training and certification. Involving a WorkSafe representative. Students will benefit from certification in a TBD course (example—confined space, WHMIS, First Aid)

Costs for the program will be subject to the heavy equipment being used. Remaining costs will go to student gear, communications, safety coordinator, food for volunteers/students on the day of the event, and a wrap up event.

**Committee Members:** Trevor Rooke, Darrell Finnigan, Jane Kempston, Brandon Williams (Nicola Valley Institute of Technology), David Anderson (MSS Rep), Bill Lawrence (PSS Rep), Local Education Community Reps.

**Date:** April 5-19 (exact date to be determined - Friday and Saturday)

**Location:** Yellowhead Road Bridge (YRB)/TBD Property

**Equipment:** Five pieces of machinery

**Considerations:** Any equipment that is donated by a private industry will need to ensure liability insurance is provided for the equipment - in the event of accidental damage.

SMcN/sc

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**MEMORANDUM**

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**


**RE: FRENCH IMMERSION PROGRAM UPDATE**

**DATE: May 5, 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 TTOCs 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
Additional topics brought forward	Ongoing communication French Advisory Committee Math Support Other	Parent Advisory Committee struck/increased School Communication French Immersion Math Support – co-teaching support in Math Online Courses French Teaching Assistant Program

  
SMcN/sc



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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:** 2023/24 Annual Facilities Grant Plan

**DATE:** May 5, 2023

School District No. 58 will receive Annual Facilities Grant (AFG) funding of \$777,079 for the 2023/24 school year. Enclosed, Trustees will find the 2023/24 AFG plan that has been prepared by Operations Manager Finnigan. The preparation of the AFG plan consisted of a combination of consultation with school principals and the district's maintenance plan for each site.

The Annual Facilities Grant is intended for annual facility projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets. There are nine categories of eligible AFG expenditures: Accessibility upgrades; Asbestos abatement; Electrical upgrades; Exterior wall system upgrades; HVAC upgrades; Interior constructure upgrades; Plumbing upgrades; Roofing upgrades; Site upgrades.

The school district is required to submit its AFG plan by May 19, 2023. Trustees will be requested to make a motion to approve the AFG plan for submission to the Ministry.

Dylan Richardson  
Secretary Treasurer/CFO

DR/jmg

AFG 2023/24		
SCHOOL	Cost & Labour	Owner/Comments
<b>Merritt Bench</b>		
Portable furnace/air	17,500	Replacement furnace for a Portable
Bench HVAC	50,000	Districts portion for Ministry's additional funding
<b>TOTAL</b>	<b>67,500</b>	
<b>Collettville</b>		
Exterior Doors	10,779	Replacing old doors that are delaminating from the weather.
Heating Control Valves	14,400	Replacing old worn room control valves.
Hydronic repairs	12,000	Repairs to the boiler system.
<b>TOTAL</b>	<b>37,179</b>	
<b>Diamond Vale</b>		
Heating Control Valves	11,200	Replacing old worn room control valves.
Exterior Doors	11,400	Replacing old doors that are delaminating from the weather.
<b>TOTAL</b>	<b>22,600</b>	
<b>Nicola Canford</b>		
NC basketball court asphalt	16,000	Replacing the basketball court asphalt.
Gym Floor Refinishing	14,000	Refinishing and sealing the gym floor.
<b>TOTAL</b>	<b>30,000</b>	
<b>Merritt Secondary</b>		
Paint MSS wood shop floors, walls & work zones.	35,600	Epoxy floor coating and paint
Hydronic Pump Replacements	30,000	Replacement pumps for boiler systems
Chilled water loop repairs	14,000	Repairs on aging cooling system
Interior painting	14,000	Painting for classrooms and offices
Hand dryers	13,600	Replacing papertowel dispensers with electric hand dryers.
<b>TOTAL</b>	<b>107,200</b>	
<b>Merritt Central</b>		
Expansion Tank repairs	7,300	Boiler system repairs
Boiler room Repairs	14,000	Reconfigure piping due to heating issues from past years.
Gym Floor Refinishing	12,500	Refinishing and sealing the gym floor.
<b>TOTAL</b>	<b>33,800</b>	
<b>Bridge/Riverside</b>		
Paint	10,000	Painting for classrooms and offices
<b>TOTAL</b>	<b>10,000</b>	
<b>Princeton Secondary School</b>		
PSS counters	25,900	Replacing countertops in the lunchroom and the foods classroom.
Princeton Field House Asbestos remediation and repairs	18,500	Vermiculite abatement at the fieldhouse to make it safe for storage and other uses.
Duct Cleaning	38,200	Cleaning of all HVAC ducting. This is done at all school every 5-7 years.
Asphalt	41,400	Replacement of old asphalt
Exterior Doors	20,000	Replacing old doors that are delaminating from the weather.
<b>TOTAL</b>	<b>144,000</b>	
<b>Vermilion Forks</b>		
Paint Exterior	19,500	Extieror painting of entire building.
Gym Floor	41,000	Replacing the gym floor.
Shutters	55,000	Controls for shutters
<b>TOTAL</b>	<b>115,500</b>	
<b>John Allison</b>		
Paint Exterior	16,200	Extieror painting of entire building.
Outdoor classroom	15,000	Funds to finish the outdoor classroom.
Asphalt rear play area	61,900	new asphalt for entire area between the portables and the school.
Fencing	15,000	Replacing a old damaged fence next to the playground.
<b>TOTAL</b>	<b>108,100</b>	
<b>District Projects/All Schools/Labour</b>		
IT upgrades	85,000	Upgraded access points for schools
Line painting	16,200	Parking lot and playground lines
<b>TOTAL</b>	<b>101,200</b>	
<b>AFG Total</b>	<b>777,079</b>	
<b>AFG Budget</b>	<b>777,079</b>	





