

AGENDA

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

**MERRITT SCHOOL BOARD OFFICE
WEDNESDAY, FEBRUARY 21, 2024, 6:00 P.M.**

Success for ALL Learners Today and Tomorrow

1. Acknowledgement of the Traditional Territories and Metis Community
2. Agenda
3. Minutes
 - a) of the Open Meeting held January 10, 2024
 - b) of the Open Policy Committee Meeting held January 16, 2024
4. Business Arising from the Minutes
5. Reports
 - a) Closed Meeting held January 10, 2024
6. **EDUCATION**
 - a) Merritt Secondary School Applied Design, Skills, and Technologies
 - b) French Immersion Update
 - c) Truth and Reconciliation – Equity in Action (Theory of Change)
 - d) Premier Announcement – Keeping Kids Safe Online and in School
 - e) Framework for Enhancing Student Learning Report
 - f) District Calendar
 - * g) Superintendent's Report

7. **OPERATIONS**

- a) Riverside Learning Centre Update Child Care

8. **AUDIT AND FINANCE**

- a) 2023-2024 Quarterly Financial Update
- b) Extra-Curricular Travel Costing
- c) 2023-2024 Amended Annual (Final) Budget
- d) 2024-2025 Annual (Preliminary) Budget Process

9. **POLICY**

First Reading

- a) Policy 2.10 Addressing Concerns and Complaints
- b) Policy 2.20 Volunteers

Second Reading

- a) Policy 1.23 Conflict of Interest (1st Reading)
- b) Policy 1.70 Trustee Remuneration and Expenses (1st Reading)
- c) Policy 1.71 Trustee Professional Learning and Engagement (1st Reading)

Third Reading

- a) Policy 1.10 Vision and Guiding Principles (2nd Reading)
- b) Policy 1.20 Board Authority and Responsibilities (2nd Reading)
- c) Policy 1.21 Role of the Chairperson & Vice-Chairperson (2nd Reading)
- d) Policy 1.22 Trustee Code of Conduct (2nd Reading)
- e) Policy 1.30 Delegation of Authority (2nd Reading)
- f) Policy 1.50 Board Committees (2nd Reading)
- g) Policy 1.51 Board Liaison Assignments (2nd Reading)
- h) Policy 1.52 Board Representation (2nd Reading)
- i) Policy 1.53 Okanagan Labour Relations Council (2nd Reading)
- j) Policy 1.60 Board Correspondence (2nd Reading)
- k) Policy 2.30 Public Interest Disclosure (2nd Reading)

Policies Recommended for Repeal

- a) Policy 502.2 Maintenance of Order And Protection of Students
- b) Policy 1002.1 Parents' Advisory Council
- c) Policy 1005.9 Surveys
- d) Policy 1004.8 Civil Defense

10. **TRUSTEE REPORTS**

- * a) Student Trustee Reports (Merritt)
- * b) P.A.C. Reports
- * c) D.P.A.C Reports
- d) Indigenous Education Council Update
- e) Other Reports

11. **CORRESPONDENCE**

- a) Letter from Vermilion Forks P.A.C.

12. **PUBLIC QUESTION PERIOD**

13. **ADJOURNMENT**

MINUTES

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

**PRINCETON SECONDARY SCHOOL CONFERENCE ROOM
WEDNESDAY, JANUARY 10, 2024, 6:00P.M.**

Success for ALL Learners Today and Tomorrow

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

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

AGENDA

24/004 It was moved by Trustee Ward and seconded by Trustee Kent-Laidlaw:

 THAT the agenda be approved as presented.

MOTION CARRIED

MINUTES

24/005

It was moved by Trustee Rainer and seconded by Trustee Ward:

THAT the minutes of the Open Meeting held December 13, 2023, be adopted as amended.

MOTION CARRIED

Business Arising from the Minutes

None.

UNADOPTED MINUTES OF THE POLICY COMMITTEE MEETING HELD DECEMBER 12, 2023

24/006

It was moved by Trustee Ward and seconded by Trustee Kent-Laidlaw:

THAT the minutes of the Open Meeting held December 12, 2023, be adopted as amended.

MOTION CARRIED

EDUCATION

Truth and Reconciliation – 2022/2023 How Are We Doing Report:

The Superintendent provided an overview of the How Are We Doing Report. This document provides a comprehensive overview of 2022/2023 data for the district and is available on the Ministry of Education and Child Care website for review: [SD58 2022-2023 HAWD](#).

ChildCareBC New Spaces Funding:

Superintendent McNiven and District Vice-Principal of Early Learning and Child Care Daniella Bennie spoke to the media release announcing that B.C.'s Ministry of Education and Child Care has committed to \$10,272,474 in funding to support child care in Princeton. They provided an overview of the New Spaces Project for Riverside Learning Centre.

Skills, Trades and Post-Secondary Transition Update:

District Trades and Skills Coordinator, Principal Kevin McGifford, provided Trustees with a 2023-2024 District Update. This included Youth Train in Trades, Youth Work in Trades, Work Experience, Dual Credit Opportunities, SD58 Rocks, Career Life Connections, and Nicola-Similkameen/NVIT Post-Secondary Transition Support.

Anti-Racism Plan:

Assistant Superintendent Kempston spoke to the district's development of its Anti Racism Plan. Students, families, rightsholders, and staff believe that all students in the Nicola-Similkameen District can only achieve their full potential in an educational community that is equitable, free of racism and systemic barriers, and where all students, staff and families feel welcome, safe, respected, and valued. The Nicola-Similkameen School District is committed to being an Anti-Racist District with an authentic and action focused commitment to equity for all students, families, staff, and communities.

2024/2025 District Calendar:

The 2024/2025 District Calendar was brought forward for consideration by the Superintendent. The calendar includes the correct number of days in session and days of instruction meeting the Ministry of Education and Child Care requirements.

24/007

It was moved by Trustee Jepsen and seconded by Trustee Ward:

THAT the Board approve the 2024/2025 District Calendar and it be brought forward for public review prior to submission for Ministry approval.

MOTION CARRIED

Superintendent's Report:

The Superintendent circulated and spoke to his report highlighting the events that have taken place across the district over the past month.

OPERATIONS

Not an agenda item for this meeting.

AUDIT AND FINANCE

2023-2024 Ministry of Education Funding Announcement

The Secretary Treasurer provided Trustees with information on the funding announcement from the Ministry of Education and Childcare. The September 2023 enrolment verification produced increased student enrolment since the district's initial enrolment projections made February 2023. As a result, the Ministry of Education and Child Care announced an increase in operating dollars, \$299,475, which will be used to prepare the 2023-2024 amended annual budget.

2022-2023 Statement of Financial Information Report:

The Secretary Treasurer informed Trustees that the Statement of Financial Information (SOFI report) has been filed, as per the Financial Information Act.

2022-2023 Charities Report:

Trustees were provided a copy of the 2022-2023 Charities Report for the school district. Secretary Treasurer Richardson explained the Registered Charity Information Return is a report that all charities must file each year within six months of fiscal year end, which is December 31st for the school district (our year end is June 30).

POLICY

Policy 1.23 Conflict of Interest:

24/008

It was moved by Trustee Kent-Laidlaw and seconded by Trustee Ward:

THAT the Board move Policy 1.23, Conflict of Interest, forward for first reading.

MOTION CARRIED

Policy 1.70 Trustee Remuneration and Expenses:

24/009

It was moved by Trustee Kent-Laidlaw and seconded by Trustee Ward:

THAT the Board move Policy 1.70, Trustee Remuneration and Expenses, forward for first reading.

MOTION CARRIED

Policy 1.71 Trustee Professional Learning and Engagement:

24/010

It was moved by Trustee Kent-Laidlaw and seconded by Trustee Ward:

THAT the Board move Policy 1.71, Trustee Professional Learning and Engagement, forward for first reading.

MOTION CARRIED

Policy 1.10 Vision and Guiding Principles:

24/011

It was moved by Trustee Rainer and seconded by Trustee Chenoweth:

THAT the Board move Policy 1.10, Vision and Guiding Principles, forward for second reading.

MOTION CARRIED

Policy 1.20 Board Authority and Responsibilities:

24/012

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.20, Board Authority and Responsibilities, forward for second reading.

MOTION CARRIED

Policy 1.21 Role of the Chairperson & Vice-Chairperson:

24/013

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.21, Role of the Chairperson and Vice-Chairperson, forward for second reading.

MOTION CARRIED

Policy 1.22 Trustee Code of Conduct:

24/014

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.22, Trustee Code of Conduct, forward for second reading.

MOTION CARRIED

Policy 1.30 Delegation of Authority:

24/015

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.30, Delegation of Authority, forward for second reading.

MOTION CARRIED

Policy 1.50 Board Committees:

24/016

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.50, Board Committees, forward for second reading as amended.

MOTION CARRIED

Policy 1.51 Board Liaison Assignments:

24/017

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.51, Board Liaison Assignments, forward for second reading.

MOTION CARRIED

Policy 1.52 Board Representation:

24/018

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.52, Board Representation, forward for second reading.

MOTION CARRIED

Policy 1.53 Okanagan Labour Relations Council:

24/019

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.53, Okanagan Labour Relations Council, forward for second reading.

MOTION CARRIED

Policy 1.60 Board Correspondence:

24/020

It was moved by Trustee Rainer and seconded by Trustee Ward:

THAT the Board move Policy 1.60, Board Correspondence, forward for second reading.

MOTION CARRIED

Policy 2.30 Public Interest Disclosure:

24/021

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 2.30, Public Interest Disclosure, forward for second reading as amended.

MOTION CARRIED

TRUSTEE REPORTS

Student Trustee Reports:

Student Trustees Kabrie Hartwell and Matthew Williams provided Trustees with their perspective on how students can feel heard at Princeton Secondary School. Teacher's recognizing individual learning needs is a priority. Students would also like to have a voice in what (and how) they are learning. They also expressed their appreciation of the Indigenous curriculum and trades programs for a hands-on learning experience.

Trustee Reports:

Trustee Chenoweth reported on Collettsville Elementary and SCIDES.

Trustee Rainer reported on John Allison Elementary.

Trustee Hoisington was not present to report on Nicola Canford Elementary.

Trustee Ward reported that Vermilion Forks Elementary has their meeting next week.

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.

CORRESPONDENCE

None.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

Motion to adjourn was made by Trustee Ward and seconded by Trustee Rainer. The Open meeting adjourned at 8:24 pm.

Chairperson

Secretary Treasurer

MINUTES

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

**VIA TEAMS
TUESDAY, JANUARY 16, 2024, 5:00 PM**

Success for ALL Learners Today and Tomorrow

PRESENT:	Chairperson	G. Swan
	Trustees	J. Jepsen J. Kent-Laidlaw (ABSENT) E. Hoisington J. Chenoweth L. Ward D. Rainer
	Superintendent	S. McNiven
	Assistant Superintendent	J. Kempston
	Secretary Treasurer	D. Richardson
	Assistant Secretary Treasurer	L. Rusnjak (ABSENT)
	Executive Assistant	J. McGifford (ABSENT)
	Director of Education, LNIB	Shane Coutlee
	PDTU Vice President	Trina Moulin
	CUPE Local 847 President	Kristen Lupton
	PVP	Dan Duncan
	Consultant	Anne Cooper

The Secretary Treasurer recorded minutes for the duration of the meeting.

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

MINUTES

24/022 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington
THAT the minutes of the Open Meeting held November 28, 2023, be adopted as presented.

