

AGENDA

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

***Merritt School Board Office
Wednesday, June 14, 2023, 6:00 P.M.***

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 May 10, 2023
4. Business Arising from the Minutes
5. **EDUCATION COMMITTEE**
 - * a) Student Trustee Recognition
 - * b) Presentation – Equity Scan
 - c) Field Trips
 - d) French Immersion Growth Grant
 - e) Accessibility Act Update
 - * f) Superintendent’s Report
6. **OPERATIONS COMMITTEE**
 - a) 2023-2024 Amended Capital By-Law
 - b) 2024-2025 Major/Minor 5-Year Capital Plan Submission
 - c) Operations Update
 - d) Flag Raising Protocol

7. **AUDIT AND FINANCE COMMITTEE**

- a) 2023-2024 Annual Budget By-Law

8. **POLICY**

- a) Policy Committee Report
- b) Policy 140 - Policy Development and Currency

9. **TRUSTEE REPORTS**

- * a) Student Trustee Reports
- * b) Aboriginal Advisory Committee Report
- * c) P.A.C. Reports
- * d) Other Reports
 - i. 2023-2024 Board Meeting Dates

10. **CORRESPONDENCE**

11. **PUBLIC QUESTION PERIOD**

12. **ADJOURNMENT**

MINUTES

**REGULAR MEETING OF THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)
PRINCETON SECONDARY SCHOOL
WEDNESDAY, MAY 10, 2023, 6:00 P.M.**

Success for ALL Learners Today and Tomorrow

PRESENT:	Chairperson	G. Swan
	Trustees	J. Jepsen J. Kent-Laidlaw E. Hoisington J. Chenoweth L. Ward D. Rainer
	Student Trustees	K. Druck K. Hartwell
	Superintendent	S. McNiven
	Assistant Superintendent	J. Kemps
	Secretary Treasurer	D. Richardson
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	J. McGifford

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

AGENDA

- 23/051 It was moved and seconded:

THAT the agenda be approved as presented.

MOTION CARRIED

MINUTES

23/052

It was moved and seconded:

THAT the minutes of the Regular meeting April 12, 2023, be adopted as circulated.

MOTION CARRIED

Business Arising from the Minutes

None

EDUCATION

Vermilion Forks Elementary Presentation – World Refugee Day:

Vermilion Forks Elementary School Principal Barry Clarke introduced VFE leadership teacher Ms. Wendi Willis and two students from the VFE Leadership team. Together they presented on Vermilion Forks' ongoing commitment to United Nation's work. VFE is supporting World Refugee Day with a postcard program called "Students Rebuild". They are asking Trustees and Senior Staff to assist them in designing postcards highlighting our local communities and welcoming refugees. In return, UNICEF will donate \$10.00 to supporting refugees or every postcard submitted by the end of May.

Framework for Enhancing Student Learning Update:

Superintendent McNiven spoke to the memo in the Board Package that reviewed the District's Framework for Enhancing Student Learning Plan. This included an Overview of Cooperative Cohort Participation, Peer Review Support, and the Annual Report Process. He thanked teachers for their ongoing commitment to facilitating this work. Of note, the District has recently added two Student Engagement Facilitator positions to provide support to children and families removing the barriers that may impede student attendance and success.

Summer Learning Support:

The Superintendent provided an update on 2023 Summer Learning Support. He provided the Who, What, When, Where, and Why of this important initiative that keeps children and families on both sides of the District connected and also maintains literacy growth and enjoyment.

Indigenous Education Report:

Director of Instruction – Indigenous Education, Shelley Oppenheim-Lacerte, provided an update on Indigenous Education in the District. This included updates to the events and activities calendar, community connections, MMIWG2S update, and Truth and Reconciliation – WAYI WAY! *Indigenous Pedagogies and Act for Reconciliation and Anti-Racist Education*.

SD 58 ‘Rocks’:

Superintendent McNiven presented the proposal for a 2024 Trades/Skills program being brought forward by District Trades Coordinator, Kevin McGifford. This program would provide an opportunity for students from both sides of the District to explore career choices such as heavy equipment operators in a variety of industries.

French Immersion Program Update:

Assistant Superintendent Kempston spoke to the chart in the Board Package that outlined the concerns brought forward by French Immersion families in February and provided an update on the actions taken to date.

Superintendents Report:

The Superintendent provided his report reflecting on the many events that occurred across the District over the past month. He expressed thanks to our Learning Commons Teachers for supporting reading across the district.

OPERATIONS

2023/2024 Annual Facility Grant Plan:

Secretary Treasurer Richardson spoke to the memo in the Board Package announcing that the District will receive Annual Facilities Grant (AFG) funding of \$779, 079 for the 2023/2024 school year. He reviewed the District’s AFG Plan that lists the annual facility projects that are priorities for the coming school year. The District is required to submit its AFG plan to the Ministry by May 19, 2023.

23/053

It was moved and seconded:

THAT the Board approve the Annual Facility Grant Plan for submission to the Ministry.

MOTION CARRIED

AUDIT AND FINANCE

2023-2024 Preliminary Budget:

The Secretary Treasurer presented Trustees with the 2023/2024 Preliminary Annual Budget. Trustees were provided with the opportunity for discussion and feedback. Next steps will be a review by the Ministry and formal approval at the Regular Meeting of the Board of Education in May.

2023/2024 Merritt Bench Elementary Minor Capital Project Funding:

Secretary Treasurer Richardson provided Trustees with an update on the Merritt Bench HVAC Upgrade. 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.

23/054

It was moved and seconded:

THAT the Board support the request for additional funding with any unapproved amounts being funded through the Local Capital Fund.

MOTION CARRIED

Trustee Stipend:

The Secretary Treasurer spoke to the memo in the board package that outlined the new Trustee stipends for 2023 (based on the Canadian Consumer Price Index) in accordance with School District Policy 205.1. Trustees were provided the opportunity for discussion and collaboration. Any changes to the stipends will be retroactively applied to Dec 1, 2022.

23/055

It was moved and seconded:

THAT the Board approve Policy #205.1 as presented.

MOTION CARRIED

POLICY

Draft Policy No. 1.40 - Policy Development and Currency:

The Superintendent spoke to the Policy Committee Terms of Reference and School District Policy 1.40 “Policy Development and Currency”. Trustees were provided the opportunity to review and discuss the suggested amendments. The Superintendent will draft an update incorporating the proposed changes. Once ready, the amended policy will be available for public feedback for approximately three weeks before going to the Board for second reading.

23/056 It was moved and seconded:

THAT the Board approve Policy 1.40 for first reading as presented.

MOTION CARRIED

TRUSTEE REPORTS

Student Trustee Reports:

Student Trustees Kaelan Druck and Kabrie Hartwell reported on Princeton Secondary School activities. Student Trustee Hartwell also presented on the school’s 2023 Bamfield Marine Trip.

