

## **AGENDA**

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

**Princeton Secondary School Conference Room  
Wednesday, March 13, 2024, 6:00 P.M.**

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*Success for ALL Learners Today and Tomorrow*

1. Acknowledgement of the Traditional Territories and Metis Community
2. Agenda
3. Minutes
  - a) of the Open Meeting held February 8, 2023
  - b) of the Open Meeting held February 20, 2023
4. Business Arising from the Minutes
5. Reports
  - a) Closed Meeting held February 21, 2024
6. **EDUCATION COMMITTEE**
  - a) Presentation – Princeton Secondary School Numeracy Program
  - b) Presentation – John Allison Literacy
  - c) Field Trips
  - d) Truth and Reconciliation (MMIWG2S Update)
  - e) BC Adolescent Health Survey
  - f) Education Committee Update – Strategic Plan Extension
  - g) Logo Redesign Process
  - \* h) Superintendent's Report

7. **OPERATIONS COMMITTEE**
- a) Riverside Learning Centre Update
  - b) Nicola Canford Elementary, Perimeter Access Update
8. **AUDIT AND FINANCE COMMITTEE**
- a) Policy 202.5, 803.1 Purchasing & Authorization Thresholds
9. **POLICY**
- a) Policy Development and Currency Clarification
  - b) Policy Development
    - 1. Policy 2.40 Corporate Sponsorship and Advertising
    - 2. Policy 2.50 Scholarships and Bursaries
    - 3. Policy 2.60 Diversity and Respectful Environments
  - c) Second Reading
    - 1. Policy 2.10 Addressing Concerns and Complaints
    - 2. Policy 2.20 Volunteers
  - d) Third Reading
    - 1. Policy 1.23 Conflict of Interest
    - 2. Policy 1.70 Trustee Remuneration and Expenses
    - 3. Policy 1.71 Trustee Professional Learning and Engagement
10. **TRUSTEE REPORTS**
- \* a) Student Trustee Reports
  - \* b) P.A.C. Reports
  - \* c) Other Reports – BCSTA Thompson Okanagan Branch
11. **CORRESPONDENCE**
- a) Battle Of The Books Invitation
12. **PUBLIC QUESTION PERIOD**
13. **ADJOURNMENT**

**MINUTES**

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

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

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*Success for ALL Learners Today and Tomorrow*

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

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

**AGENDA**

24/029      It was moved by Trustee Ward and seconded by Trustee Hoisington  
  
              THAT the agenda be approved as presented.

**MOTION CARRIED**

## **MINUTES**

24/030

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

THAT the minutes of the Open Meeting held January 10, 2024, be adopted as amended.

**MOTION CARRIED**

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

None.

## **UNADOPTED MINUTES OF THE POLICY COMMITTEE MEETING HELD JANUARY 16, 2024**

24/031

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

THAT the minutes of the Open Meeting held January 16, 2024, be adopted as amended.

**MOTION CARRIED**

## **EDUCATION**

### **Merritt Secondary School Applied Design, Skills, and Technologies (ADST):**

The Superintendent introduced Merritt Secondary School teachers Samuel McKibbin and Ryan Smith who provided a presentation on student engagement and projects taking place in the Applied Design, Skills, and Technologies program during the 2023-2024 school year.

### **French Immersion Update:**

The Assistant Superintendent provided an update on the French Immersion Growth Grant. She elaborated on the hiring of a videographer/director to create promotional videos for the FI elementary and secondary schools, the progress of the French Advisory Committee, the contracting of a professional to complete a French Immersion program review, cultural field trips, the purchase of French Immersion resources that offer pedagogy and engagement-specific training for French Immersion teachers, and the “French for a Day” Pre-K Symposiums in the community to promote the intake of French Immersion students.

### **Truth and Reconciliation – Equity in Action (Theory of Change):**

Assistant Superintendent Kempston updated 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.