MOTION CARRIED

24/023 It was moved by Trustee Ward and seconded by Trustee Hoisington
THAT the minutes of the Open Meeting held December 12, 2023, be adopted as amended.

MOTION CARRIED

SECTION 2.00: RELATIONSHIPS, COMMUNICATION AND ENGAGEMENT

The committee reviewed the tentative organization for the overall policy manual, with Section 2.00 being considered at this meeting.

We have now finished going through section 1.00 Board Governance. Now the focus is to Section 2.00 to determine the status of existing policies (renovate, retire as a policy, etc.). Today's meeting will serve as a review of section 2.00 policies with suggested direction on next steps. Tonight Ms. Cooper is proposing revisions on Policies 2.20, 2.30, 2.40, 2.50, and 2.80 as noted in the agenda.

Ms. Cooper will recommend policies that may be considered for repeal and movement to the Administrative Procedures.

Policy 502.2: Maintenance of Order and Protection of Pupils

Ms. Cooper reviewed Policy 502.2. This policy does not add any material value to the language already stated within the School Act. The introduction for this policy reiterates language within the School Act. The Application section provides an opportunity for current practice but is better suited under the administrative procedures. She recommended that the board repeal this policy and consider making it a Procedure. Mr. Swan clarified that we should have something in place within the administrative procedures that covers off on the Application section of Policy 502.2. Ms. Cooper clarified that we need to establish the procedure as it is (i.e. cut/paste) into the Administrative Procedures guide. Mr. Coutlee asked why we want to completely change this as he found this type of document quite useful as an Administrator at a school. He added that it gives Administrators a tool with the wording of the School Act "in hand." Ms. Cooper clarified that the policy does not provide authority that is already covered by the School Act, and instead, this serves better in Administrative Procedures. It is recommended that

Policy 502.2 be repealed provided that consideration be made to include said document within the Administrative Procedures.

Additional Policies Recommended for Repeal:

Policy 1002.1: Parents' Advisory Council

Ms. Cooper reviewed the policy suggesting that we do not continue policies that are already covered by other regulatory documents (I.e. The School Act). It was recommended the policy be repealed and moved to the Administrative Procedures Guide.

Policy 1002.2: Funding for Parents' Advisory Councils

Ms. Cooper reviewed the policy that dates back to the year 1998 and suggested that we do need to continue policies that are already covered by other regulatory documents. The Ministry no longer provides the funding that is said to be provided in the policy. The budget process may provide for this but this is no longer a grant from the Ministry of Education and Childcare. It was recommended the policy be repealed and moved to the Administrative Procedures Guide.

Policy 1005.9: Surveys

Ms. Cooper reviewed the policy suggesting that we do not continue policies that are already covered by other regulatory documents. She explained the District may want to have a formal procedure that documents how a survey is carried out. Surveys would be executed at the school level under the direction of the Superintendent's office and likely not require the approval of the Board. Ms. Cooper suggested the policy be repealed and moved to the Administrative Procedures Guide.

Policy 1004.8: Civil Defense

Ms. Cooper reviewed the policy suggesting that we do not continue policies that are already covered by other regulatory documents (Ex. The School Act). Far richer, emergency protocols are in place (this policy dates back to 1998). Ms. Cooper suggested the policy be repealed and moved to the Administrative Procedures Guide.

Policy 1006: School Planning Councils

This policy is not on the website and it is suspected it has previously been repealed.

A Motion to repeal these policies and move to the Administrative Procedures will need to be made during an Open Board meeting.

24/024 It was moved by Principal Duncan and seconded by Ms. Moulin

THAT the the Board of Education, repeal and move Policy 1002:1 Parents' Advisory Council, Policy 1002:2 Funding for Parents' Advisory Councils, Policy 1005:9 Surveys and Policy 1004:8 Civil Defense to the Administrative Procedures Guide.

MOTION CARRIED

Policy 2.10: Addressing Concerns and Complaints:

Ms. Cooper reviewed Policy 2.10 in its current form. The key principles for raising and addressing concerns or complaints were presented by Ms. Cooper as highlighted in blue of the recommended changes. It was suggested to consider removing "discussed constructively" to "discussed with the goal of resolving the manner...". Ms. Cooper provided a review the sequential process for addressing concerns or complaints.

NOTE: Need to re-word the last bullet pertaining to "complainants." and instead consider "Persons who have brought forward concerns or complaints will be kept informed."

Regarding the Processes for Addressing Concerns or Complaints, Ms. Cooper clarified the advantage of the Board setting out some processes at the board level (thereby creating comfort for stakeholders) versus putting into the Administrative Procedures Guide.

Ms. Cooper referenced other specific processes provided in legislation that are to be handled in the manner specified. Three areas are identified within Policy 2.10: 1) physical or sexual abuse; 2) discrimination; 3) Bullying and harassment. Mr. McNiven highlighted the Local Education Agreement and its potential impact on this policy and that consideration be given to include the LEA. Mr. Coutlee was not certain that the LEA belonged in this policy however, a notation was made (in yellow) to circle back post-meeting.

A review of the four-step escalation process addressing a concern or complaint was provided by Ms. Cooper. Mr. Swan highlighted the importance of communication and keeping parties informed so that all stakeholders understand that the District takes concerns and complaints seriously. Ms. Ward also supported the notion of keeping the complainant updated on the progress of concerns and complaints. Ms. Moulin suggested adding a mutually agreeable plan and timeline for handling the concern or complaint. Mr. Duncan explained that you are not always leaving the conversation with a mutually agreeable plan and timeline. Ms. Cooper suggested that working together takes the place of "mutually agreeable." Ms. Lupton clarified that this speaks to the effort being made. Ms. Kempston asked whether the word "successful" was problematic as each party may have a different definition of what success might look like. Mr. McNiven added that there are times when we genuinely disagree. Ms. Kempston added that there are times when Human Rights may impact the direction taken.

Mr. Swan commented on Step 3 in the escalation process asking for clarification on the word “may.” Ms. Cooper suggested that “may” be changed to “refer the matter to...”. Ms. Cooper noted that if a concern or complaint is not approved through this process then goes to a board appeal. Mr. Coutlee suggested changing the word from “may” to “will” as it pertains to appealing to the Board. Ms. Cooper suggested the use of the word “can” or keeping the word “may” so that the wording is such that the appeal may or may not go to the board (I.e. not all outcomes of this process will result in an appeal to the board).

Mr. Coutlee confirmed that it is appropriate to keep the LEA in this policy (as highlighted in yellow). In addition, Mr. Coutlee expressed the importance of documents in writing with signatures versus just verbally (this is in reference to Step #1). Mr. Swan explained that staff should provide a written summary of what was verbally stated. Ms. Cooper referenced that “in writing” is cited in Step 2 and therefore we do not need to change it to Step 1.

Ms. Cooper explained that an Administrative Procedure may provide information that elaborates on these steps (ex. a pamphlet or website source).

Mr. McNiven shared “How to Get Help with a Concern” that is published on the school district website.

Policy 2.20: Volunteers:

Note: This was previously Policy 1005.10 – School Volunteers. Ms. Cooper reviewed the details of the policy noting that we should not exclude the broad range of people supporting our schools and suggested that we use the Ministry terminology. Ms. Ward and Mr. Coutlee affirmed that “overall development” being considered in place of “intellectual and social development.”

Ms. Cooper recommended that reference to “parents, guardians and other volunteers” be changed to “volunteers.”

Ms. Cooper highlighted that the first portion of paragraph 2 is redundant of the information presented in paragraph 1 and should be removed. She suggested using “equity and respect” in place of “the values of fairness, tolerance, and the respective for all persons.”

There will be added language that Superintendent will devise with appropriate procedures to provide guidance.

Ms. Cooper highlighted the addition of the section “Code of Conduct for Volunteers”. Ms. Ward asked if the Code of Conduct would be handled under the Administrative Procedures (perhaps on a training day). Mr. McNiven referenced other Codes of Conduct and noted that Administrative Procedures will need to be cleaned up. Ms. Ward questioned the use of cell phones. Mr. McNiven clarified that we want to be clear on items such as cell phones but this will need to be reviewed. Mr. Swan would like to see a document that volunteers sign-off on that agrees with the Code of Conduct. Mr. McNiven noted this for follow-up. Mr. Swan, referencing cell phones, added the need to have verbiage that cell phones are not used for photographs to protect the privacy of students.

Ms. Moulin confirmed the existence of a form that volunteers currently must sign-off on.

Ms. Cooper indicated the need to refine this work (i.e. Code of Conduct) to procedures for different types of work. Ms. Cooper reviewed the Code of Conduct (highlighted in blue) to confirm the wording, “applies to ALL volunteers.” Ms. Cooper spoke to good progress being made on the Volunteer Code of Conduct but wonders if the wording is too specific.

Ms. Kempston and Ms. Cooper clarified that the first bullet in the Code of Conduct should read “take direction, when provided, from staff”. Ms. Moulin suggested replacing “take” with “consider.” Mr. Swan referenced MSS sports teams whose coaches are volunteers. Mr. McNiven clarified that the spirit of this bullet services a bit of a safety net for the school district. Ms. Cooper is not sure that “take direction” is the correct wording and should be reconsidered. Mr. Coutlee likes the wording “take direction” as does Mr. Swan. Consideration will be given to leave “take direction” and change “when provided” to “if provided.”

Regarding the exchange of phone numbers and contact information, Ms. Cooper suggested changing the wording to “without permission from the Principal.”

Clarification was provided on the last bullet titled “outside of my volunteer duties.” This speaks to the notion that contact with students is within the parameters of the event and volunteer duties, and under the approval of the Principal.

The Code of Conduct will be supported by Administrative Procedures.

Mr. Swan surveyed the committee. Should Policies 2.10 and 2.20 go forward for public circulation and comment. The consensus was to move forward.

Ms. Kempston noted the “anyone is able to have an advocate” wording. Should this be cited at the start?

ADJOURNMENT

Motion to adjourn was made by Trustee Ward and seconded by Trustee Hoisington.
The Open Policy Meeting was adjourned at 6:41 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

**RECORD OF CLOSED MEETING
Held Wednesday, January 10, 2024
Princeton Secondary School Conference Room**

PRESENT: **TRUSTEES:** G. Swan (Chair), J. Kent-Laidlaw, J. Chenoweth, L. Ward, D. Rainer, J. Jepsen

STAFF: S. McNiven, Superintendent of Schools
J. Kempston, Assistant Superintendent
D. Richardson, Secretary-Treasurer
L. Rusnjak, Assistant Secretary-Treasurer
J. McGifford, Executive Assistant (Recording Secretary)

REGRETS: E. Hoisington

Call to Order: 4:30 p.m.

Motion to approve the agenda

Motion to exclude the public

Approval of Minutes of Prior Meetings: November 8, 2023, and November 11, 2023

Agenda Items

1. Education
 - Updates provided by the Superintendent & Assistant Superintendent
2. Personnel
 - Teacher, Support, Exempt Updates
 - Labour Management Updates
3. Trustee Queries
 - Question regarding one of the school district's properties.
4. Adjournment: 5:55 p.m.

Dylan Richardson
Secretary Treasurer/CFO



**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: MERRITT SECONDARY SCHOOL APPLIED
DESIGN, SKILLS AND TECHNOLOGIES (ADST)**

DATE: February 21, 2024

Merritt Secondary School staff will provide a presentation on student projects taking place in the ADST program during the 2023-2024 school year.