Trustee Reports:

Trustee Chenoweth reported on SCIDES and Collettville Elementary.

Trustee Rainer reported on Vermilion Forks Elementary.

Trustee Hoisington reported that Nicola Canford Elementary was meeting tonight.

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.

Other Reports:

Board Chair Swan reported on the recent BCSTA Annual General Meeting and the re-election of Trustee Chenoweth to the Board of Directors.

Trustee Ward informed the Board of the upcoming PLC meeting.

BCSTA Annual General Meeting:

Superintendent McNiven spoke to the memo in the board package that discussed the highlights from the recent BCSTA Annual General Meeting.

CORRESPONDENCE**Deputy Minister Christina Zacharuk Letter Regarding Indigenous Education Funding**

Secretary Richardson presented a letter from Deputy Minister Christina Zacharuk that was written in response to the District's request to underspend the targeted dollars for Indigenous Education in the 2021-2022 school year.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

The regular meeting adjourned at 8:39 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,

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: STUDENT TRUSTEE RECOGNITION

DATE: June 14, 2022

Presentation

Senior staff and Trustees will recognize the leadership and contributions of the two grade 12 Student Trustees:

- Kaelan Druck
- River Anderson

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: Jane Kempston
Assistant Superintendent

RE: **EQUITY SCAN UPDATE**

DATE: June 14, 2023

As reported at the April Board meeting, the Equity Scan Committee had sent long and short-form questionnaires to all Indigenous student's families in the District. As the response was fairly limited for both surveys, an additional survey with very broad questions that fit into the themes of the equity scan was also sent out. We are very grateful to the families that were able to participate in sharing their important perspectives and experiences.

Community meetings were offered and organized based on the preferences and recommendations of Education Coordinators and Community leaders. We similarly faced challenges with engagement at community events and in being able to facilitate community-based conversations. Communities have reported that their members are overwhelmed by the commitments and pressures already on their calendars and similarly, many unexpected circumstances prevented meetings from taking place. We are deeply grateful to Ed Coordinators and community leaders who have been involved in the scan thus far, and we will continue to be open to all opportunities for communication and dialogue.

We surveyed administrators to get their perspectives on where they feel their schools are in terms of equity, and we are appreciative of the reflective and thoughtful responses we received. Similarly, small groups of indigenous secondary students were engaged in order to hear their lived experiences within their schools. We applaud the courage and openness of these students in stepping forward.

An analysis of the District Equity Profile will be completed by the Equity Scan Committee on Monday, June 12th. This will result in the committee developing a Theory of Change and an Equity Action Plan for 2023-2024. District staff will be sharing the results of this work with Trustees.

JK/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

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: FIELD TRIPS

Date: June 14, 2023

Adriane Mouland, Principal of Merritt Secondary School, will bring forward a field trip proposal to Costa Rica during Spring Break 2025.

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: Jane Kempston**
Assistant Superintendent

RE: FRENCH IMMERSION FUNDING GRANT **DATE: June 14, 2023**

We are pleased to inform you that School District No. 58 (Nicola-Similkameen) has been awarded a 2023-2024 grant in the amount of \$307,000 to support the French Immersion (FI) program growth in our district. This funding is provided by the Government of Canada to provide more students with access to FI programs and to increase bilingualism in British Columbia.

The District received this funding to support initiatives such as:

1. Hiring a videographer/director to create promotional videos for the FI elementary and secondary schools.
2. Hiring a French-speaking qualified Education Assistant to support teachers with the goal of retention and benefiting student learning.
3. Planning and forming a French Advisory Committee with the goal of representation from parents, students, teachers, district staff, First Nations, and the Board of Trustees
4. Completing a FI program review.
5. Providing Cultural Field Trips in and around BC and Canada for FI students
6. Purchasing FI resources: i.e., math, science, social studies, and library books, including levelled readers in specific course areas.
7. Offering pedagogy and engagement-specific training to FI teachers
8. Sourcing and purchasing French online courses that can be offered to support French learning percentages.
9. Facilitating "French for a Day" Pre-K Symposiums at daycares to promote the intake of FI students.
10. Providing co-teaching support for FI elementary and secondary schools.

The District is very grateful for this financial support and the opportunity to enhance and improve the French Immersion program within SD 58.

JK/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

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: ACCESSIBILITY ACT COMMITTEE

DATE: June 14, 2023

Presentation

Senior staff will provide Trustees with an update on the striking of the Nicola-Similkameen Accessibility Act Committee and the work going forward. The committee makeup includes:

- People with children or youth in School District No. 58 with current or emergent considerations related to disability and accessibility, and/or
- People who work or volunteer for School District No. 58, and/or
- People with disabilities, and/or
- People or organizations that support people with disabilities.

The scope of the committee's work will include the following:

- Give input into the development of an accessibility plan based on the principles of Inclusion, Adaptability, Diversity, Collaboration, Self-Determination, and Universal Design.
- Give input into School District No. 58 barriers to access, such as attitudinal, physical, sensory, information and communication, systemic and technology issues.
- Review feedback from the School District No. 58 Public Accessibility Tool.
- Give advice to the Director of Instruction for Inclusive Education on the school district's accessibility plan.
- Give advice to the Director of Instruction for Inclusive Education on rolling out the Accessible British Columbia Act and on the school district's work on accessibility.

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

MEMORANDUM

TO: All Trustees

FROM: Dylan Richardson
Secretary Treasurer/CFO

RE: AMENDED CAPITAL PLAN BY-LAW, 2023/24

DATE: June 9, 2023

Enclosed please find the Ministry response letter to the Annual Five-Year Capital Plan submission for 2023/24, which contains the amendment to include the additional \$250,000 of costs to the SEP-HVAC Upgrades at Merritt Bench Elementary.

Also enclosed is a copy of Capital Plan Bylaw No. 2023/24-CPSD58-02 (which replaces Bylaw No. 2023/24-SPSD58-01). Trustees will be requested to move the capital bylaw to first, second, and third reading. Assuming the bylaw is approved, senior staff will sign off on the revised Annual Programs funding Agreement and complete the submission to the Ministry.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg



June 8, 2023

Ref: 289808

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

Capital Plan Bylaw No. 2023/24-CPSD58-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission Amendment for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Amended sections appear bolded below.**

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)
- School Food Infrastructure Program (FIP)*
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.