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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:** 2023/24 Preliminary Budget

**DATE:** May 5, 2023

Senior management will be meeting with Trustee Kent-Laidlaw and Chair Swan on Monday for a final review of the preliminary budget, with a presentation of the 2023/24 annual (preliminary) budget to all Trustees during the regular board meeting. Subsequent to the meeting, a copy of the budget will be emailed to Trustees.

An opportunity for discussion and collaboration will be provided during the regular meeting. Assuming no further changes are required to the budget, Trustees will be requested to adopt the 2023/24 budget and approve for submission to the Ministry of Education and Child Care.

Dylan Richardson  
Secretary Treasurer/CFO

DR/jmg



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**ADMINISTRATION OFFICE**

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**MEMORANDUM**

**TO:** All Trustees

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

**RE:** 2022/23 Bench Minor Capital Project Funding

**DATE:** May 5, 2023

Enclosed is the Ministry Response to the Annual Five-Year Capital Plan submission for 2022/23 (last year's submission). This capital plan was approved under Capital Plan Bylaw No. 2022/23-CPSD58-01. Of the capital plan, the Merritt Bench HVAC Upgrade was approved with a budget of \$550,000.

Due to unforeseen circumstances and having to defer the project start date combined with the effects of inflation, this project is now quoted at \$850,000. Management has been able to redirect \$50,000 of AFG resources to this project and enclosed please find a letter that senior staff have submitted to the Ministry, requesting an additional \$250,000 of funding. Senior staff are optimistic that the Ministry will show favor towards these unforeseen circumstances, in which case, the project will be fully funded. However, if the Ministry does not fund, or, partially funds the requested \$250,000, trustees will be requested to consider the Local Capital reserve as a backup plan to fully fund the Merritt Bench HVAC upgrade.

Dylan Richardson  
Secretary Treasurer/CFO

DR/jmg



March 15, 2022

Ref: 218161

To: Secretary-Treasurer and Superintendent  
School District No. 58 (Nicola-Similkameen)

**Capital Plan Bylaw No. 2022/23-CPSD58-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2022/23

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This letter is in response to your School District's 2022/23 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs, and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and are able to proceed to procurement.

### **MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

#### **New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Collettsville Elementary, Diamond Vale Elementary, Merritt Central Elementary, Nicola Canford Elementary	SEP - HVAC Upgrades	\$475,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Merritt Bench Elementary	SEP - HVAC Upgrades	\$550,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Merritt Bench Elementary	CNCP - Electrical Upgrades	\$220,000	Proceed to design, tender & construction. To be completed by March 31, 2023.

**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2022/23 fiscal year as listed above.**

**In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2022/23 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:**

**<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>**

**The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Mary-Anne North at [mary-anne.north@gov.bc.ca](mailto:mary-anne.north@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

With the 2022/23 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2023/24 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

NOTE: School districts' Capital Plan submission deadlines for the 2023/24 fiscal year, using the CAPS online platform, will be as follows:

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – June 30, 2022
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2022

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2022 deadline.

Please refrain from proactively reaching out to media regarding approved projects until the Province has made public announcements regarding minor capital approvals and playgrounds. Procurement and operational disclosure can continue.

When preparing public announcements pertaining to these approvals after the provincial announcements, please have District communications staff contact Meghan McRae, Communications Director, Government Communications and Public Engagement, at (250) 952-0622

Additionally, the Annual Facility Grant (AFG) project requests for the 2022/23 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2022.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Francois Bertrand, Executive Director  
Capital Management Branch

pc: Rob Drew, Director, Major Capital Projects, Capital Management Branch  
Damien Crowell, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch



**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

May 1, 2023

Capital Management Branch  
Attn: Francois Bertrand, ED

RE: 2022-2023, SEP, HVAC Upgrades  
Capital Plan Bylaw No. 2022/23 CPSD58-01

Mr. Bertrand,

We are writing about the SEP HVAC Upgrades to Merritt Bench Elementary School. At the time the 2022/23 Capital Plan was submitted the project cost was expected to be \$550,000. With the flooding events of last year, we needed to request an extension for this project, which we have since received (Thank you).