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: Jane Kempston
Assistant Superintendent of Schools**

RE: FRENCH IMMERSION UPDATE

DATE: February 21, 2024

Jane Kempston, Assistant Superintendent will be providing an update on the French Immersion Growth Grant as provided by French Coordinator Nicole McKay-Smith in the areas of:

1. Hiring a videographer/director to create promotional videos for the FI elementary and secondary schools.
2. Updating the progress of the French Advisory Committee.
3. Contracting a professional to complete a French Immersion program review.
4. Cultural Field Trips.
5. The purchasing of French Immersion resources.
6. Offer pedagogy and engagement-specific training to French Immersion teachers - \$25,000.
7. "French for a Day" Pre-K Symposiums at daycares to promote the intake of French Immersion students.

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

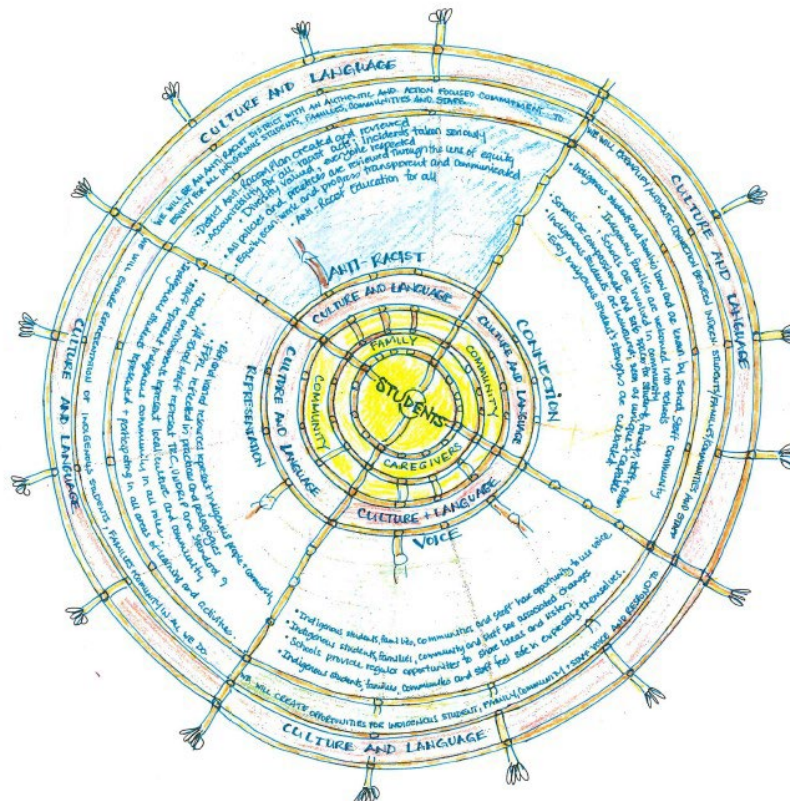
TO: All Trustees

FROM: Jane Kempston
Assistant Superintendent of Schools

RE: TRUTH AND RECONCILIATION -
EQUITY IN ACTION (THEORY OF CHANGE)

DATE: February 21, 2024

Jane Kempston, Assistant Superintendent, will update Trustees on the Equity Scan Theory of Change Plan development as well as the changes that we are already seeing within the District based on the work done by the Equity Scan Committee and Schools.



JK/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: **FRAMEWORK FOR ENHANCING**
STUDENT LEARNING REPORT
DATE: February 16, 2024

Senior staff will provide an overview of the Framework for Enhancing Student Learning Report. A summary of the report is provided below:

Focus Area 1 – District’s Approach to Continuous Improvement

The district’s report shows evidence that the district employs selected components of continuous improvement processes while working to build upon their application.

Strength:

The report demonstrates components of a continuous improvement cycle.

Consideration:

Future reports would benefit from a more concise, explicit description of the cycle.

Focus Area 2 – Data and Evidence (Qualitative Data)

The district’s report shows evidence that the district engages in several components of comprehensive data and evidence review processes.

Strength:

The report provides a comprehensive analysis of local and provincial data connected to areas for growth.

Consideration:

Future reports would benefit from consistently including all priority populations in the data analysis and interpretation.

Focus Area 3 – Ongoing Engagement (Qualitative Evidence)

The district’s report shows evidence that the district has components of broad and meaningful engagement processes in place.

Strength:

The report provides a description of various engagement activities.

Consideration:

Future reports would benefit from providing additional evidence of ongoing engagement and how the feedback informed the next steps.

Focus Area 4 – Alignment and Adaptations

The district's report shows evidence that the district has several components of vertical and horizontal alignment and adaptation processes in place.

Strength:

The report demonstrates that the district has aligned their strategic plan to local context.

Consideration:

Future reports would benefit from a more explicit description of alignment of district departments and adjusted strategies.

Focus Area 5 – Improving Equity of Learning Outcomes

Focus Area 5.1 – Focus on Indigenous Students The district's report shows clear evidence that the district has focused its attention on Indigenous students.

Strength:

The report focuses on Indigenous students.

Focus Area 5.2 – Focus on Children and Youth in Care The district's report shows limited evidence that the district focuses on children and youth in care.

Consideration:

Future reports would benefit from clearly identifying gaps and articulating targeted strategies for children and youth in care.

Focus Area 5.3 – Focus on Students with Disabilities or Diverse Abilities The district's report shows some evidence that the district focusses on students with disabilities or diverse abilities and is working to further improve equity of learning outcomes.

Strength:

The report demonstrates a clear focus on students with disabilities or diverse abilities.

Consideration:

Future reports would benefit from explicitly connecting targeted strategies to gaps identified in the data analysis.

A handwritten signature in black ink, appearing to be 'SMcN/sc'.

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: Stephen McNiven
Superintendent of Schools**

**RE: RIVERSIDE LEARNING CENTRE
CHILD CARE PROJECT UPDATE**

DATE: February 21, 2024

Senior staff will provide an update on the Riverside Child Care Project. The update will include a review of the most recent floor plan revisions, planning for continuity of service and upcoming communication for staff, families, and the community.

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: 2023-2024 Quarterly Financial Update

DATE: February 16, 2024

Enclosed trustees will find a copy of the quarterly financial update for the period, July 1 – December 31, 2023. An overview of the report will be provided and trustees will be provided with an opportunity for queries.

Dylan Richardson
Secretary Treasurer/CFO

School District No. 58 (Nicola-Similkameen)

Quarterly Budget Report - Operating Fund

For the Period Ended December 31, 2023

	Annual Budget	July - Dec Expenses	Remaining	%	Outstanding Purch Orders
<u>Salaries & Benefits</u>					
Teachers	9,510,322	3,751,225	5,759,097	39%	
Principals and VP	2,363,937	1,234,567	1,129,370	52%	
Support Staff	3,265,963	1,634,480	1,631,483	50%	
Educational Assts	3,084,368	1,320,962	1,763,406	43%	
Other Professionals	1,280,395	697,015	583,380	54%	
Replacement TTOC	290,429	216,948	73,481	75%	
Replacement CUPE	484,510	229,282	255,228	47%	
Total Salaries:	\$ 20,279,924	\$ 9,084,479	\$ 11,195,445	45%	
Benefits	4,334,185	1,751,757	2,582,428	40%	
Total Salaries & Benefits:	\$ 24,614,109	\$ 10,836,237	\$ 13,777,872	44%	
Benefits As a % of Total Salaries	21.37%	19.28%			
<u>Services & Supplies</u>					
Professional Services	\$ 1,010,479	\$ 917,658	\$ 92,821	91%	* \$ 80,405
Student Transportation	160,000	99,976	60,024	62%	
Professional Dev & Travel	290,000	159,953	130,047	55%	
Rentals and Leases	45,390	23,365	22,025	51%	
Dues and Fees	99,488	77,146	22,342	78%	*
Insurance	72,225	92,472	20,247	128%	*
Supplies	1,365,311	820,374	544,937	60%	\$ 72,845
Utilities	696,000	326,825	369,175	47%	
Total Services & Supplies:	\$ 3,738,893	\$ 2,517,769	\$ 1,221,124	67%	
Grand Total	\$ 28,353,002	\$ 13,354,006	\$ 14,998,996	47%	

The majority of school district expenses are incurred during the School Year, September - June.

** Expenses Are Represented By Front-End Loaded Expenses For The School Year.*

Good To Go

A Little Heavy

High



**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: Extra-Curricular Travel Costing

DATE: February 16, 2024

Trustees will be provided with an overview of the school district's student transportation costs, the changes introduced to schools for curricular and extra-curricular travel costs, and new information from the amended budget to help offset the effects of the recent changes made. Following a brief presentation, trustees will be provided with a time for discussion.

Dylan Richardson
Secretary Treasurer/CFO



**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: 2023-2024 Amended Annual (Final) Budget

DATE: February 16, 2024

Enclosed, trustees will find a copy of the 2023-2024 Amended Annual Budget that will be presented with an opportunity for discussion and queries. Trustees will be requested for three motions (1st, 2nd & 3rd Reading) adopting a Budget By-Law totaling, \$39,999.398.

Dylan Richardson
Secretary Treasurer/CFO

Amended 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 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) (called the "Board") to adopt the Amended 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 Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 58 (Nicola-Similkameen) Amended 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 \$39,999,398 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 21st DAY OF FEBRUARY, 2024;

READ A SECOND TIME THE 21st DAY OF FEBRUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 21st DAY OF FEBRUARY, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 58 (Nicola-Similkameen) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the 21st DAY OF FEBRUARY, 2024.

Secretary Treasurer

School District No. 58 (Nicola-Similkameen)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	2,176,193	2,107,125
Adult	55,750	13,625
Total Ministry Operating Grant Funded FTE's	2,231,943	2,120,750
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	31,589,954	30,564,909
Other	94,992	34,200
Other Revenue	4,601,972	3,915,922
Rentals and Leases	65,860	88,878
Investment Income	422,250	309,091
Amortization of Deferred Capital Revenue	1,114,103	1,108,104
Total Revenue	37,889,131	36,021,104
Expenses		
Instruction	29,441,298	28,108,047
District Administration	1,865,675	1,991,948
Operations and Maintenance	6,392,098	5,901,132
Transportation and Housing	1,611,969	1,120,967
Total Expense	39,311,040	37,122,094
Net Revenue (Expense)	(1,421,909)	(1,100,990)
Budgeted Allocation (Retirement) of Surplus (Deficit)	713,279	503,986
Budgeted Surplus (Deficit), for the year	(708,630)	(597,004)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(708,630)	(597,004)
Budgeted Surplus (Deficit), for the year	(708,630)	(597,004)

School District No. 58 (Nicola-Similkameen)

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

	2024 Amended Annual Budget	2024 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	29,419,811	28,353,002
Special Purpose Funds - Total Expense	7,608,807	6,659,841
Special Purpose Funds - Tangible Capital Assets Purchased	74,240	155,143
Capital Fund - Total Expense	2,282,422	2,109,251
Capital Fund - Tangible Capital Assets Purchased from Local Capital	614,118	562,500
Total Budget Bylaw Amount	39,999,398	37,839,737

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

School District No. 58 (Nicola-Similkameen)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,421,909)	(1,100,990)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(74,240)	(155,143)
From Local Capital	(614,118)	(562,500)
From Deferred Capital Revenue	(4,954,502)	(3,312,421)
Total Acquisition of Tangible Capital Assets	(5,642,860)	(4,030,064)
Amortization of Tangible Capital Assets	1,975,510	1,960,251
Total Effect of change in Tangible Capital Assets	(3,667,350)	(2,069,813)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(5,089,259)	(3,170,803)