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 can 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
Princeton Secondary	SEP – HVAC Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Merritt Secondary*	SEP – HVAC Upgrades	\$414,560	Proceed to design, tender & construction. To be completed by December 31, 2023.
Riverside Intermediate	CNCP – HVAC Upgrades	\$240,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Merritt Bench Elementary	PEP – Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Merritt Bench Elementary	SEP – HVAC Upgrades	\$250,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

**Please contact your Minor Capital planning officer for information on funding structure.*

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 2023/24 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 2023/24 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 must be uploaded to MyCAPS and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) are available on the Ministry's [Capital Planning](#) webpage as of April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- June 30, 2023 – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- September 30, 2023 – Minor Capital Programs (SEP, CNCP, PEP, BUS).

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, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before **May 19, 2023**.

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,

A handwritten signature in blue ink, appearing to read 'Francois Bertrand', with a stylized flourish at the end.

Francois Bertrand, Executive Director
Capital Management Branch

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

CAPITAL BYLAW NO. 2023/24-CPSD58-02
CAPITAL PLAN 2023/24

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 58 (Nicola-Similkameen) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the amended 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated June 8, 2023, is hereby adopted.
2. This Capital Bylaw may be cited as *School District No. 58 (Nicola-Similkameen)* Capital Bylaw No.2023/24-CPSD58-02.

READ A FIRST TIME THE 14th DAY OF June 2023;
READ A SECOND TIME THE 14th DAY OF June 2023;
READ A THIRD TIME, PASSED THE 14th DAY OF June 2023.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 58 (Nicola-Similkameen)* Capital Bylaw No. 2023/24-CPSD58-02 adopted by the Board the 14th day of June 2023.

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

MEMORANDUM

TO: All Trustees

FROM: Dylan Richardson
Secretary Treasurer/CFO

RE: 2024/25 FIVE-YEAR CAPITAL PLAN

DATE: June 9, 2023

We are currently in the process of preparing our Major and Minor Capital Submission, seeking approval from the Board to proceed with the submission of the following projects:

2024/25 Capital Plan Submission (For Board Approval To Submit):

School	Project	Project Type	Budget	Submission
PSS	Electrical Upgrades	Minor Capital – SEP	\$400,000	Resubmitted
MCE	Playground	Minor Capital – PEP	\$195,000	Resubmitted
MSS,KLC,CMS,MBE	HVAC Replacement	Minor Capital – SEP	\$1,332,500	New
MSS,MCE,CMS	Insulation Replacement	Minor Capital – SEP	\$135,000	New
MCE	Shutters	Minor Capital – SEP	\$380,000	New
MBE,PSS	Kitchen Upgrades	Minor Capital – FIP	\$200,000	New
MSS	Gym Hallway	Major Capital	\$3,400,000	Resubmitted
MSS	Science Room Reno	Major Capital	\$400,000	Resubmitted
NCE	Pit House	Major Capital	\$2,298,483	Resubmitted
MBE	Addition	Major Capital	\$9,618,342	Resubmitted

With the Board's approval, senior staff will complete the submission of the 2024/25 5-year capital plan for major/minor projects. Once submitted, the Ministry will complete a six-month review of all projects across the province and provide a response letter to the Board early 2024, for projects that have been approved by the Ministry.

In addition to the proposed capital plan submission (above), the school district has the following capital projects underway:

Active Capital Projects (Previously Approved, FYI)

School	Project	Budget
PSS	HVAC Upgrades	\$500,000
MSS	HVAC Upgrades	\$414,560
Riverside	HVAC Upgrades	\$240,000
MBE	Playground	\$195,000
MBE	HVAC Upgrades	\$250,000
MCE,CVE,DVE,NCE	HVAC Upgrades	\$475,000
JAE	AFG	\$108,100
VFE	AFG	\$115,500
PSS	AFG	\$144,000
The Bridge	AFG	\$10,000
MCE	AFG	\$33,800
MSS	AFG	\$107,200
MCE	AFG	\$30,000
DVE	AFG	\$22,600
CVE	AFG	\$37,179
MBE	AFG	\$67,500
All Schools	AFG	\$101,200
JAE	Portable Bathroom	\$12,000
JAE	Outdoor Learning	\$125,000
PSS/MSS	Lockdown Lights/Screens	\$20,000



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: Dylan Richardson
Secretary Treasurer/CFO**

RE: OPERATIONS UPDATE

DATE: June 9, 2023

Trustees will be provided with an update on operations throughout the school district for the 2022/23 school year, highlighting the following areas:

1. Operations & Maintenance
2. Projects
3. Vandalism
4. Flood Repairs
5. Cameras
6. Radon

Senior staff would like to take this opportunity to express thanks and gratitude for the excellent work that Mr. Finnigan and his team bring to our school district: repairing and making improvements; keeping schools and grounds clean and safe—all alongside the emergent issues that present itself each day.

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: FLAG RAISING REQUESTS

DATE: June 14, 2023

Two requests for flag raising have come forward to the district. Trustees will be provided with this information and will be asked to consider the next steps and any protocol related to these requests.

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

MEMORANDUM

TO: All Trustees

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

RE: 2023/24 ANNUAL BUDGET

DATE: June 9, 2023

I am pleased to provide the 2023/24 Annual Budget (preliminary) in the amount of \$37,839,737 (See Statement 2). The annual budget sets the stage for the new school year. The September enrolment count followed by the funding announce in December will form the basis for the Amended Annual Budget that will be presented to the Board of Education in February 2024.

Operating Fund - Over the past number of years the District has been running a deficit operating budget, purposefully spending down its operating surplus and local capital reserve. This budget reflects the use of \$503,986 of prior year operating surpluses for operating costs.

Special Purpose Funds - Schedule 3A lists all the District's Special Purpose Funds which must be reported separately. Except for the Annual Facility Grant and the First Nations Student Transportation, all funds are used for Instructional purposes. The district plans to spend \$6,659,841 on operating costs and \$155,143 on capital assets.

Capital Fund - This budget recognizes additional Ministry of Education and Child Care grants for capital expenses, totaling \$2,109,251. In addition, it reflects the use of \$562,500 of the Local Capital Reserve for replacement of capital assets (computers, equipment, vehicles) as shown in the district's 10-year asset replacement plan, and the continuance of previously approved capital projects.

At this time, we are requesting a motion to approve the 2023/24 Annual Budget Bylaw as presented.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$37,839,737 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 14th DAY OF JUNE, 2023;

READ A SECOND TIME THE 14th DAY OF JUNE, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 14th DAY OF JUNE, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw 2023/2024, adopted by the Board the 14th DAY OF JUNE, 2023.

Secretary Treasurer

Annual Budget

School District No. 58 (Nicola-Similkameen)

June 30, 2024

School District No. 58 (Nicola-Similkameen)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$37,839,737 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

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READ A SECOND TIME THE 14th DAY OF JUNE, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 14th DAY OF JUNE, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw 2023/2024, adopted by the Board the 14th DAY OF JUNE, 2023.