### **Keeping Kids Safe Online and In School:**

Senior staff provided a review of the January 26, 2024 Provincial announcement that outlined actions to keep kids and young people safe from online threats, restrict cell phones in schools and hold social media companies accountable. The Ministry of Education and Child Care will be approaching rights holders to consult further.

### **Framework for Enhancing Student Learning Report:**

An overview of the Framework for Enhancing Student Learning Report was provided by the Superintendent. The focus of this report was the District’s approach to continuous improvement, data and evidence, ongoing engagement, alignment and adaptations, and improving equity of learning outcomes.

### **2024/2025 District Calendar:**

The Superintendent brought forward the 2024/2025 District Calendar. The calendar includes the correct number of days in session (191) and days of instruction (184) needed to meet the Ministry of Education and Child Care requirements. After a period of review and consultation, it is being brought forward for Board approval and submission to the Ministry.

24/032

It was moved by Trustee Ward and seconded by Trustee Jepsen

THAT the Board approve the 2024/2025 District Calendar and it be submitted for Ministry approval.

**MOTION CARRIED**

**Superintendent's Report:**

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

**OPERATIONS**

**Riverside Learning Centre Child Care Project Update:**

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

**AUDIT AND FINANCE**

**2023-2024 Quarterly Financial Update:**

The Secretary Treasurer provided an overview of the quarterly financial update for the period, July 1 – December 31, 2023. An opportunity was provided for questions and answers.

**Extra-Curricular Travel Costing:**

Trustees were provided 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 impacts of the recent changes.

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

Secretary Treasurer Richardson presented the 2023-2024 Amended Annual Budget. An opportunity for discussion was provided.

24/033 It was moved by Trustee Ward and seconded by Trustee Jepsen

THAT the Board approve the \$39,999,398.00 Amended Annual Budget By-Law for 2023-2024 for first reading.

**MOTION CARRIED**

24/034 It was moved by Trustee Hoisington and seconded by Trustee Kent-Laidlaw

THAT the Board approve the \$39,999,398.00 Amended Annual Budget By-Law for second reading.

**MOTION CARRIED**

24/035 It was moved by Trustee Ward and seconded by Trustee Jepsen

THAT the Board move the 2023-2024 \$39,999,398.00 Amended Annual Budget By-Law to third reading.

**MOTION CARRIED**

24/036 It was moved by Trustee Hoisington and seconded by Trustee Jepsen:

THAT the Board approve the 2023-2024 \$39,999,398 Amended Annual Budget By-Law for third reading.

**MOTION CARRIED**

## **2024-2025 Annual Budget Process:**

The Secretary Treasurer presented the dates set for public consultation towards the 2024-2025 Annual Budget, explaining that the School District seeks collaboration as part of its budget planning cycle. The dates for public consultation are: Princeton on Tuesday April 2, 2024, Merritt on Tuesday April 3, 2024, and with the Indigenous Education Council on Tuesday April 9, 2024.

The goal is to present the Annual Budget for first reading at the May 8, 2024, Open Board Meeting with second and third readings to follow at the Board's June 12, 2024, Open Meeting.

## **POLICY**

### **Policies for First Reading:**

The Superintendent introduced two policies being brought forward for first reading. The policies have been reviewed and updated by the Nicola-Similkameen Policy Committee.

### **Policy 2.10 Addressing Concerns and Complaints:**

24/037

It was moved by Trustee Ward and seconded by Trustee Jepsen

THAT the Board move Policy 2.10, Addressing Concerns or Complaints, forward for first reading.

**MOTION CARRIED**

### **Policy 2.20 Volunteers:**

24/038

It was moved by Trustee Ward and seconded by Trustee Jepsen

THAT the Board move Policy 2.20, Volunteers, forward for first reading.

**MOTION CARRIED**



**Policies for Second Reading:**

The Superintendent introduced the 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.