School District No. 58 (Nicola-Similkameen)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,288,902		10,111,867	12,400,769
Changes for the year				
Net Revenue (Expense) for the year	(713,279)	74,240	(782,870)	(1,421,909)
Interfund Transfers				
Tangible Capital Assets Purchased		(74,240)	74,240	-
Net Changes for the year	(713,279)	-	(708,630)	(1,421,909)
Budgeted Accumulated Surplus (Deficit), end of year	1,575,623	-	9,403,237	10,978,860

School District No. 58 (Nicola-Similkameen)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	24,688,033	24,404,925
Other	79,704	34,200
Other Revenue	3,529,222	3,111,922
Rentals and Leases	65,860	88,878
Investment Income	343,713	209,091
Total Revenue	28,706,532	27,849,016
Expenses		
Instruction	22,127,199	21,672,839
District Administration	1,762,502	1,871,368
Operations and Maintenance	4,198,556	3,929,281
Transportation and Housing	1,331,554	879,514
Total Expense	29,419,811	28,353,002
Net Revenue (Expense)	(713,279)	(503,986)
Budgeted Prior Year Surplus Appropriation	713,279	503,986
Budgeted Surplus (Deficit), for the year	-	-

School District No. 58 (Nicola-Similkameen)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	26,967,695	26,668,220
ISC/LEA Recovery	(3,485,172)	(3,070,922)
Other Ministry of Education and Child Care Grants		
Pay Equity	120,216	120,216
Funding for Graduated Adults	53,674	30,966
Student Transportation Fund	170,292	170,292
Support Staff Benefits Grant	30,025	30,025
FSA Scorer Grant	7,506	7,506
Early Learning Framework (ELF) Implementation		369
Labour Settlement Funding	448,253	448,253
February/May 1701 Adjustments	375,544	
Total Provincial Grants - Ministry of Education and Child Care	24,688,033	24,404,925
Provincial Grants - Other	79,704	34,200
Other Revenues		
Funding from First Nations	3,485,172	3,070,922
Miscellaneous		
District Entered	44,050	41,000
Total Other Revenue	3,529,222	3,111,922
Rentals and Leases	65,860	88,878
Investment Income	343,713	209,091
Total Operating Revenue	28,706,532	27,849,016

School District No. 58 (Nicola-Similkameen)

Schedule 2B

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

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Salaries		
Teachers	8,941,968	9,510,322
Principals and Vice Principals	2,450,488	2,363,937
Educational Assistants	3,365,644	3,084,368
Support Staff	3,393,237	3,265,963
Other Professionals	1,380,139	1,280,395
Substitutes	970,000	774,939
Total Salaries	20,501,476	20,279,924
Employee Benefits	4,285,346	4,334,185
Total Salaries and Benefits	24,786,822	24,614,109
Services and Supplies		
Services	1,355,357	1,010,479
Student Transportation	256,531	160,000
Professional Development and Travel	320,857	290,000
Rentals and Leases	46,076	45,390
Dues and Fees	109,147	99,488
Insurance	93,448	72,225
Supplies	1,704,791	1,365,311
Utilities	746,782	696,000
Total Services and Supplies	4,632,989	3,738,893
Total Operating Expense	29,419,811	28,353,002

School District No. 58 (Nicola-Similkameen)

Amended 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	7,472,488	465,894		381,573	102,672	553,605	8,976,232
1.03 Career Programs							-
1.07 Library Services	103,515						103,515
1.08 Counselling	208,702						208,702
1.10 Special Education	1,157,263	156,476	2,626,117			130,054	4,069,910
1.31 Indigenous Education		82,430	739,527		65,461		887,418
1.41 School Administration		1,745,688		585,353		46,341	2,377,382
Total Function 1	8,941,968	2,450,488	3,365,644	966,926	168,133	730,000	16,623,159
4 District Administration							
4.11 Educational Administration					410,851		410,851
4.40 School District Governance					162,234		162,234
4.41 Business Administration				192,231	254,710		446,941
Total Function 4	-	-	-	192,231	827,795	-	1,020,026
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				28,108	300,587	5,000	333,695
5.50 Maintenance Operations				1,589,708		95,000	1,684,708
5.52 Maintenance of Grounds				124,170			124,170
5.56 Utilities							-
Total Function 5	-	-	-	1,741,986	300,587	100,000	2,142,573
7 Transportation and Housing							
7.41 Transportation and Housing Administration				18,412	83,624		102,036
7.70 Student Transportation				473,682		140,000	613,682
Total Function 7	-	-	-	492,094	83,624	140,000	715,718
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	8,941,968	2,450,488	3,365,644	3,393,237	1,380,139	970,000	20,501,476

School District No. 58 (Nicola-Similkameen)

Schedule 2C

Amended 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 Amended Annual Budget \$	2024 Annual Budget \$
1 Instruction						
1.02 Regular Instruction	8,976,232	1,808,785	10,785,017	1,128,519	11,913,536	11,743,247
1.03 Career Programs	-		-	64,701	64,701	77,327
1.07 Library Services	103,515	22,773	126,288	53,875	180,163	208,257
1.08 Counselling	208,702	45,914	254,616	4,646	259,262	430,182
1.10 Special Education	4,069,910	886,276	4,956,186	378,838	5,335,024	4,803,388
1.31 Indigenous Education	887,418	195,232	1,082,650	343,280	1,425,930	1,402,200
1.41 School Administration	2,377,382	520,463	2,897,845	50,738	2,948,583	3,008,238
Total Function 1	16,623,159	3,479,443	20,102,602	2,024,597	22,127,199	21,672,839
4 District Administration						
4.11 Educational Administration	410,851	90,387	501,238	100,236	601,474	607,763
4.40 School District Governance	162,234	18,153	180,387	98,912	279,299	246,450
4.41 Business Administration	446,941	98,327	545,268	336,461	881,729	1,017,155
Total Function 4	1,020,026	206,867	1,226,893	535,609	1,762,502	1,871,368
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	333,695	73,056	406,751	82,707	489,458	330,865
5.50 Maintenance Operations	1,684,708	352,957	2,037,665	670,275	2,707,940	2,627,978
5.52 Maintenance of Grounds	124,170	25,367	149,537	104,839	254,376	274,438
5.56 Utilities	-		-	746,782	746,782	696,000
Total Function 5	2,142,573	451,380	2,593,953	1,604,603	4,198,556	3,929,281
7 Transportation and Housing						
7.41 Transportation and Housing Administration	102,036	22,447	124,483	2,376	126,859	65,351
7.70 Student Transportation	613,682	125,209	738,891	465,804	1,204,695	814,163
Total Function 7	715,718	147,656	863,374	468,180	1,331,554	879,514
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	20,501,476	4,285,346	24,786,822	4,632,989	29,419,811	28,353,002

School District No. 58 (Nicola-Similkameen)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	6,595,009	6,010,984
Other	15,288	
Other Revenue	1,072,750	804,000
Total Revenue	7,683,047	6,814,984
Expenses		
Instruction	7,314,099	6,435,208
District Administration	103,173	120,580
Operations and Maintenance	91,614	43,341
Transportation and Housing	99,921	60,712
Total Expense	7,608,807	6,659,841
Net Revenue (Expense)	74,240	155,143
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(74,240)	(155,143)
Total Net Transfers	(74,240)	(155,143)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 58 (Nicola-Similkameen)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	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	\$ 710,304	\$ 84,322	20,985	\$ 36,066	\$ 5,467	\$ -
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	125,854	100,943			128,000	14,700	407,364	317,363	330,403
Provincial Grants - Other				1,000,000					
Other	125,854	100,943	-	1,000,000	128,000	14,700	407,364	317,363	330,403
Less: Allocated to Revenue	125,854	100,943	13,703	1,000,000	212,322	14,700	407,364	273,250	330,403
Recovered									
Deferred Revenue, end of year	-	-	-	710,304	-	20,985	36,066	49,580	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	125,854	100,943	13,703		212,322	14,700	407,364	273,250	330,403
Provincial Grants - Other				1,000,000					
Other Revenue	125,854	100,943	13,703	1,000,000	212,322	14,700	407,364	273,250	330,403
Expenses									
Salaries									
Teachers							120,625	75,839	
Principals and Vice Principals									75,000
Educational Assistants		82,067			98,137		36,580		25,000
Support Staff							40,006	10,000	51,000
Other Professionals									72,000
Substitutes							3,720		
	-	82,067	-	-	98,137	-	200,931	85,839	223,000
Employee Benefits		18,876			21,590		46,214	19,743	46,230
Services and Supplies	91,614		13,703	1,000,000	92,595	14,700	160,219	167,668	21,173
	91,614	100,943	13,703	1,000,000	212,322	14,700	407,364	273,250	290,403
Net Revenue (Expense) before Interfund Transfers	34,240	-	-	-	-	-	-	-	40,000
Interfund Transfers									
Tangible Capital Assets Purchased	(34,240)								(40,000)
	(34,240)	-	-	-	-	-	-	-	(40,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 58 (Nicola-Similkameen)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	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)
Deferred Revenue, beginning of year	\$ -	\$ 2,012	\$ 24,314	\$ 67,617	\$ 18,572	\$ 55,400	\$ 16,172	\$ 25,000	\$ 14,228
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	4,227,123	40,306	89,779	55,000	6,750	55,400		25,000	19,000
Provincial Grants - Other									
Other	4,227,123	40,306	89,779	55,000	6,750	55,400	-	25,000	19,000
Less: Allocated to Revenue	4,227,123	40,306	99,921	63,387	6,750	68,811	16,172	25,000	19,000
Recovered		2,012							
Deferred Revenue, end of year	-	-	14,172	59,230	18,572	41,989	-	25,000	14,228
Revenues									
Provincial Grants - Ministry of Education and Child Care	4,227,123	40,306	99,921	63,387	6,750	68,811	16,172	25,000	19,000
Provincial Grants - Other									
Other Revenue	4,227,123	40,306	99,921	63,387	6,750	68,811	16,172	25,000	19,000
Expenses									
Salaries									
Teachers	3,436,685								
Principals and Vice Principals									
Educational Assistants		1,797				55,674			
Support Staff									
Other Professionals									
Substitutes			41,310						
	3,436,685	1,797	41,310	-	-	55,674	-	-	-
Employee Benefits	790,438	395	9,501			12,248			
Services and Supplies		38,114	49,110	63,387	6,750	889	16,172	25,000	19,000
	4,227,123	40,306	99,921	63,387	6,750	68,811	16,172	25,000	19,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 58 (Nicola-Similkameen)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	ECL Early Care & Learning	Feeding Futures Fund	AREA Multicultural Program	Charitable Society	ASSAI	United Way	Health Career Dual Credit	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	32,849		23,141	203,266	31,863	29,398		1,414,679
Add: Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	175,000	350,000					25,000	6,492,985
Provincial Grants - Other					29,884			29,884
Other				54,500				1,054,500
	175,000	350,000	-	54,500	29,884	-	25,000	7,577,369
Less: Allocated to Revenue	175,000	350,000	5,000	67,750	15,288	-	25,000	7,683,047
Recovered								2,012
Deferred Revenue, end of year	32,849	-	18,141	190,016	46,459	29,398	-	1,306,989
Revenues								
Provincial Grants - Ministry of Education and Child Care	175,000	350,000					25,000	6,595,009
Provincial Grants - Other					15,288			15,288
Other Revenue			5,000	67,750				1,072,750
	175,000	350,000	5,000	67,750	15,288	-	25,000	7,683,047
Expenses								
Salaries								
Teachers								3,633,149
Principals and Vice Principals	133,914							208,914
Educational Assistants								299,255
Support Staff					8,295			109,301
Other Professionals								72,000
Substitutes								45,030
	133,914	-	-	-	8,295	-	-	4,367,649
Employee Benefits	30,800				1,493			997,528
Services and Supplies	10,286	350,000	5,000	67,750	5,500		25,000	2,243,630
	175,000	350,000	5,000	67,750	15,288	-	25,000	7,608,807
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	74,240
Interfund Transfers								
Tangible Capital Assets Purchased								(74,240)
	-	-	-	-	-	-	-	(74,240)
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 58 (Nicola-Similkameen)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	306,912		306,912	149,000
Investment Income		78,537	78,537	100,000
Amortization of Deferred Capital Revenue	1,114,103		1,114,103	1,108,104
Total Revenue	1,421,015	78,537	1,499,552	1,357,104
Expenses				
Operations and Maintenance	306,912		306,912	149,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,795,016		1,795,016	1,779,510
Transportation and Housing	180,494		180,494	180,741
Total Expense	2,282,422	-	2,282,422	2,109,251
Net Revenue (Expense)	(861,407)	78,537	(782,870)	(752,147)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	74,240		74,240	155,143
Total Net Transfers	74,240	-	74,240	155,143
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	614,118	(614,118)	-	
Total Other Adjustments to Fund Balances	614,118	(614,118)	-	
Budgeted Surplus (Deficit), for the year	(173,049)	(535,581)	(708,630)	(597,004)