Secretary Treasurer

School District No. 58 (Nicola-Similkameen)

Statement 2

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	2,107.125	2,106.000
Adult	13.625	13.625
Total Ministry Operating Grant Funded FTE's	2,120.750	2,119.625
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	30,564,909	37,162,498
Other	34,200	34,200
Other Revenue	3,915,922	4,176,875
Rentals and Leases	88,878	73,647
Investment Income	309,091	157,500
Amortization of Deferred Capital Revenue	1,108,104	1,019,121
Total Revenue	36,021,104	42,623,841
Expenses		
Instruction	28,108,047	26,420,437
District Administration	1,991,948	1,730,021
Operations and Maintenance	5,901,132	14,607,804
Transportation and Housing	1,120,967	1,185,448
Total Expense	37,122,094	43,943,710
Net Revenue (Expense)	(1,100,990)	(1,319,869)
Budgeted Allocation (Retirement) of Surplus (Deficit)	503,986	536,041
Budgeted Surplus (Deficit), for the year	(597,004)	(783,828)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(597,004)	(783,828)
Budgeted Surplus (Deficit), for the year	(597,004)	(783,828)

School District No. 58 (Nicola-Similkameen)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	28,353,002	26,432,771
Special Purpose Funds - Total Expense	6,659,841	6,370,357
Special Purpose Funds - Tangible Capital Assets Purchased	155,143	40,000
Capital Fund - Total Expense	2,109,251	11,140,582
Capital Fund - Tangible Capital Assets Purchased from Local Capital	562,500	500,000
Total Budget Bylaw Amount	37,839,737	44,483,710

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

DRAFT

School District No. 58 (Nicola-Similkameen)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,100,990)	(1,319,869)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(155,143)	(40,000)
From Local Capital	(562,500)	(500,000)
From Deferred Capital Revenue	(3,312,421)	(2,786,638)
Total Acquisition of Tangible Capital Assets	(4,030,064)	(3,326,638)
Amortization of Tangible Capital Assets	1,960,251	1,852,949
Total Effect of change in Tangible Capital Assets	(2,069,813)	(1,473,689)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(3,170,803)	(2,793,558)

School District No. 58 (Nicola-Similkameen)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	24,404,925	22,119,408
Other	34,200	34,200
Other Revenue	3,111,922	3,521,975
Rentals and Leases	88,878	73,647
Investment Income	209,091	147,500
Total Revenue	27,849,016	25,896,730
Expenses		
Instruction	21,672,839	20,425,127
District Administration	1,871,368	1,614,021
Operations and Maintenance	3,929,281	3,515,424
Transportation and Housing	879,514	878,199
Total Expense	28,353,002	26,432,771
Net Revenue (Expense)	(503,986)	(536,041)
Budgeted Prior Year Surplus Appropriation	503,986	536,041
Budgeted Surplus (Deficit), for the year	-	-

School District No. 58 (Nicola-Similkameen)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	26,668,220	24,530,519
ISC/LEA Recovery	(3,070,922)	(3,480,975)
Other Ministry of Education and Child Care Grants		
Pay Equity	120,216	120,216
Funding for Graduated Adults	30,966	22,950
Student Transportation Fund	170,292	170,292
Support Staff Benefits Grant	30,025	29,580
FSA Scorer Grant	7,506	7,506
Early Learning Framework (ELF) Implementation	369	369
Labour Settlement Funding	448,253	712,522
Anti-Racism in Early Care		6,429
Total Provincial Grants - Ministry of Education and Child Care	24,404,925	22,119,408
Provincial Grants - Other	34,200	34,200
Other Revenues		
Funding from First Nations	3,070,922	3,480,975
Miscellaneous		
Miscellaneous Grants - Other	41,000	41,000
Total Other Revenue	3,111,922	3,521,975
Rentals and Leases	88,878	73,647
Investment Income	209,091	147,500
Total Operating Revenue	27,849,016	25,896,730

School District No. 58 (Nicola-Similkameen)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	9,510,322	8,592,946
Principals and Vice Principals	2,363,937	2,230,956
Educational Assistants	3,084,368	2,355,765
Support Staff	3,265,963	2,738,773
Other Professionals	1,280,395	1,313,697
Substitutes	774,939	1,321,899
Total Salaries	20,279,924	18,554,036
Employee Benefits	4,334,185	4,273,328
Total Salaries and Benefits	24,614,109	22,827,364
Services and Supplies		
Services	1,010,479	1,029,943
Student Transportation	160,000	168,016
Professional Development and Travel	290,000	350,745
Rentals and Leases	45,390	550
Dues and Fees	99,488	99,200
Insurance	72,225	98,000
Supplies	1,365,311	1,269,043
Utilities	696,000	589,910
Total Services and Supplies	3,738,893	3,605,407
Total Operating Expense	28,353,002	26,432,771

School District No. 58 (Nicola-Similkameen)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	7,926,119	418,740		137,044		398,240	8,880,143
1.03 Career Programs				6,830		10,127	16,957
1.07 Library Services	103,515			24,166		7,568	135,249
1.08 Counselling	346,505						346,505
1.10 Special Education	1,134,183	156,987	2,370,263			138,101	3,799,534
1.31 Indigenous Education		164,035	714,105		14,349	10,000	902,489
1.41 School Administration		1,624,175		775,958		15,000	2,415,133
Total Function 1	9,510,322	2,363,937	3,084,368	943,998	14,349	579,036	16,496,010
4 District Administration							
4.11 Educational Administration					460,997		460,997
4.40 School District Governance					155,659		155,659
4.41 Business Administration				195,972	422,464		618,436
Total Function 4	-	-	-	195,972	1,039,120	-	1,235,092
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				17,048	187,012	5,951	210,011
5.50 Maintenance Operations				1,622,933		94,331	1,717,264
5.52 Maintenance of Grounds				152,263			152,263
5.56 Utilities							-
Total Function 5	-	-	-	1,792,244	187,012	100,282	2,079,538
7 Transportation and Housing							
7.41 Transportation and Housing Administration				17,047	39,914		56,961
7.70 Student Transportation				316,702		95,621	412,323
Total Function 7	-	-	-	333,749	39,914	95,621	469,284
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	9,510,322	2,363,937	3,084,368	3,265,963	1,280,395	774,939	20,279,924