**Policy 1.23 Conflict of Interest:**

24/039 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

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

**MOTION CARRIED**

**Policy 1.70 Trustee Remuneration and Expenses:**

24/040 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

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

**MOTION CARRIED**

**Policy 1.71 Trustee Professional Learning and Engagement:**

24/041 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

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

**MOTION CARRIED**

**Policies for Third Reading:**

The Superintendent introduced the 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.

**Policy 1.10 Vision and Guiding Principles:**

24/042 It was moved by Trustee Hoisington and seconded by Trustee Ward

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

**MOTION CARRIED**

**Policy 1.20 Board Authority and Responsibilities:**

24/043 It was moved by Trustee Hoisington and seconded by Trustee Ward

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

**MOTION CARRIED**

**Policy 1.21 Role of the Chairperson & Vice-Chairperson:**

24/044 It was moved by Trustee Hoisington and seconded by Trustee Ward

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

**MOTION CARRIED**

**Policy 1.22 Trustee Code of Conduct:**

24/045

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 1.22, Trustee Code of Conduct, forward for third and final reading.

**MOTION CARRIED**

**Policy 1.30 Delegation of Authority:**

24/046

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 1.30, Delegation of Authority, forward for third and final reading.

**MOTION CARRIED**

**Policy 1.50 Board Committees:**

24/047

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 1.50, Board Committees, forward for third and final reading as amended.

**MOTION CARRIED**

**Policy 1.51 Board Liaison Assignments:**

24/048

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 1.51, Board Liaison Assignments, forward for third and final reading.

**MOTION CARRIED**

**Policy 1.52 Board Representation:**

24/049

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 1.52, Board Representation, forward for third and final reading.

**MOTION CARRIED**

**Policy 1.53 Okanagan Labour Relations Council:**

24/050

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 1.53, Okanagan Labour Relations Council, forward for third and final reading.

**MOTION CARRIED**

**Policy 1.60 Board Correspondence:**

24/051

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 1.60, Board Correspondence, forward for third and final reading.

**MOTION CARRIED**

**Policy 2.30 Public Interest Disclosure:**

24/052

It was moved by Trustee Hoisington and seconded by Trustee Ward

THAT the Board move Policy 2.30, Public Interest Disclosure, forward for third and final reading.

**MOTION CARRIED**

**Policies to be Repealed:**

The Superintendent introduced the policies being recommended for repeal. 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.

**Policy 502.2 Maintenance of Order and Protection of Students:**

24/053 It was moved by Trustee Hoisington and seconded by Trustee Jepsen

THAT the Board repeal Policy 502.2 Maintenance of Order and Protection of Students.

**MOTION CARRIED**

**Policy 1002.1 Parents' Advisory Council:**

24/054 It was moved by Trustee Hoisington and seconded by Trustee Jepsen

THAT the Board repeal Policy 1002.1 Parents' Advisory Council.

**MOTION CARRIED**

**Policy 1005.9 Surveys:**

24/055 It was moved by Trustee Hoisington and seconded by Trustee Jepsen

THAT the Board repeal Policy 1005.9 Surveys.

**MOTION CARRIED**

**Policy 1004.8 Civil Defense:**

24/056

It was moved by Trustee Hoisington and seconded by Trustee Jepsen

THAT the Board repeal Policy 1004.8 Civil Defence.

**MOTION CARRIED**

**TRUSTEE REPORTS****Student Trustee Report:**

Student Trustee Owen Bateson reflected on what might be the most important things learned in school that are not directly taught by teachers in a curriculum. In his opinion these were communication, task management, how to overcome challenges, teamwork, and collaboration. When asked his perspective on what skills he felt students needed to learn at school that have nothing to do with the curriculum are, he replied with communication, accepting that is okay to ask for help, stress management, real-life math (ie. financial management), creating career documents, and accountability.

**Trustee Reports:**

Trustee Chenoweth was not present to report on Collettsville Elementary and SCIDES.