**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: 2024-2025 Annual Budget Process

DATE: February 16, 2024

Enrollment projections for the upcoming school year were submitted on February 15th, setting the stage for the 2024-2025 annual budget. The school district anticipates receiving its preliminary funding tables, March 15th, after which, staff will begin preparations for next year's annual budget.

The school district invites collaboration as part of its budget planning cycle. The following dates have been identified for consultation:

Type	Date & Time	Location
Public Consultation – Princeton	Tuesday April 2, 2024, 5:00 PM	PSS Conference Room
Public Consultation – Merritt	Tuesday April 3, 2024, 5:00 PM	School Board Office Board Room
Indigenous Education Council	Tuesday April 9, 2024, 1:00 PM	School Board Office Board Room

Written/email submissions for budget considerations will be invited up to 4:30 PM Friday April 12th, 2024.

Our goal is to present the annual budget for first reading at the Board's May 8th, 2024, open meeting; second and third readings to follow at the Board's June 12th, 2024 open meeting.

For additional information regarding the 2024-2025 annual budget, please contact the school board office at 250-378-5161.

Dylan Richardson
Secretary Treasurer/CFO



**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: POLICES FOR FIRST READING

DATE: February 16, 2024

Enclosed please find two policies for first reading. The policies have been reviewed and updated by the Nicola-Similkameen Policy Committee.

- a) 2.10 – Addressing Concerns and Complaints
- b) 2.20 – Volunteers

SMcN/sc

Policy 2.10 Addressing Concerns and Complaints The Board of Education recognizes that concerns and complaints may arise from time to time. The Board supports the practice that concerns or complaints about personnel, programs or procedures are dealt with in a manner that reflects mutual respect and should be dealt with at the point closest to where the matter first arises.

Unresolved matters, where the decision significantly affects the education, health, or safety of the student, may be appealed to the Board of Education utilizing the Board's Appeal Bylaw. The Board acknowledges that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board of Education's chief executive officer.

The Board believes that staff should be protected from unnecessary, inappropriate, or spiteful criticism. In the process of resolving a concern or complaint, hearsay and rumour will be discounted in favour of considering facts directly related to the matter.

Any individual expressing a concern or a complaint is encouraged to be accompanied to any meetings by an advocate of their choosing.

The key principles for raising and addressing concerns or complaints include that:

- They are addressed as near the source as possible.
- They will be discussed with the goal to resolving matters in a mutually satisfactory manner.
- They are made, and dealt with, in a courteous and constructive manner.
- Personnel against whom complaints are made have an opportunity to respond.
- They are handled in a timely, objective and fair manner.
- Persons who have brought forward concerns or complaints will be kept informed in a timely manner.

This Policy is intended to articulate a fair, effective and transparent response for addressing concerns and complaints.

Processes for Addressing Concerns or Complaints

1. Every effort should be made to resolve the matter at the earliest possible stage. Persons receiving or hearing concerns or complaints should encourage the complainant to follow these processes.
2. Staff disputes are subject to processes defined in the appropriate union Collective Agreement or individual contract.
3. When a specific process is provided in legislation, in an employee collective agreement, a Local Education Agreement, or elsewhere in Board policy those complaints shall be handled in the manner specified.
 - 3.1. Where the matter involves alleged physical or sexual abuse against an employee the complaint is subject to the Child Abuse/Neglect policy and must be reported to the Ministry for Children and Family Development and/or the RCMP.
 - 3.2. Where the matter involves discrimination, the process to be followed is outlined in Board policy regarding Discrimination.
 - 3.3. Where the matter involves bullying and harassment the process to be followed is outlined in Board policy regarding Bullying and Harassment or Respectful Workplace.
4. The sequential steps to addressing a concern or complaint are:
 - Step 1** – Expression of concern or complaint, verbally, in writing, or in person to the individual responsible for the decision or action.
 - Step 1a** – Arrange a meeting to respectfully address the matter, focusing on the issues.
 - Step 1b** – Work together to develop a plan and a timeline for resolution.

Step 2 – If concern or complaint is not resolved, refer the matter in writing to the immediate supervisor (school principal or manager)

Step 2a – Attend a meeting to discuss the matter.

Step 2b – Work together to develop a plan and a timeline for resolution

Step 3 – If the concern or complaint is not resolved at this level, refer the matter to the Assistant Superintendent.

Step 3a – Attend a meeting to discuss the matter.

Step 2b – Work together to develop a plan and a timeline for resolution

Step 4 – If the matter is not resolved, the matter may be appealed to the Board. The Board Appeal Bylaw contains all the details regarding filing such an appeal.

POLICY 2.20 VOLUNTEERS

The Board of Education appreciates and encourages the support offered to district schools through volunteers who provide time, expertise, and energy in supporting students. The active involvement of volunteers contributes to the overall development of students and promotes a sense of school community.

While encouraging opportunities to volunteer, the Board has an obligation to provide a school environment which is safe, secure and promotes equity and respect for all persons. The Superintendent will establish sufficient administrative procedures to provide guidance as to the engagement and deployment of volunteers.

The use of a volunteer will not result in the displacement of an employee.

In all cases, volunteers are expected to conduct themselves professionally and adhere to the code of conduct outlined below.

As a volunteer I will:

- take direction, if provided, from staff as to my duties and responsibilities
- always respect the school code of conduct
- maintain confidentiality of all matters while volunteering
- protect the privacy of all individuals
- not disclose, use, or disseminate student's personal information
- share with school administrators any concerns that I may have related to student welfare and/or safety
- not exchange telephone numbers, home addresses, e-mail addresses or any other of my personal information with students for any purpose without permission from the principal
- will not contact students outside of my volunteer duties without permission from the principal



**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: POLICES FOR SECOND READING

DATE: February 16, 2024

Enclosed, please find copies of the following policies being brought forward for second reading. The policies have been reviewed and updated by the Nicola-Similkameen Policy Committee. They have been made available to the public and circulated to both rightsholders and stakeholders.

- a) Policy 1.23 Conflict of Interest (2nd Reading)
- b) Policy 1.70 Trustee Remuneration and Expenses (2nd Reading)
- c) Policy 1.71 Trustee Professional Learning and Engagement (2nd Reading)

SMcN/sc



POLICY 1.23 CONFLICT OF INTEREST

A trustee is expected and always required to act in the best interest of the district, without regard to their personal interest. Trustees have an obligation to avoid conflicts of interest, to enable them to remain in a position to provide an unbiased and objective consideration of matters that come before the Board. A trustee must never use their position for personal benefit.

Conflicts of interest can arise in a variety of ways, including: a direct or indirect pecuniary conflict of interest, a conflict of interest arising by virtue of predetermination of a matter coming before the Board and conflicts of interest arising because of a personal interest resulting from circumstances or relationships of individual trustees.

A pecuniary interest is an interest in a matter that could monetarily affect the trustee and includes an indirect pecuniary interest referred to in the *School Act*.

A conflict of interest may also arise when there is a predetermination where the decision-maker has a "closed mind" and is unable to come to an issue willing to be influenced by facts or logic to make a decision. Suggestions of predetermination usually arise because of something that has been previously said or done.

In accordance with common law, a trustee is not qualified to vote on a matter in which they have a personal interest that could lead a reasonably well-informed outsider to think that their judgment could be influenced by that interest leading to a reasonable apprehension of bias.

A trustee who has a conflict of interest in a matter before the Board must declare that interest and the general nature of the conflict of interest – and not take part in the discussion, vote or not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter. If the meeting is not open to the public the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

Trustees need to be vigilant in avoiding engagement in discussion, debate, decision-making or being privy to information that can give rise to actual, or perceived, conflicts of interest.

Trustees are responsible to make themselves aware of the requirements of the *School Act*. Should a trustee knowingly contravene the requirements of section 58 of the *School Act*, the courts may declare the trustee's office vacant and require financial restitution.



As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or the Board may wish to seek external legal advice on such matters. In each situation, the individual circumstances should be considered before a determination of conflict can be made.

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POLICY 1.70 TRUSTEE REMUNERATION AND EXPENSES

Trustee Remuneration

In accordance with the provisions of the *School Act*, the Board may authorize the payment of remuneration to the chair, vice chair and other trustees. The remuneration for the chair and vice chair may be greater than for other trustees.

The annual remuneration shall be paid to each trustee in twelve equal instalments.

Trustees' annual remuneration effective December 1, 2023:

Position	Remuneration
Chairperson	\$20,525.28
Vice-Chairperson	\$19,025.28
Trustee	\$17,525.28

Effective January 1st of each year, the British Columbia Consumer Price Index, at December of the previous year, will be applied to the Chairperson of the Board's stipend, \$1,500 less for the Vice Chairperson and \$3,000 less for School Trustees.

Trustee Expenses

Expenses shall be paid to Trustees for attending authorized meetings, conferences, workshops, seminars, etc., in accordance with BCSTA rates and guidelines. The following additional guidelines affect trustee expense reimbursement:

1. Trustees will be paid mileage while travelling on school board business, in excess of 32 km, round trip from closer to the district office or Princeton Secondary School.
2. Technology Allowance of \$75.00 per month, paid quarterly
3. Payment of Expenses in Advance - Trustees may seek an advance on per diems and mileage for approved out-of-town business engagements of two or more days.



POLICY 1.71 TRUSTEE PROFESSIONAL ENGAGEMENT AND LEARNING

Trustees shall, each year, to the best of their ability, attend the following as a part of the normal business of the Board, and the Board's normal expectations of Trustees.