School District No. 58 (Nicola-Similkameen)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	8,880,143	1,916,647	10,796,790	946,457	11,743,247	11,978,848
1.03 Career Programs	16,957	3,731	20,688	56,639	77,327	77,327
1.07 Library Services	135,249	29,754	165,003	43,254	208,257	206,332
1.08 Counselling	346,505	76,231	422,736	7,446	430,182	420,446
1.10 Special Education	3,799,534	803,904	4,603,438	199,950	4,803,388	3,903,638
1.31 Indigenous Education	902,489	197,355	1,099,844	302,356	1,402,200	1,294,465
1.41 School Administration	2,415,133	536,678	2,951,811	56,427	3,008,238	2,544,071
Total Function 1	16,496,010	3,564,300	20,060,310	1,612,529	21,672,839	20,425,127
4 District Administration						
4.11 Educational Administration	460,997	96,766	557,763	50,000	607,763	496,162
4.40 School District Governance	155,659	32,155	187,814	58,636	246,450	257,163
4.41 Business Administration	618,436	131,215	749,651	267,504	1,017,155	860,696
Total Function 4	1,235,092	260,136	1,495,228	376,140	1,871,368	1,614,021
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	210,011	39,313	249,324	81,541	330,865	472,817
5.50 Maintenance Operations	1,717,264	363,091	2,080,355	547,623	2,627,978	2,368,218
5.52 Maintenance of Grounds	152,263	29,281	181,544	92,894	274,438	84,479
5.56 Utilities	-	-	-	696,000	696,000	589,910
Total Function 5	2,079,538	431,685	2,511,223	1,418,058	3,929,281	3,515,424
7 Transportation and Housing						
7.41 Transportation and Housing Administration	56,961	8,390	65,351		65,351	126,838
7.70 Student Transportation	412,323	69,674	481,997	332,166	814,163	751,361
Total Function 7	469,284	78,064	547,348	332,166	879,514	878,199
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	20,279,924	4,334,185	24,614,109	3,738,893	28,353,002	26,432,771

School District No. 58 (Nicola-Similkameen)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	6,010,984	5,755,457
Other Revenue	804,000	654,900
Total Revenue	6,814,984	6,410,357
Expenses		
Instruction	6,435,208	5,995,310
District Administration	120,580	116,000
Operations and Maintenance	43,341	144,430
Transportation and Housing	60,712	114,617
Total Expense	6,659,841	6,370,357
Net Revenue (Expense)	155,143	40,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(155,143)	(40,000)
Total Net Transfers	(155,143)	(40,000)
Budgeted Surplus (Deficit), for the year	-	-

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	13,703	649,090	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	125,854	100,943			128,000	14,700	108,364	317,363	330,403
Other				750,000					
	125,854	100,943	-	750,000	128,000	14,700	108,364	317,363	330,403
Less: Allocated to Revenue	125,854	100,943	13,703	750,000	128,000	14,700	108,364	317,363	330,403
Deferred Revenue, end of year	-	-	-	649,090	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	125,854	100,943	13,703		128,000	14,700	108,364	317,363	330,403
Other Revenue				750,000					
	125,854	100,943	13,703	750,000	128,000	14,700	108,364	317,363	330,403
Expenses									
Salaries									
Teachers							20,000	75,000	
Principals and Vice Principals									75,000
Educational Assistants		82,067			100,000			35,000	25,000
Support Staff								10,000	51,000
Other Professionals									72,000
Substitutes							20,325		
	-	82,067	-	-	100,000	-	40,325	120,000	223,000
Employee Benefits		18,876			23,000		9,275	27,600	46,230
Services and Supplies	10,711		13,703	750,000	5,000	14,700	58,764	169,763	21,173
	10,711	100,943	13,703	750,000	128,000	14,700	108,364	317,363	290,403
Net Revenue (Expense) before Interfund Transfers	115,143	-	-	-	-	-	-	-	40,000
Interfund Transfers									
Tangible Capital Assets Purchased	(115,143)								(40,000)
	(115,143)	-	-	-	-	-	-	-	(40,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Student & Family Affordability	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	60,712	-	-	55,400	38,760	25,000		
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	4,061,032		55,000	6,750	55,400		25,000	19,000	175,000
Other	4,061,032	-	55,000	6,750	55,400	-	25,000	19,000	175,000
Less: Allocated to Revenue	4,061,032	60,712	55,000	6,750	55,400	38,760	50,000	19,000	175,000
Deferred Revenue, end of year	-	-	-	-	55,400	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	4,061,032	60,712	55,000	6,750	55,400	38,760	50,000	19,000	175,000
Other Revenue	4,061,032	60,712	55,000	6,750	55,400	38,760	50,000	19,000	175,000
Expenses									
Salaries									
Teachers	3,301,652								
Principals and Vice Principals									
Educational Assistants					42,295				
Support Staff		8,072				1,575			
Other Professionals									121,629
Substitutes									
	3,301,652	8,072	-	-	42,295	1,575	-	-	121,629
	759,380	1,856			9,728	363			27,975
Employee Benefits		50,784	55,000	6,750	3,377	36,822	50,000	19,000	25,396
Services and Supplies	4,061,032	60,712	55,000	6,750	55,400	38,760	50,000	19,000	175,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 58 (Nicola-Similkameen)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Feeding Futures Fund	AREA Multicultural Program	Charitable Society	ASSAI	United Way	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	23,141	243,380	30,382	19,498	1,159,066
Add: Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	350,000					5,872,809
Other			40,000		9,000	799,000
	350,000	-	40,000	-	9,000	6,671,809
Less: Allocated to Revenue	350,000	5,000	40,000	-	9,000	6,814,984
Deferred Revenue, end of year	-	18,141	243,380	30,382	19,498	1,015,891
Revenues						
Provincial Grants - Ministry of Education and Child Care	350,000					6,010,984
Other Revenue		5,000	40,000		9,000	804,000
	350,000	5,000	40,000	-	9,000	6,814,984
Expenses						
Salaries						
Teachers						3,396,652
Principals and Vice Principals						75,000
Educational Assistants						284,362
Support Staff	70,000					140,647
Other Professionals						193,629
Substitutes						20,325
	70,000	-	-	-	-	4,110,615
Employee Benefits	16,100					940,383
Services and Supplies	263,900	5,000	40,000		9,000	1,608,843
	350,000	5,000	40,000	-	9,000	6,659,841
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	155,143
Interfund Transfers						
Tangible Capital Assets Purchased						(155,143)
	-	-	-	-	-	(155,143)
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 58 (Nicola-Similkameen)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	149,000		149,000	9,287,633
Investment Income		100,000	100,000	10,000
Amortization of Deferred Capital Revenue	1,108,104		1,108,104	1,019,121
Total Revenue	1,257,104	100,000	1,357,104	10,316,754
Expenses				
Operations and Maintenance	149,000		149,000	9,287,633
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,779,510		1,779,510	1,660,317
Transportation and Housing	180,741		180,741	192,632
Total Expense	2,109,251	-	2,109,251	11,140,582
Net Revenue (Expense)	(852,147)	100,000	(752,147)	(823,828)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	155,143		155,143	40,000
Total Net Transfers	155,143	-	155,143	40,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	562,500	(562,500)	-	
Total Other Adjustments to Fund Balances	562,500	(562,500)	-	
Budgeted Surplus (Deficit), for the year	(134,504)	(462,500)	(597,004)	(783,828)



**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: Steve McNiven
Superintendent of Schools**

RE: POLICY COMMITTEE REPORT

DATE: June 14, 2023

The new Policy Committee was struck on Wednesday, June 7th. The Policy Committee consists of the following members:

- Shane Coutlee – Lower Nicola Indian Band
- Richard Jensen - Nicola Valley Princeton District Teacher Union
- Dan Duncan – Nicola Valley Principal & Vice Principal Association
- Madison Homes – District Parent Advisory Council
- Shelley Tomkinson – CUPE
- TBD – Aboriginal Advisory Council
- Superintendent – Stephen McNiven
- Secretary-Treasurer – Dylan Richardson
- School Trustees

Trustees will be provided with a summary based on the agenda below. The presentation is included for review.