Trustee Rainer was not present to report on John Allison Elementary.

Trustee Hoisington reported on Nicola Canford Elementary.

Trustee Ward reported on Vermilion Forks Elementary.

Trustee Kent-Laidlaw reported on Princeton Secondary School.

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

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

Chair Swan and Assistant Superintendent Kempston reported on DPAC. DPAC was inquiring as to whether gaming grants can be used for bussing costs. Senior staff will look into this question and report back.

**IEC Report:**

Superintendent McNiven reported on the Indigenous Education Committee's meeting on January 30, 2024.

**Other Reports:**

Trustee Ward spoke to the upcoming BCSTA Thompson Okanagan Branch Meeting in Vernon on March 1 and 2, 2024.

**CORRESPONDENCE****Letter from Vermilion Forks P.A.C:**

The Superintendent presented a letter sent by Vermilion Forks Parents' Advisory Council relating to their concerns over increased bussing costs and requesting a flat rate for in-town trips.

**PUBLIC QUESTION PERIOD**

Members of the public that were in attendance indicated that their inquiries were answered during meeting discussion and no additional questions were brought forward during the public question period.

**ADJOURNMENT**

Motion to adjourn was made by Trustee Ward and seconded by Trustee Kent-Laidlaw. The Open Meeting adjourned at 9:04 pm.

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 Chairperson

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 Secretary Treasurer

**MINUTES**

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

**VIA TEAMS  
TUESDAY, FEBRUARY 20, 2024, 5:00 PM**

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*Success for ALL Learners Today and Tomorrow*

PRESENT:	Chairperson	G. Swan
	Trustees	J. Jepsen J. Kent-Laidlaw E. Hoisington J. Chenoweth (ABSENT) 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 (ABSENT)
	PDTU Vice President	Trina Moulin
	CUPE Local 847 President	Kristen Lupton
	PVP	Dan Duncan (ABSENT)
	Consultant	Anne Cooper

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

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

**Minutes:**



24/057

It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the minutes of the Open Meeting held January 16, 2024, be adopted as presented.

**MOTION CARRIED**

**Policy Revision Drafts to be Considered at This Meeting:**

**Policy 2.40: Corporate Sponsorship and Advertising**

Chair Swan recommended that more time is spent developing corporate sponsorships and what that looks like. Ms. Cooper suggested that the last paragraph is the driving nature of the policy, “there will be no use of corporate logos and slogans on any physical signage within the district.” This would prevent the district from renaming a gym, for example.

Trustee Kent-Laidlaw suggested changing the wording from absolute “no” with the use of logos to wording that allows the Board to review on a case-by-case basis, providing the Board with options.

Ms. Lupton understands the soliciting of logos but perhaps we can have a limiting contract (For example, 1 month having logo on the jerseys).

Trustee Rainer would prefer to use the wording as is and does not prefer the use of logos.

Ms. Moulin, in reference to the BCTF members guide: School District’s prohibit use of advertising of a brand or logo.

Trustee Hoisington asked what other school districts are doing with regards to corporate sponsors. Mr. McNiven would be supportive of the temporary approach, recognizing corporate sponsors; this could be handled under the umbrella of Board approval.

Ms. Cooper suggested wording surrounding a verbal acknowledgement at the respective event(s). Chair Swan asked for clarification regarding what signage is referring to. For example, is a poster considered temporary? Chair Swan asked whom determines whether or not something is deemed temporary.

Trustee Rainer does not agree that we should be putting logos on uniforms. This could be a slippery slope. Chair Swan suggested the need for clarification on what is temporary and what is not temporary. Young minds are impressionable and we need to be mindful of that.

Ms. Moulin suggested that something that the district is not going to own afterwards versus what it will own can speak to what is temporary.

Ms. Cooper clarified work needs to be done surrounding logos that go to print versus logos that are posted to electronic media.