BCSTA Thompson Okanagan Branch Meetings	All Trustees
BCSTA Annual General Meeting	All Trustees
BCSTA Trustee Academy/ New Trustee Academy	All Trustees
BCSTA Provincial Council	Appointed Trustee
BCPSEA Symposium	Appointed Trustee
BCPSEA Annual General Meeting	Appointed Trustee
Ministry Provincial Chairperson's Meetings	Chairperson

The Board also expects Trustees to participate at appropriate conferences, workshops, and seminars, recognizing the need for, and the value of, taking advantage of learning activities available to trustees.

In addition to the above, the Board shall establish an annual travel budget for each Trustee. The purpose of the annual travel budget shall be for relevant professional development in their role as a Trustee. Additional attendance at education meetings by a trustee who has expended their annual travel budget may be approved by a majority vote of the Board. Expenses related to attend the seminar shall be reimbursed in accordance with the Board policy on travel expenses.



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

ADMINISTRATION OFFICE

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MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICES FOR THIRD READING

DATE: February 16, 2024

Enclosed, please find copies of the following policies being brought forward for third reading. The policies have been reviewed and updated by the Nicola-Similkameen Policy Committee. They have been made available to the public and circulated to both rightsholders and stakeholders.

- a) Policy 1.10 Vision and Guiding Principles (3rd Reading)
- b) Policy 1.20 Board Authority and Responsibilities (3rd Reading)
- c) Policy 1.21 Role of the Chairperson & Vice-Chairperson (3rd Reading)
- d) Policy 1.22 Trustee Code of Conduct (3rd Reading)
- e) Policy 1.30 Delegation of Authority (3rd Reading)
- f) Policy 1.50 Board Committees (3rd Reading)
- g) Policy 1.51 Board Liaison Assignments (3rd Reading)
- h) Policy 1.52 Board Representation (3rd Reading)
- i) Policy 1.53 Okanagan Labour Relations Council (3rd Reading)
- j) Policy 1.60 Board Correspondence (3rd Reading)
- k) Policy 2.30 Public Interest Disclosure (3rd Reading)

SMcN/sc



POLICY 1.10 VISION AND GUIDING PRINCIPLES

The Board has established a clear vision for the district: Success for All Learners ~Today and Tomorrow.

This vision is supported by seven guiding principles:

- Inclusion, equity, dignity and diversity
- Innovation and promising educational practices
- Relationships built on trust and mutual respect
- The well-being of student, families, staff, and the community
- The pursuit of excellence, personal best, and citizenship
- The important role families have in their children's education
- The heritage and culture of Indigenous people and the recognition of the traditional territories of the Nlaka'pamux and Syilx peoples



POLICY 1.20 BOARD AUTHORITY AND RESPONSIBILITIES

The Board of Education's authority is established within the *School Act* and its regulations. The rights, powers, duties and liabilities of the Board rest only with the legally constituted Board, and not with committees of trustees or individual trustees.

The Board has, as its primary responsibility, the continuous improvement of student achievement in the district.

The Board provides effective governance of the school district, and fulfills this role, in part, through the development and implementation of a strategic plan that establishes a vision, mission and goals that directs resources and aligns the work of staff.

The Board is committed to Truth and Reconciliation within the two traditional territories of the Nl̓eʔkepmx and Syilx people and the development of goals, priorities, and measurable actions to carry out this responsibility.

The Board has a foundational responsibility to competently safeguard the interests, image and credibility of the district, to ensure its financial viability and to act in accordance with all applicable laws, regulations and policies.

The Board exercises its authority and responsibilities through the development of policy and long-range strategic and financial planning.

Specific Responsibilities

1. To carry out legislated duties as set forth in the School Act.
 2. To act in the interests of all learners in the district, advocating for their learning and well-being.
 3. To engage with rightsholders and Indigenous communities to further the success of Indigenous students and the commitment to Truth and Reconciliation.
 4. To establish effective open communication opportunities for consultation from its communities and education partners.
 5. To make decisions as a corporate body with the benefit of the whole district in mind.
-



6. To develop policy and bylaws which support its vision, mission, core values and operational priorities that will provide a framework within which the Superintendent can discharge their duties.
7. To monitor outcomes through reporting from staff through the Superintendent.
8. To promote confidence in the district through its communications about the goals and achievements of the Board.

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POLICY 1.21 ROLE OF THE CHAIRPERSON & VICE-CHAIRPERSON

The Board of Education believes that the roles of the Chairperson and Vice-Chairperson support effective meeting processes and is central in setting the tone of the Board.

Role of the Chairperson

The Chairperson is often the appointed public face of the Board, serving as its primary spokesperson. When trustees elect the Board Chairperson, they are selecting a person who will conduct their official meetings, and who will represent them to rightsholders, education partners and the general public.

In fulfilling this role, the Chairperson is an equal, with no more power or authority than any other trustee. The Chairperson has additional functions and responsibilities to speak for and represent the positions and decisions of the Board. In this regard, the Chairperson may represent the Board at events and meetings with representatives from other governing bodies and organizations. In these activities, the Chairperson's role is limited to speaking only for what the Board has already decided, to receive input and to bring matters back to the Board for consideration.

Common responsibilities for this role include, but are not limited to:

- Establishing agendas and notice of meetings for Board meetings in consultation with the Superintendent and the Secretary Treasurer.
- Ensuring that members of the Board have the information needed for informed discussion of meeting agenda items in advance of meetings.
- Presiding over meetings of the Board, in accordance with the Board's procedures, enforcing appropriate parliamentary processes.
- Appointing Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
- Signing all Board correspondence and legal documents, as approved by the Board.
- Representing the Board as necessary at community, regional and provincial events.
- Acting as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
- Conveying directives and directions of the Board to the Superintendent.
- Providing leadership to the Board in maintaining the Board's focus on the strategic plan.
- Assuming such other responsibilities as may be specified by the Board.



Role of the Vice-Chairperson

Specific responsibilities of the Vice-Chairperson include:

- Act on behalf of the Chairperson, in the latter's absence and have all of the duties and responsibilities of the Chair.
- The Chairperson may, on an as needed basis, delegate the presiding officer task to the Vice-Chairperson.
- Assume other duties and responsibilities assigned by the Board Chairperson.

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POLICY 1.22 TRUSTEE CODE OF CONDUCT

The Board of Education resides in the two Traditional Territories of the Nt̓eʔkepmx̓ and Syilx̓ people and serves the seven distinct communities of Shackan, Nooaitch, Lower Nicola, Coldwater, Upper Nicola, Princeton and Merritt. The Board is comprised of elected members from these diverse communities and are committed to serving its members and meeting the vision of "Success for ALL Learners – Today and Tomorrow" with a commitment to both equity and Truth and Reconciliation.

As democratically elected members of the Board, Trustees fully acknowledge the critical trust invested in the Board by the electorate and are dedicated to governing the affairs and business of the District in a respectful and professional manner that recognizes and affirms the rights and dignity of all students.

The Board, representing all members of the community, wishes to operate under the highest of standards of conduct. To this end, trustees will be guided by the following statements of conduct:

1. Decorum

By working collaboratively and creatively with rightsholders, administrators, teachers, parents, and community leaders, Trustees model and contribute to a positive and receptive learning and working culture both within the Board and the School District. In exercising their duties of governance, Trustees will demonstrate mutual respect, transparency, and impartiality. Trustees will act with integrity and be accountable for their actions and decisions. To fulfill the responsibilities of public office effectively, Trustees are expected to attend all scheduled meetings of the Board; in the event of an unavoidable absence, Trustees will inform the Board Chair.

2. Decision Making

Trustees will consider information received from all sources, base their decisions upon all available facts, and vote impartially in every situation. To facilitate effective decision making, Trustees must be knowledgeable about the School Act; statutory requirements; existing Board policy and practices; Local Education Agreements; initiatives; long-range plans; and current educational issues, both local and provincial. It is expected Trustees will be diligent in familiarizing themselves with supporting documents, in advance of meetings, in order to make informed and credible decisions.



3. Confidentiality

Trustees will preserve the confidentiality of information discussed at closed school board or committee meetings and will not release privileged information in any format to the public until the Board has done so in an official capacity.

4. Working Relationships

Trustees will work with each other in a spirit of harmony and cooperation and be respectful of differences of opinion. Trustees will refrain from making discrediting comments about others, engaging in unwarranted criticism, or taking private action that could compromise the integrity or authority of the Board. Trustees will observe proper decorum and encourage full, open, and courteous discussions in all matters with other Trustees. Information that may be of potential concern should not be concealed or withheld.

5. Engagement

Trustees are committed to constructive engagement and participation from rightsholders and the broad school community in establishing and interpreting policy on school operations, goals, and directions. Trustees will endeavour to share and incorporate the opinions and views of others in the deliberations and decisions of the Board. Timely reporting out of information will be provided to those who are impacted by Board decisions.

6. Conflict of Interest

It is the legal duty of each trustee to avoid conflict of interest in all trusteeship responsibilities. Trustees will not use the schools or the School District's programs for personal advantage or for the advantage of family and friends. When a trustee becomes aware that they are in a position that creates a conflict of interest or a perceived conflict of interest, they will declare the nature and extent of the conflict at a public board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.

7. Legal Authority of Individual Trustees

Trustees recognize that, as a Corporate Board, the authority to make decisions must only be made within an official meeting of the Board. Individual Trustees or committees of Trustees may not exercise the rights, duties, and powers of the Board. The Chair acts as the official spokesperson for the Board; other Trustees will not speak on behalf of the Board unless authorized by the Board to act in such a capacity.

8. Support for Board Decisions



Trustees will present their views through the process of Board debate. Regardless of holding a minority position in debate or casting an opposition vote, Trustees will accept and support the majority decisions of the Board including any proposed action or implementation that will ensure decisions have the intended outcome.

9. Trustee Professional Learning

Trustees will endeavour to attend the BCSTA's Annual AGM, Academy, and Regional Branch Meetings, and take advantage of educational conferences, workshops, and training sessions made available by local, Indigenous or provincial affiliations. Through participating in professional learning opportunities, Trustees can enhance their knowledge of Trustee roles and responsibilities and become acquainted with current educational topics and trends.

10. Scope of Delegated Responsibility

Trustees will respect the authority vested in the role of the Superintendent of Schools and their senior staff and will give them responsibility to manage and operationalize policies and directions, which have been established and evaluated by the Board.

Trustees will uphold the commitments articulated in the Trustee Code of Conduct and address any violation(s) through the process outlined below.

Upon being elected to a term as trustee for the district, and as part of the inaugural meeting, trustees will commit to these statements by formally signing this Code of Conduct. Trustees will also annually indicate their commitment to this Code of Conduct.

Addressing Breaches of the Trustee Code and Conduct

Trustees are required to conduct themselves in an ethical and prudent manner in compliance with the Code of Conduct (the "Code"). The failure by Trustees to conduct themselves in compliance with the Code may result in the Board instituting sanctions.

The Board believes that it is essential to have a clear, fair, and effective process for ensuring the adherence to and enforcement of the obligations established under the Code. Trustees also believe that Trustee discipline processes must not be used for frivolous, vexatious, or bad faith reasons, or as a response to legitimate disagreements that have been expressed in a manner consistent with this Code on matters relating to the Board's business.



A Trustee who believes that a Trustee has violated the Code is encouraged to seek resolution of the matter through the Informal Complaint Process when possible, prior to commencing a formal complaint under the Code.