We are in the process of acting on this project and, due to inflationary factors, the project is now quoted to cost the school district \$850,000.

The school district has been able to direct \$50,000 of AFG resources to this project. HVAC remains a high priority for our school district, increasing our air quality for students and providing the best learning environments possible. School District No. 58 would like to submit a request for \$250,000 of additional funding for this project.

Please contact me anytime should you like to discuss our request. My cell phone number is 250-280-0007. I can also be reached via our main office line, 250-378-5161.

Thank you for considering this request. I look forward to hearing back from you.

Warmest Regards,

Dylan Richardson

CC:

Ravnit Aujla | Geofff Croshaw | Nathan Whipp

*Success for ALL Learners ~ Today and Tomorrow*



**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

**MEMORANDUM**

**TO:** All Trustees

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

**RE:** TRUSTEE STIPEND

**DATE:** May 5, 2023

Enclosed are the calculations used to determine the stipends for 2023, using the Canadian Consumer Price Index (CPI) – 12 Month Moving Average at November 2022, in accordance with the School District Policy 205.1, which is 6.7%. The new stipends are calculated as:

Position	Annual Stipend	Monthly
Board Chair	\$ 23,236.88	\$ 1,936.41
Board Vice-Chair	\$ 21,736.88	\$ 1,811.41
School Trustee	\$ 20,236.88	\$ 1,686.41

Trustees will be requested to make a motion with any approved changes being retroactively applied to December 1, 2022.

Dylan Richardson  
Secretary Treasurer/CFO

DR/jmg



**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

**MEMORANDUM**

**TO: All Trustees**

**FROM: Stephen McNiven  
Superintendent of Schools**

**RE: POLICY 203.1 POLICY MAKING  
DEVELOPMENT AND ADOPTION  
PROCEDURES**

**DATE: May 5, 2023**

Senior staff will provide Trustees with bringing forward Policy 203.1 Policy Making Development and Adoption Procedures for first reading. Staff will also share the Policy Committee Terms of Reference and the engagement process that will take place for the review and development of Policy 203.1 and future policies. The draft policy and terms of reference are included for review.

SMcN/sc



## POLICY COMMITTEE

### PURPOSE

The Policy Committee's role is to consider new policy and the need for revisions and amendments to existing policy, enhancing the effectiveness of Board governance.

### DELIVERABLES

The Policy Committee will:

1. identify the need for new policies.
2. identify policies that would benefit from revisions or repeal.
3. Identify where minor amendments would be beneficial to existing policy.
4. Consider feedback and advice from representative groups regarding policy.

<b>NATURE OF COMMITTEE</b>	Standing Committee of the Board
<b>MEMBERSHIP</b>	School District No. 58 Trustees (7) Secretary Treasurer or designate Superintendent or designate
<b>CHAIRPERSON</b>	A Trustee will serve as Chair
<b>REPRESENTATIVE GROUPS</b>	Aboriginal Advisory Council /LEA Committee (2) Canadian Union of Public Employees Local 847 (1) District Parent Advisory Council (1) Nicola Valley Princeton Principal and Vice-Principal Association (1) Nicola Valley Princeton District Teachers' Union (1)
<b>APPOINTMENT</b>	Representatives are identified by the organization.
<b>SECRETARIAT</b>	Executive Assistant to the Superintendent
<b>MEETINGS</b>	Meetings will be scheduled seven times per year, or as needed due to workload. Agendas with supporting materials will be circulated to the committee and representative groups, one week in advance of each meeting.
<b>QUORUM</b>	Four Trustees and the Superintendent or Secretary Treasurer (or their designates)

### REPORTING MECHANISM

High-level minutes of all meetings will be provided to the Board. The committee may make recommendations to the Board.

**Policy Making, Development & Adoption Procedures****-POLICY-**

Policy making is one of the most important responsibilities of the Board of Education. By adopting clear, well defined policies for all areas of school operation, the Board ensures its philosophy is communicated to the administration, teachers and other employees who implement the policies.

The policy development process consists of five stages:

- Stage 1: A policy issue is identified.
- Stage 2: At the request of the Board or Policy Committee, the Superintendent and/or Secretary Treasurer prepares a draft proposal for the Policy Committee's review/revision.
- Stage 3: The draft policy is presented to each trustee for consideration at a regular meeting of the Board of Education. Upon review, and subject to no amendment, first reading can take place. If an amendment is requested, the vote on the first reading shall be tabled to allow time for consideration of the requested amendment.
- Stage 4: An email is distributed to all stakeholders advising of the proposed policy which is located on the district's website. The draft policy remains on the website until one week prior to the next regular meeting of the Board of Education. Stakeholders are requested to provide feedback to the Superintendent and/or the Secretary Treasurer.
- Stage 5: At the next regular meeting, subject to no further amendments, second, third and final reading takes place

Upon passage of third and final reading of the policy, it shall constitute official Board policy.