- Policy Committee Terms of Reference
- Policy Audit Overview
- Review of Policy 1.40 Policy Development and Currency (Draft)
- Future Dates for Committee Work

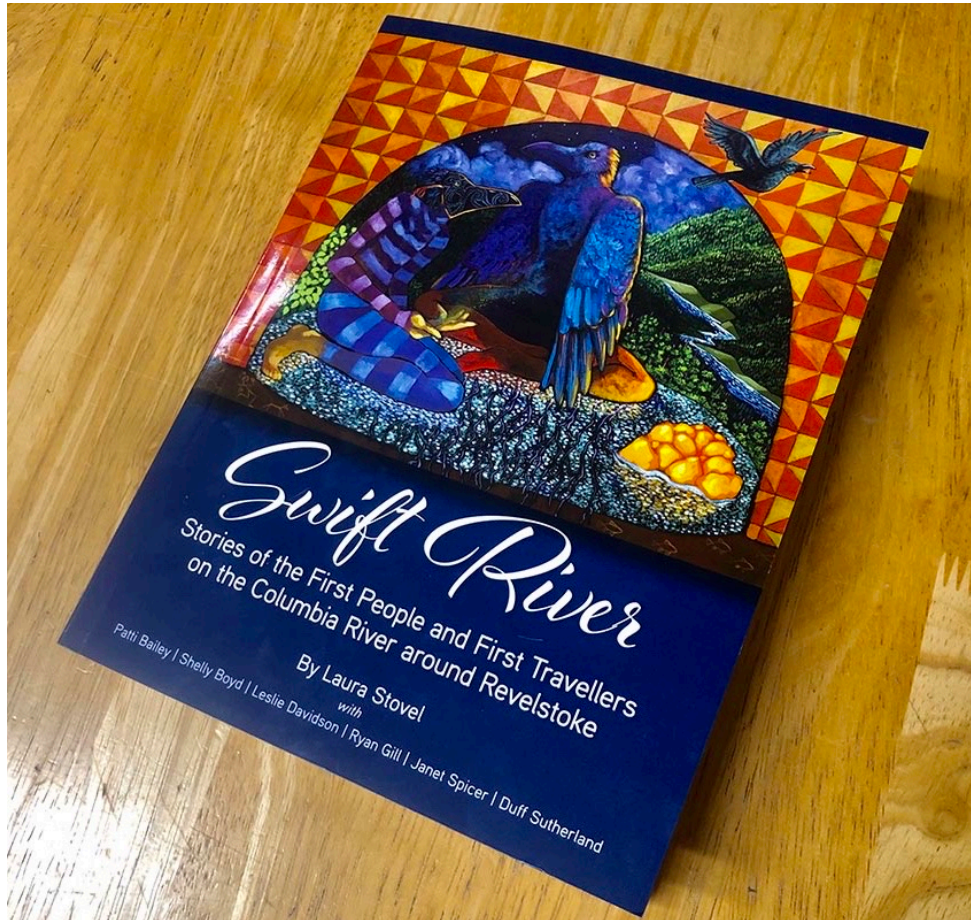
SMcN/sc



POLICY REVIEW PROJECT



Policy Committee
June 2023



I want to express my gratitude for the opportunity I have to live, work, play, learn and thrive on the unceded, traditional territories of the Ktunaxa, Secwepemc, Sinixt and Syilx peoples.

... Anne Cooper

A little bit about me



Anne Cooper's last day of work is set for August 30

Anne Cooper retiring after 14 years with school district

Anne Cooper retiring as Revelstoke superintendent after 14 years in district and 35 years in education.

ALEX COOPER / Jun. 28, 2013 5:00 a.m. / NEWS



I live in Revelstoke ...



I like to have some fun ...

“All of my words, if not well put nor
well taken, are well meant.”

Woody Guthrie

IMPORTANCE OF POLICIES IN PROVIDING DIRECTION

Boards are **direction setters** for the district.

- The board sets the **overall direction** for the school system through its **strategic planning**; and, along with its **mission, vision, and values**, the Board articulates the **strategic goals** for the system.
- The Board sets **financial direction** through the financial plan and annual budget that determines how resources are allocated to schools, departments and programs.
- The Board also **provides direction through its policies**. This includes planning, developing, implementing, evaluating and revising policy.



SD #58 (NICOLA-SIMILKAMEEN)

ENHANCING LEARNING PLAN - ORGANIZATIONAL EXCELLENCE

Context:

Organizational excellence requires staying true to the Vision, Mission, and Values of School District No. 58. It is a commitment to improving student achievement and success through quality teaching and relevant programs, effective use of data for planning and decision making, and development of strategic goals/strategies that focus on continuous improvement for students and staff.

District Goal and Examples of Objectives and Actions:

Goal - To improve student success through effective governance and the alignment of planning, the effective allocation of funding and modernization.

Objectives:

- 1) Provide effective board governance
- 2) Achieve financial stability and maintain financial accountability
- 3) Improve operational efficiency
- 4) Modernization of structures, processes and policies



Examples of District Based Action Items:

Refine funding projections	Develop a district wide hardware plan for students/teachers	Align planning documents (Strategic Plan, EA, LEA, District Plan)	Improve communication (develop communication plan)
Connect budget to Strategic Plan / Enhancing Learning Plans	Improve technology infrastructure	Ricoh microfiche project	Review and update District policy



Success for all learners,
today and tomorrow



WHAT THIS PROJECT IS,
AND ISN'T

IT **IS NOT** A DEMOLITION WITH
A MODULAR HOME
SUBSEQUENTLY PLACED
ON THE SITE

As we undertake this project, rest
assured we will honour and affirm
the good work of the past.