1. Conduct constituting breach of the Code of Conduct

- 1.1. Allegations of breaches of the Code may arise in many diverse circumstances and it is not possible to exhaustively specify in advance what conduct constitutes a breach of this Code.
- 1.2. The Board recognizes that disciplinary proceedings concerning Trustees are serious matters not to be taken lightly, having regard to the democratically elected nature of the Trustee's role and that such proceedings must not be utilized as a response to legitimate policy disagreements.
- 1.3. Notwithstanding the above, the following are provided as examples of conduct that could be subject to sanction or to proceedings:
 - 1.3.1. Where a Trustee violates the law, or advocates the violation of a law;
 - 1.3.2. Where a Trustee's conduct is a violation of expected standards of decorum, is uncivil, or is otherwise disruptive of the meetings of the Board;
 - 1.3.3. Where a Trustee breaches the confidences of the Board;
 - 1.3.4. Where a Trustee's conduct gives rise to a breach of the Human Rights Code;
 - 1.3.5. Where a Trustee's conduct is discriminatory or otherwise in breach of a policy of the Board;
 - 1.3.6. Where a Trustee fails to disclose a conflict of interest or acts while in conflict of interest;
 - 1.3.7. Where a Trustee harasses or otherwise engages in misconduct in relation to School district staff;
 - 1.3.8. Where a Trustee misuses social media;
 - 1.3.9. Where a Trustee engages in personal attacks on other Trustee's or staff members' integrity or conduct or otherwise defames them;
 - 1.3.10. Where the Trustee's conduct exposes the Board to potential liability; or
 - 1.3.11. Where the Trustee's conduct is otherwise a clear breach of the Trustee Code of Conduct.

2. Informal Complaint Process

- 2.1. It is recognized that a contravention of the Code may occur that is relatively minor, or committed inadvertently or due to an error of judgment made in good faith. In such



instances the priority will be to alert the offending Trustee to the violation and their obligations under the Code. Only serious and/or reoccurring breaches of the Code should be investigated following the formal complaint procedure.

- 2.2. Any Trustee, the Superintendent or the Secretary Treasurer who has reasonable grounds to believe that a Trustee has breached the Code, will seek resolution in an informal, cooperative fashion marked by mutual respect with an openness to growth and improvement.
 - 2.2.1. The party will engage in an individual private conversation with the Trustee affected.
- 2.3. Failing resolution through the private conversation the parties will engage the Board Chair, Vice Chair or designate to gain resolution. If the concern is with the Board Chair, the concern should be raised with the Vice Chair.
 - 2.3.1. The Chair and at the Chair's option the Chair and Vice Chair will attempt to resolve the matter to the satisfaction of the Trustees involved.
- 2.4. It is recognized that for reasons which may include the nature of the issue of concern or the way it has come to a Trustee's attention, informal measures may not be appropriate.
- 2.5. If resolution through the Informal Complaint Process is not possible, the Formal Complaint Process, outlined below, will be followed.
- 2.6. All serious and/or reoccurring breaches of the Code by a Trustee should be addressed following the Formal Complaint Process.

3. Formal Complaint Process

- 3.1. Any Trustee who has reasonable grounds to believe that another Trustee has breached this Code, the Superintendent or the Secretary Treasurer may bring an alleged breach ("Complaint") to the attention of the Chair of the Board or designate.
- 3.2. Where an allegation is made against the Chair, all other references to the Chair in this Policy will be deemed to read "Vice Chair".
- 3.3. Absent exceptional circumstances, an allegation of a breach of the Code must be brought to the attention of the Chair within 30 days after the breach comes to the knowledge of the Complainant.
- 3.4. The Complaint will be in writing, signed by the Complainant advancing it, and will contain:
 - 3.4.1. the name of the Trustee who is alleged to have breached the Code;
 - 3.4.2. the alleged breach or breaches of the Code;
 - 3.4.3. information as to when the breach came to the Complainant's attention;



- 3.4.4. the grounds for the belief by the Complainant that a breach of the Code has occurred; and
- 3.4.5. the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

4. Notification of Trustees

- 4.1. A copy of the complaint will be forwarded to all Trustees, including the allegedly breaching Trustee, the Superintendent and Secretary Treasurer, within seven (7) days of receiving it.
- 4.2. The filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code.
 - 4.2.1. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code hearing.

5. Decision Not to Proceed on Complaint

- 5.1. If the Chair is of the opinion that the Complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds to proceed; or where the complainant has withdrawn their complaint and the Chair believe the Complaint should proceed, the Chair will prepare a confidential report to all Trustees stating their opinion and the rationale. The Trustees, excluding the Trustee who is alleged to have breached the Code, will determine by resolution whether, notwithstanding the Chair's opinion, to continue proceedings with respect to the Complaint.

6. Investigation

- 6.1. The Board may direct the appointment of an independent investigator to investigate the circumstances of the alleged breach.. It is recognized that not all allegations of breach require the appointment of an independent investigator, but that allegations of a breach of this Code may be adequately addressed through the processes outlined below. If an independent investigator is appointed, the independent investigator will determine their own investigative procedure within the scope of terms of reference established by the Board with the assistance of counsel. The Trustee who is the subject



of the Complaint (the "Respondent Trustee") will be provided a fair opportunity to respond to the Complaint to the independent investigator.

- 6.2. The independent investigator will prepare a report that will be provided to the Board and the Respondent Trustee.

7. Processes may be amended

- 7.1. If, in the opinion of the Board, the circumstances of a particular Complaint so require, the Board may amend these processes, but in no case will the Respondent Trustee be denied procedural fairness.

8. Inquiry Procedure

- 8.1. All meetings in respect of Trustee discipline will be conducted in a closed meeting.
- 8.2. The Secretary Treasurer is responsible to facilitate the Board's process and make any administrative arrangements for the Board's consideration of a Complaint against a Trustee.
- 8.3. The Complainant and the allegedly breaching Trustee may make representations to the Board in respect of the Complaint.
- 8.4. A Complaint may be considered on the basis of written representations, oral representations or a combination of both, as determined by the Board. Where an independent investigation has occurred, the investigator's report will be placed before the Board. The Secretary Treasurer will make arrangements to provide relevant documents to the Board and the Trustee who has allegedly breached the Code.
- 8.5. The Trustee may be represented by counsel or another representative, at their own expense, unless the Board determines otherwise, provided that counsel or representative agrees to maintain the confidentiality of the proceedings. The Board may have counsel to assist the Board with matters of procedure, law, and in respect of its deliberations.
- 8.6. Witnesses will not be called and cross examination will not be permitted at any meeting concerning a Complaint. The Complainant and allegedly breaching Trustee may be asked questions of clarification by the other Trustees in respect of their written and oral representations.
- 8.7. The Board will endeavor to address any Complaint within 90 days of receipt the complaint. Consideration of a Complaint may, if in the opinion of the Board circumstances so require, be deferred if the matter is subject to investigation by the police or to proceedings under any applicable legislation.



9. Trustee Deliberations and Decision

- 9.1. Following receipt of submissions by the Respondent Trustee, the Complainant and the other information before the Board in accordance with this Policy, the Trustees, excluding the Respondent Trustee, and, if the alleged misconduct is directed at another Trustee, excluding that other Trustee, will deliberate in a closed session.
- 9.2. Trustees will reach a decision with respect to whether a breach of the Code of Conduct occurred, what that breach was, and what, if any, sanction will be imposed.

10. Sanctions

- 10.1. If the Board determines that there has been no breach of the Code of Conduct or that although a contravention occurred, the Trustee took all reasonable measures to prevent it, or that the contravention was trivial or committed through inadvertence or an error of judgment made in good faith, no sanction will be imposed.
- 10.2. Where a sanction is to be imposed, Trustees will determine, by resolution, the appropriate level. Sanctions for a violation of the Code should be imposed in a remedial and restorative manner and should reflect the seriousness of the breach.
- 10.3. Sanctions may include:
 - 10.3.1. having the offending Trustee write a letter of apology;
 - 10.3.2. having the offending Trustee participate in a restorative justice process;
 - 10.3.3. having the offending Trustee participate in specific training, coaching or counselling as directed by the Board
 - 10.3.4. having the Board Chair write a letter of censure marked "personal and confidential" to the offending Trustee;
 - 10.3.5. having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, for a period of time, barring the Trustee from sitting on one or more committees of the Board.
 - 10.3.6. any other sanction the Trustees consider appropriate in the circumstances.
- 10.4. A Trustee who is barred from attending all or part of a meeting or meetings of the Board or a meeting or meetings of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to members of the public.

11. Publication of Decision



- 11.1. The Board may, in its discretion and by resolution of the Voting Trustees, determine to publish any sanctions respecting a Trustee, including disclosing the substance of the Complaint, the Board's decision and any sanction imposed.
- 11.2. Personal privacy of any affected third party will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

12. Powers of Presiding Officer Preserved

- 12.1. Nothing in this Policy prevents the Board from exercising its power pursuant to s. 70 of the *School Act* to expel or exclude from any meeting any Trustee person who has been guilty of improper conduct at the meeting without the necessity of a complaint or conducting an investigation or other inquiry before an expulsion or exclusion from a meeting.

13. Appeal of Decision

- 13.1. Trustees who have been sanctioned or have had other measures imposed upon them by the Board under this Policy can appeal those decisions through the legal system, at their own expense.



POLICY 1.30 DELEGATION OF AUTHORITY

The Board of Education designates the Superintendent as the Board's Chief Executive Officer. The Board further delegates to the Superintendent responsibility and authority for all administrative functions unless specifically otherwise expressed.

The Secretary Treasurer, while reporting to the Superintendent, assumes the responsibility and duties of Chief Financial Officer.

The duties and responsibility of the Superintendent and Secretary Treasurer shall be those provided for by the School Act and its Regulations and by the Board Policy, and such other related duties as the Board may assign.

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POLICY 1.50 BOARD COMMITTEES

Board committees may be created to advise the Board on specific matters as determined by the Board. Committees have no authority in themselves; all resolutions passed at a Committee meeting require the assent of the Board in a Board meeting.

Committees, some with broad based membership, provide an opportunity to engage with students, rightsholders, staff, employee, and partner groups in areas of Board responsibility.

Standing committees provide advice to the Board on an ongoing basis. Working committees are formed for time-limited, specific purposes. When the purpose or goal of the working committee has been accomplished, the committee is retired.

The Board will approve a Terms of Reference for each standing or working committee that will include the nature of the committee, purpose, deliverables, membership, representative group participation, chairperson, appointment, secretariat support, meeting schedule, quorum, and reporting mechanisms. When necessary, any budget provisions will be articulated.

Guidelines

1. Standing Committees include;
 - 1.1. Policy
 - 1.2. Aboriginal Advisory Council
 - 1.3. Local Education Agreement Committee
 - 1.4. Education
 - 1.5. Audit and Finance
 - 1.6. Facilities and Transportation
2. The following provisions govern the appointment unless otherwise provided within the terms of terms of reference governing the committee.
 - 2.1. The Chairperson of the Board is ex-officio a member of all Committees.
 - 2.2. In structuring membership of committees, consideration will be made regarding diversity.



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- 2.3. The Chairperson of the Board shall, at the inaugural meeting or at a regular meeting, if necessary, appoint any Trustee representatives to Board committees, in consultation with trustees.
- 2.4. Committee member appointments, consistent with the terms of are described below.
- 2.4.1. Membership of rightsholders, organizations or partners – committee members will be formally identified by the group providing the representative.
 - 2.4.2. Community members – Where community representation is required, the committee Chair will work with administration on a process for advertising.
 - 2.4.2.1. Selection process – The Board will review all applications and make the final selection for community representation.