Assistant Superintendent Kempston noted the potential for large, resourced based companies and expressed the need to be mindful (and potentially avoid) them from an equity and Truth and Reconciliation perspective.

Chair Swan asked how we put a fence around what would (and would not be) permissible. This would need to be worked out if we were going to permit. Ms. Cooper suggested that

perhaps the word “temporary” needs to be changed to something more suitable. An administrative procedure would be helpful in providing clarification.

Mr. Rainer noted that both the receipt and acknowledgement of donations from corporate sponsors should be under the purview of the Board. Mr. McNiven suggested that perhaps the notion of how we go about expressing thanks versus receiving all requests is more manageable.

Ms. Cooper clarified that there will be no use of corporate logo and slogans on permanent district property but there is some flexibility to recognize sponsorships through temporary print and/or electronic media.

#### **Policy 2.50: Scholarships and Donations**

Ms. Cooper reviewed a more concise version of this policy noting that the Secretary Treasurer establish the necessary procedures to operate a charitable trust to support the voluntary financial contributions from the community for scholarships and bursaries.

The Secretary Treasurer will forward the existing procedures for setting up a scholarship/bursary to the Superintendent for review and consideration into the Administrative Procedures. Mr. McNiven presented a document that references each policy and associated administrative procedures. Administrative Procedures, for the most part, are outward facing on the district’s website. Ms. Cooper highlighted the need to not provide hyperlinks for sensitive policies (Ex. Security).

#### **Policy 2.60: Inclusive and Respectful Environments**

Ms. Cooper commented of the broadness of the previous version of the policy. More concise language from the Human Rights Code has been added. Policy amendments would then be required on an annual basis.

Mr. Swan inquired if the code ends when you are no longer on Board property. Ms. Cooper suggested clarifying the language so that the policy makes it clear that the policy applies both on and off school district property. Mr. Rainer recommended using “district” instead of “school” to get away from singular buildings and Ms. Lupton suggested the use of “school district community.”

Ms. Kempston asked if the language speaks to an online presence. Ms. Cooper confirmed that the policy does not specify “where” which is helpful in that “online” is not excluded.

Ms. Kempston indicated that Principals are noticing inconsiderate texts and messaging. Queried if it is possible to clean up the language to remove “settings” and add in “internal/external,” to speak to the notion of such instances. Ms. Cooper suggests adding “all communications are free from...”.

It was recommended that we add in School Codes of Conduct that reflect statements that address the prohibited grounds of discrimination as set out in the B.C. Human Rights Code and also add in clarifying language that state it is everyone’s responsibility to model appropriate expectations.

The decision was made to change “Schools” to “The District” and remove the reference of “youth” to so that we are including all individuals. Mr. Coutlee requested the addition of, “that learning resources be developed in accordance with the Local Education Agreement.”

It was requested to change School Code of Conduct to, "School and District Code of Conduct "and remove definitions that are already covered off by the Human Rights Act.

**Next Meeting: Tuesday, April 16, 2024.**

**Adjournment:**

Motion to adjourn was made by Trustee Ward and seconded by Trustee Jepsen. The Open Policy Meeting adjourned at 6:26 pm.

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Chairperson

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Secretary Treasurer



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

**ADMINISTRATION OFFICE**

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

**RECORD OF CLOSED MEETING  
Held Wednesday, February 21, 2024  
Merritt School Board Office Boardroom**

**PRESENT:** TRUSTEES: G. Swan, J. Kent-Laidlaw, J. Chenoweth, L. Ward, J. Jepsen, E. Hoisington

**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:** D. Rainer

**Call to Order: 4:30 p.m.**

**Motion to approve the agenda.**

**Motion to exclude the public.**

**Approval of Minutes of Prior Meetings: January 10, 2024.**

**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. Audit & Finance
  - Updates provided by the Secretary Treasurer
5. Operations
  - Property update provided by the Superintendent and Secretary Treasurer.
6. Adjournment: 5:53 p.m.