WHAT THIS PROJECT IS,
AND ISN'T

IT **IS** A COMPLETE RENOVATION

- ✓ Some elements supported by the consultant; others handled by the homeowner – a two track process to coordinate
- ✓ We are living in our home while we work, so during renovations, we will be addressing day-to-day and emergent policy issues
- ✓ We must work around other household chores, priorities and projects – it will take time



HOW THE PROJECT WILL UNFOLD

- ✓ The Superintendent and Secretary Treasurer have surfaced new policy needs and priority renovations and they will be addressed
- ✓ Room by room assessment undertaken, blueprints developed
- ✓ The consultant will provide drafts; suggesting locations of walls, changes within a room and recommendations how to declutter
- ✓ The district will approve formats and branding, i.e. interior decorating,
- ✓ Revised policies will be brought 'up to code'
- ✓ The kitchen will be first, Section 100 Governance

POLICY CONTEXT - WRITTEN GUIDANCE

BY THE BOARD, THROUGH POLICY	BY THE SUPERINTENDENT/SECRETARY TREASURER, THROUGH ADMINISTRATIVE PROCEDURES
Governance	Management
What	How
Policy creation	Policy implementation
Global issues	Specific issues
Longer term	Day to day
DOING THE RIGHT THINGS	DOING THINGS RIGHT

Governance and Operations Context

Board Roles

Strategic Direction

Policy Development

Defining Expectations

Community & Citizen Engagement

Senior Staff Roles

Operationalizing Goals

Policy Implementation

Communicating Expectations

Addressing Concerns

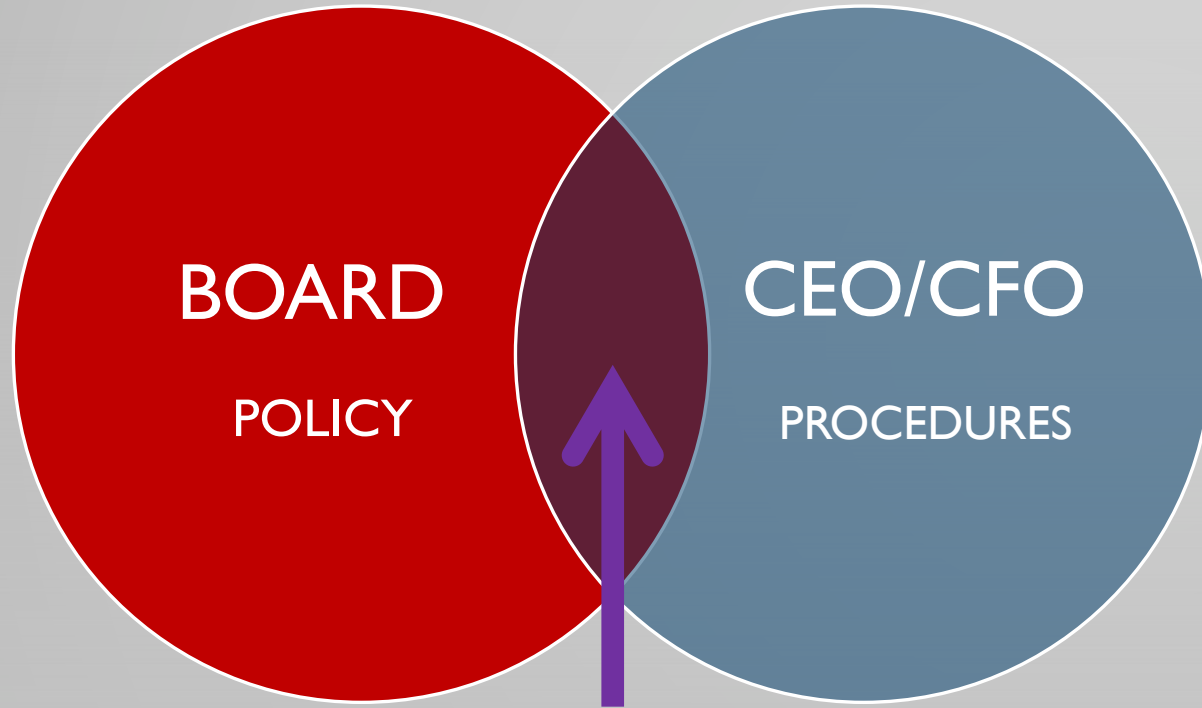
We want to avoid:

- X Good policy, but not followed
- X Poor policy
- X Unclear policy
- X No policy

IT IS NOT THE BOARD'S ROLE TO RUN THE DISTRICT

IT IS THE BOARD'S ROLE TO SEE TO IT THAT THE DISTRICT IS RUN WELL

WELL-UNDERSTOOD INTERSECTION OF POLICY AND PROCEDURES AND DELINEATION OF ROLES AND ACCOUNTABILITIES



Here is where potential problems lie...
Shared understanding and commitment.



It is the policies established by the
board that guide this relationship.

WRITTEN GUIDANCE COMPONENTS

POLICY: Formal, brief and high-level statements that embrace the vision, mission, beliefs, goals, objectives, and acceptable approaches for an area. Policies may state mandatory requirements, and often include references to legislation.

Policy attributes include the following:

- Require compliance (mandatory)
- Focus on desired results, not on means of implementation
- Further defined by guidelines

GUIDELINES: Specific statements or administrative instructions designed to achieve the policy's objectives by providing a framework within which to implement procedures. Typically provided previously as Regulations.

- A guideline is a description of an intended approach.

ADMINISTRATIVE PROCEDURES: Procedures describe process: who does what, when they do it, and under what criteria.

Procedures may include forms and charts.