[Drafting note: From Procedural Bylaw – lets talk about these Steve]

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POLICY 1.51 BOARD LIAISON ASSIGNMENTS

The Board of Education may assign trustees to represent the Board within the district and the community through trustee liaison assignments.

The liaison role is limited to speaking only for what the Board has already decided, to receive input and to bring matters back to the Board for consideration.

Liaison assignments for individual trustees provide an opportunity for increased communication with school communities and organizations.

The purpose of trustee liaison assignments is to:

- Provide opportunities for trustees to become acquainted with schools and act as a representative when necessary
- Provide opportunities for engagement with organizations.



POLICY 1.52 BOARD REPRESENTATION

The Board of Education will assign trustees to perform the following representative functions annually:

- B.C. School Trustees Association Provincial Council
- B.C. School Trustees Association - Okanagan Branch
- B.C. Public Schools Employers' Association Representative Council
- Okanagan Labour Relations Council
- any contractual requirements for a trustee representative



POLICY 1.53 OKANAGAN LABOUR RELATIONS COUNCIL

The Board has approved membership in the Okanagan Labour Relations Council for the purpose of supporting collective bargaining and labour management activities. .

The Board agrees that the rules adopted by the Okanagan Labour Relations Council are approved for the transaction of its business.

The Board shall appoint a Trustee to serve on the Board of Directors of the Council as a Director and the Secretary-Treasurer or designate will act as an Alternate Director in their absence.



POLICY 1.60 BOARD CORRESPONDENCE

All correspondence addressed to the Board of Education shall be reviewed by the Board Chairperson prior to a Regular Board Meeting and will be included on an agenda as requiring action by the Board or as information.

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POLICY 2.30 PUBLIC INTEREST DISCLOSURE

All employees, and others performing work on behalf of the District, are expected to conduct themselves in a professional manner, to adhere to applicable laws, regulations, policies and procedures that apply to their work activities and to demonstrate ethical behavior in all their decisions and interactions.

The Board is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. Accordingly, and consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA"), the Board encourages and supports employees in bringing forward reports of unlawful acts and acts of wrongdoing.

The purpose of this Policy and related Administrative Procedures is to establish a process, in compliance with the PIDA, for employees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the District's operations or its employees. This Policy does not displace other mechanisms set out in District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

The Superintendent will appoint a senior staff member(s) who will be responsible for responding to requests for advice, receiving disclosures and investigating disclosures of wrongdoing.

1. Definitions

- 1.1. **"Advice"** means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;
- 1.2. **"Discloser"** means an Employee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 1.3. **"Disclosure"** means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;
- 1.4. **"Employee"** refers to past and present employee of the District;



- 1.5. **"FIPPA"** means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 1.6. **"Investigation"** means an investigation undertaken by the District under this Policy or by the Ombudsperson under the PIDA;
- 1.7. **"Personal Information"** has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;
- 1.8. **"PIDA"** means the *Public Interest Disclosure Act of British Columbia*, and all regulations thereto;
- 1.9. **"Procedure"** means any School District's Administrative Procedure associated with this Policy;
- 1.10. **"Reprisal"** means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a Discloser because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; and
- 1.11. **"Wrongdoing"** refers to:
 - 1.1.1. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
 - 1.1.2. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
 - 1.1.3. a serious misuse of public funds or public assets;
 - 1.1.4. gross or systematic mismanagement; or
 - 1.1.5. knowingly directing or counselling a person to commit any act or omission described in the paragraphs above.

2. Statement of Principles

- 2.1. The District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.
- 2.2. The District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.



- 2.3. The District will not commit or tolerate Reprisals against Employees, who in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- 2.4. The District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.
3. Privacy and Confidentiality
- 3.1. All Personal Information that the District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.
4. Reporting
- 4.1. Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.
5. Responsibility
- 5.1. The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees concerning this Policy, the Procedures and the PIDA.
- 5.1.1. In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of staff.
- 5.2. Individuals who knowingly make a false complaint of Wrongdoing and/or who provide false information about a complaint are in violation of this policy and subject to disciplinary and/or corrective action, up to and including termination of employment.
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**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: POLICES TO BE REPEALED

DATE: February 16, 2024

Enclosed, please find a copy of the following policies being recommended for repeal:

502-2 Maintenance of Order and Protection of Students – Section 177
1002.1 – Parents' Advisory Council
1002.2 – Funding For Parents' Advisory Council
1005.9 – Surveys
1004.8 – Civil Defense

The policies have been reviewed by the Nicola-Similkameen Policy Committee. Policy 502.2 is being brought forward in favour of establishing the content as an administrative procedure while the remainder are being brought forward because they provide little guidance.

SMcN/sc

Maintenance of Order and Protection of Pupils – Section 177 of the *School Act***-POLICY-**

The Board of Education recognizes the importance of maintaining order on school premises and during school activities, as well as the importance of ensuring student and staff safety.

Accordingly, the Board of Education authorizes administrators to apply Section 177 of the *School Act* based on the following information and procedures.

Introduction

Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions and to ensure the protection of students and staff. This Section allows the principal or other school administrator to direct a person to leave school property and prevents the person from returning without prior approval of the principal or other administrator. It also enables the principal or other administrator to seek assistance from law enforcement if necessary. If a person contravenes this section of the *School Act*, he or she commits an offence.

The purpose of providing this authority to principals and other administrators is to maintain order on school premises and to ensure the protection of students and staff. Section 177 may be used, for example, to prevent a stranger who presents a threat to students' safety from accessing school property. However, there may also be circumstances where persons associated with the school, such as parents, employees, or volunteers, are denied access to school property under Section 177. Section 177 of the *School Act* is intended to be used only for exceptional circumstances, where there is a risk to student/staff safety or significant and ongoing disruption to the educational programs offered by the school.

The full text of Section 177 of the School Act is provided below:

Maintenance of order

177 (1) A person must not disturb or interrupt the proceedings of a school or an official school function.

(2) A person who is directed to leave the land or premises of a school by a principal, vice principal, director of instruction or a person authorized by the board to make that direction,

(a) must immediately leave the land and premises, and

(b) must not enter on the land and premises again except with prior approval from the principal, vice principal, director of instruction or a person who is authorized by the board to give that approval.

(3) A person who contravenes subsection (1) or (2) commits an offence.

(4) A principal, vice principal, or director of instruction of a school or a person authorized by the board may, in order to restore order on school premises, require assistance from a peace officer.

Section 1 of the *School Act* defines “school” as follows:

“**school**” means

- (a) a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
- (b) the teachers and other staff members associated with the unit, and
- (c) the facilities associated with the unit, and includes a Provincial resource program and a distributed learning school operated by a board.

Application

1. Prohibiting an individual from a school should only occur after other reasonable options to resolve the situation have been considered and/or attempted and only under the following circumstances:
 - a. Pose a risk to the safety of students, staff or other in the school community;
 - b. Present significant and ongoing disruption to the education programs offered by the school, or
 - c. When directed to do so by a peace officer.
2. The following individuals are authorized to issue a Prohibited to Access a School order:
 - a. Superintendent of Schools;
 - b. Assistant Superintendent of Schools;
 - c. Secretary Treasurer;
 - d. District Principals;
 - e. Principals of the school, or
 - f. Vice-Principal of the school.
3. When issuing a Prohibiting to Access a School order, the following procedures are to be followed:

- a. If the safety of staff or students is a concern, seek the assistance from a peace officer. (e.g. the person refuses to leave after being directed to do so or if there is reason to be concerned about a threat from the individual);
 - b. Where practicable, provide prior notice to the Superintendent of Schools or designate of the intention to issue an exclusion order under Section 177;
 - c. Report the incident to the Superintendent of Schools or designate;
 - d. Provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and the ability to appeal the decision.
4. The issuer of the order must maintain appropriate documentation of the incident/s, including, at a minimum, the following information:
 - a. Name of school;
 - b. Date, time, and location of incident or incidents;
 - c. Description of incident or incidents (i.e. what happened, who was involved, etc.);
 - d. Name (and contact information, when possible) of person excluded under Section 177;
 - e. Name of principal or other administrator who directed the person to leave school property;
 - f. Length of exclusion;
 - g. Date for review, and
 - h. Name of person completing document.
5. Any request of the excluded person to return to school property / school activity, change to the exclusion order or lifting of the order must be approved by the Superintendent or designate.
6. Orders issued under this Policy can be appealed following Policy No. 500.0, Appeal Procedure – Bylaw.
7. Personal information collected in relation to a Section 177 exclusion, must be protected in accordance to the BC Freedom of Information and Protection of Privacy Act.
8. The Superintendent of Schools will maintain a record of all orders issued and track the progress of withdrawing such order.

Parents' Advisory Council**-POLICY-**

To assist in facilitating two-way communication and to keep in touch with parental opinion, the Board of Education encourages the formation of Parents' Advisory Councils composed of parents whose children are registered in the designated school.

1. Upon receipt of an application, the Board will establish a Parents' Advisory Council for the school.
2. Each school will be limited to one Parents' Advisory Council.
3. A Parents' Advisory Council, through its elected officers, may advise the Board and the principal and staff of the school respecting matters relating to the school.
4. A Parents' Advisory Council, in consultation with the principal, shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the Council.

Policy No. 1005.9

Surveys

No School District personnel shall cause to be taken any survey addressed to the public or parents without the express consent of the Board.

All wording of such surveys must be approved and the results to be sent to the Superintendent for the Board.

Civil Defence

-POLICY-

Suitable school accommodation shall be available for emergency lodging for Civil Defence and the Secretary Treasurer shall be appointed coordinator with volunteer assistance to be requested from schools.

February 15, 2024

Dear School Trustee's of SD 58 Nicola-Similkameen

Subject: Concern Over Increased Bussing Costs and Request for a Flat Rate for In-town Trips

On behalf of the Parent Advisory Council (PAC) at Vermilion Forks Elementary, we are writing to express our concerns regarding the recent proposed increase in bussing costs for our district. As stakeholders deeply invested in the holistic development and well-being of our students, we find this proposal alarming, particularly in its potential impact on the educational and mental health aspects of our children's school experience.

The enrichment that comes from educational trips is invaluable, offering our students unique learning opportunities that cannot be replicated within the confines of a classroom. These experiences contribute significantly to their mental and emotional well-being, fostering a sense of curiosity, engagement, and connection to the broader community. The abrupt increase in bussing costs threatens to curtail these critical opportunities, potentially depriving our students of experiences that are essential for their holistic development. We are lucky that our students so far have gotten to experience field trips such as: an educational trip to NVIT, wilderness trips such as hiking and tree planting, swimming lessons, school sports trips to play other teams in our district, Grade 7 year end trip to Sunny-brae and ski trips just to name a few.

Furthermore, we would like to highlight that schools in Princeton are already facing increased transportation costs for attending events hosted in Merritt. An additional increase in bussing expenses for local trips would exacerbate this financial burden, making it increasingly challenging to offer our students the well-rounded education they deserve. This situation seems to overlook the 'whole child' approach to education.

In light of these concerns, we respectfully hope for the continuation of a flat rate for in-town trips. This would provide a more predictable and manageable cost structure, enabling our school to plan and budget for these invaluable experiences more effectively. Such a measure would ensure that our students do not miss out on enriching educational opportunities due to budgeting constraints.

We understand that budgeting and resource allocation are complex and challenging tasks. However, we firmly believe that investing in our children's education and well-being is of paramount importance.

Thank you for your time.

Sincerely,

Vermilion Forks Elementary Parent Advisory Council