Dylan Richardson  
Secretary Treasurer/CFO

*Success for ALL Learners ~ Today and Tomorrow*



# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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: PRINCETON SECONDARY SCHOOL  
NUMERACY PROGRAM**

**DATE: March 13, 2024**

Presentation – Princeton Secondary School will provide the Board with an overview of their current grade 8 and grade 9 numeracy program. This new program focuses on the use of formative assessment to inform instruction and react to the learning needs of students. The presentation will include a review of the initial results and challenges.

SMcN/sc



# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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:** JOHN ALLISON ELEMENTARY SCHOOL  
LITERACY PROGRAM

**DATE:** March 13, 2024

Presentation – John Allison Elementary School will provide the Board with an overview of their current literacy data and how it informs numeracy instruction across the school.

SMcN/sc



# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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

**RE:** FRENCH IMMERSION FIELD  
TRIP PROPOSAL

**DATE:** March 8, 2024

Collettville Elementary has put forward a proposal for a French Immersion Trip to Quebec City for Carnaval from February 6 to 10, 2025. A total of 16 Collettville students from grade 7 will have the opportunity to travel to Quebec and enjoy the cultural experiences and adventures offered by this trip. The trip is enthusiastically supported by the administration, staff, parents, and students, and we believe that this will be a successful experience for all involved. An overview of the trip is attached.

Merci!

JK/sc



February 28, 2024.

Jane Kempston, Assistant Superintendent of Schools

In accordance with Policy 603.2, École Élémentaire Collettville School is requesting approval from the Board of Education for an out-of-province field trip to Quebec City, QB. The trip involves 16 students in Grade 7, February 6-10, 2025. Janis Tancowny, the Grade 7 teacher, and Mme. Parker, Principal of Collettville, will be travelling with the children from Kelowna to Quebec City, via Air Canada. We have some parents interested in travelling with their child, including male parents, that will chaperone the male students.

This trip to Quebec City is to experience the French culture, authentically, during the Winter Carnaval, February 2025. The parents will be consulted after this proposal has been approved. There has been a lot of support to offer this field trip from the PAC as discussed during the December 2024 PAC meeting.

Although the plans are in the preliminary stages, Kirk at World Strides is holding the flights, and a small deposit is required once approved by the board, with monthly payments available to parents as an option.

Once this proposal is approved, I will begin fundraising, by offering a pizza lunch on Tuesday's for the staff and students as a Grade 7, Quebec City fundraiser. I currently have one parent, Aleesha Rielly, available to assist and volunteer with the logistics of the pizza lunch on Tuesdays.

Please find attached a copy of the email correspondence I have received with the flight information, and the guided tour during Carnaval, for a total student price of \$3020.00 each, for a total amount for the entire trip \$48,320.00, excluding parents.

Thank you for your consideration for this cultural field trip to Quebec City for Carnaval February 6-10, 2025.

Sincerely,  
Kim Parker-Principal



## Day One - Thursday February 6, 2025

**Flight between Vancouver and Montreal**  
Board your flight

En route your Tour Director will get to know the students on a first name basis and lead discussions.

Approximate time of arrival in your destination. Proceed to the baggage carousel to collect your luggage.

### Motor Coach Transportation

Meet your coach at the Airport.

Board your motor coach and depart.  
Appropriate rest and meal stops will be made.

### 6:30 PM Full Dinner

Enjoy a delicious dinner at a local restaurant.

### 8:00 PM Check in to your Quebec City Tourist Class Hotel

Approximate time of arrival at your accommodation.

### 10:00 PM Night Security provided each evening by Securite Sirols - 7 hrs

Night Security will patrol hallways each evening between 10:00pm - 5:00am

## Day Two - Friday February 7, 2025

### 8:00 AM Full Breakfast

Enjoy a delicious full breakfast at a local restaurant.