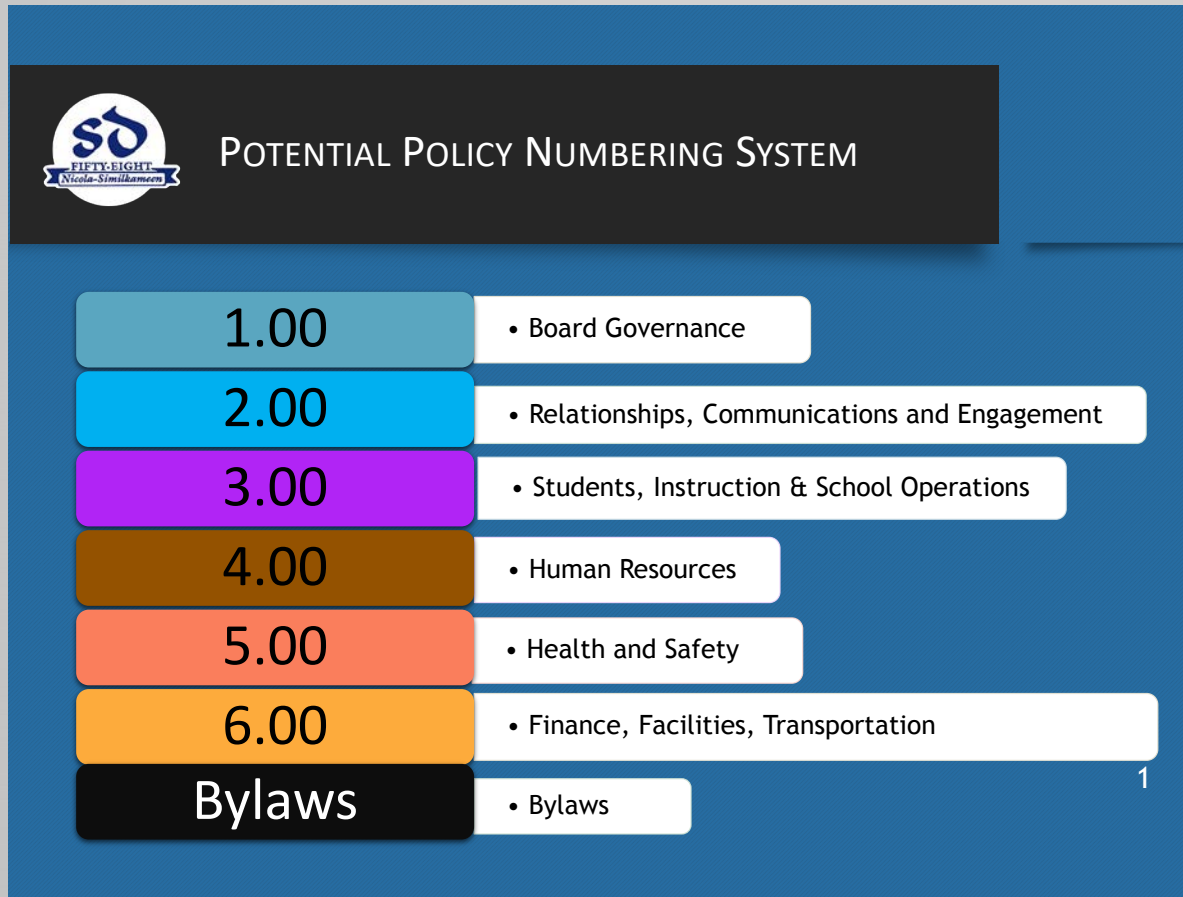
- A series of steps taken to address a policy or issue.
- Procedures provide a quick reference, to provide timely responses, particularly useful in times of crisis.



ADMINISTRATIVE PROCEDURES

- ✓ The **Policy** describes what to do, and the **Administrative Procedure** tells how to do it.
 - ❑ Policies may be supported with an administrative procedure. – but not all policies will have a corresponding procedure
- ✓ **Administrative Procedures** are developed carefully to ensure that they accurately reflect the Board's intentions as stated **in the policy statements**.

POTENTIAL POLICY NUMBERING SYSTEM



Thank
You



**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 1.40 POLICY DEVELOPMENT
AND CURRENCY – FIRST READING**

DATE: June 14, 2023

Attached Trustees will find the revised DRAFT version of Policy 1.40 – Policy Development and Currency. We are pleased to report that the new Policy Committee has reviewed the original draft, and their valuable input has been included in the second draft.

The policy reflects both the Policy Committee and the Board's belief that input from rightsholders, and interested and affected groups is a valuable component of the policy development process.

Unless there are further amendments, the updated policy is being brought forward for second, third and final reading.

SMcN/sc



POLICY 1.40 POLICY DEVELOPMENT AND CURRENCY

Policy making is one of the most important responsibilities of the Board of Education and critical to good governance. The Board holds the responsibility to develop, amend, approve, and repeal policies to provide direction and guidance for the district, consistent with the *School Act* and its regulations, ministerial orders, and other legislation. The Board believes that input from rightsholders and interested and affected groups is a valuable component of the policy development process and contributes to the successful implementation of policies.

The Board authorizes the Superintendent to establish Administrative Procedures to provide direction regarding the implementation of policy and general operational matters.

Administration in Policy Absence

In the absence of Board policy, in emergent matters, the Superintendent may act at the Superintendent's discretion and advise the Board Chairperson. If necessitated, the Superintendent will inform the Board of the potential need for future policy development.

Policy Development Process:

1. Policy Initiation
 - 1.1. The need for a new policy or revisions to existing policy may be identified by the Board, the Superintendent, Secretary Treasurer, or as a result of a Board Standing or Working Committee recommendation or provincial government requirements.
 - 1.2. , Rightsholders and interested and affected groups, or a member of the district community at large, can suggest a policy be developed or amended.
 - 1.3. Requests will be considered by the Policy Committee of the Board.
2. Policy Development
 - 2.1. It is the responsibility of the Superintendent and Secretary Treasurer to support the Board in policy development by obtaining necessary information, outlining policy alternatives and the preparation of draft policy. When appropriate, the Superintendent or Secretary Treasurer shall seek legal or expert advice on the intent and the wording of policy.



- 2.2. The Board Policy Committee will advise on new or revised policy prior to presentation to the Board, including policies that require minor housekeeping changes or an amendment does not affect the general intent of the policy.
 3. Consultation
 - 3.1. The Board welcomes the input of rightsholders and interested and affected parties and public, within the district, with respect to the development and revision of its policies. New policy, or revisions to existing policy, shall be presented at a Board Meeting, and authorized for consultation, depending on the nature of the policy, utilizing one of the mechanisms below.
 - 3.1.1. Public Notice and Comment – The policy may be circulated for comment and feedback, the timelines will coincide with the dates for preparation of the subsequent Board Agenda.
 - 3.1.2. Review By Existing Committees – The policy may be presented to an existing committee for discussion and advice.
 - 3.1.3. Ad-hoc Working Committee – An ad-hoc working committee may be struck to provide feedback and advice regarding the matter .
 4. Adoption
 - 4.1. Subsequent to the consultation period, the policy shall be brought forward to a Board Meeting, with the feedback summarized, for any further discussion and final approval.
 - 4.2. Should the extent of feedback be such that the Board feels the policy would benefit from further input, the policy may be referred to the Policy Committee.
 - 4.3. The Board has the ability to make amendments to policy without public consultation in cases where the changes are of a minor housekeeping nature, or the amendment does not affect the general intent of the policy.
 5. Policy Implementation
 - 5.1. It is the Superintendent's responsibility as Chief Executive Officer to oversee the implementation of Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue Administrative Procedures.
 6. Policy Publication
 - 6.1. Board policies will be kept up to date in electronic format and published on the district website.
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7. Policy Currency

- 7.1. The Superintendent and/or Secretary Treasurer shall be responsible for calling the Board's attention to any policies that are out of date or, for other reasons, appear to need revision.
- 7.2. The Board will review governance policies at least once, within the Board's term of office.