9:00 AM Board your motor coach and depart for your next activity.

### 9:30 AM Orientation Walk of Lower Town

Experience the city as it was in the days of New France. Your Tour Director will take you through the lower half of the UNESCO World Heritage Site to see the Place Royale, and Fresque du Petit-Champlain.

### 10:00 AM Orientation Walk of Upper Town

Experience the city as it was in the days of New France. Your Brightspark Tour Director will take you through the upper half of the UNESCO World Heritage Site to see the Dufferin Terrace, Rue de Tresor "Artist Alley", and the iconic Château Frontenac.

### 10:30 AM Sliding on the Dufferin Terrasse - 3 rides

Whoosh down ice-covered tracks on a wooden toboggan over a distance of 250 meters. Les Glissades de la Terrasse was built more than 100 years ago and was one of the first rides of its kind anywhere in the world.

### 11:30 AM Guided Tour at Forts-et-Châteaux-Saint-Louis

Revisit the past with your guide as the secrets of the forts and Châteaux Saint Louis are revealed. Students will discover an archaeological crypt with relics and artifacts to help retrace 200 years of history in North America.

### 12:15 PM Old Quebec Exploration

Opportunity to explore Old Quebec in small groups. Visit rue du Tresor, the street of artists, and the many shops and boutiques.

Lunch at your own cost in Old Quebec.

### 2:00 PM Carnaval de Quebec- Effigy pass

Explore old Quebec during Carnaval! This winter celebration has been going on for over 100 years with its first celebration dating back to 1894. Groups can explore the grounds and partake in all of the games and activities that Carnaval has to offer. Be sure to get a photo with the mascot of the festival: Bonhomme Carnaval.

### 6:00 PM French Canadian Dinner at Erablere du Lac Beauport

Enjoy a traditional sugar shack meal followed by lively folk music, dancing and maple taffy served on snow. You will also visit the maple sugar museum and the trapper camp where you will learn about the ancient and modern techniques of Quebec trappers.

### 7:30 PM Evening Walk, Bonfire and Marshmallows

Wander through a forest of over 10,000 maple trees in the Maple Sugar Bush, followed by an evening bonfire where students will relax and roast marshmallows.

8:30 PM Board your motor coach and transfer to your accommodations.

## Day Three - Saturday February 8, 2025

### 8:15 AM Quel beau pré!

Explore the route to Nouvelle France and the people that inhabited the coast throughout history. As you drive along this historic coastline, your students will learn about a few of the important figures that once called this area home.

### 9:00 AM Full Breakfast

Enjoy a delicious full breakfast at a local restaurant.



**10:15 AM Self Guided Visit Sainte-Anne-de-Beaupre Basilica**  
Discover the Romanesque cathedral that began as a shrine to honour Saint Anne. Every year hundreds of thousands of tourists and pilgrims visit this impressive church where miracles are still believed to occur.

**11:30 AM Visit Montmorency Falls**  
Stop at one of the most spectacular natural wonders of the Beupre Coast. Make sure to take a breathtaking picture from the middle of the bridge spanning the top of the falls!

**1:00 PM Les Galeries de la Capitale**  
The group can shop and explore Les Galeries de la Capitale with 252 stores and the Mega Parc, complete with a roller coaster, Ferris wheel, an ice skating track, and a full arcade.

**3:00 PM Immersion Quebec**  
Group will rotate through two stations in which they are given a tablet or a virtual reality headset, to either take part in a friendly competition or view Quebec's live history in 30 minutes.

**5:00 PM Full Dinner**  
Enjoy a delicious dinner at a local restaurant.

**6:00 PM Board your motor coach and depart for your next activity.**

**6:30 PM Improv Game Show at the Improdôme**  
Students enjoy an evening of improv games at the Improdôme theatre.

**8:00 PM Board your motor coach and transfer to your accommodations.**

#### Day Four - Sunday February 9, 2025

**8:00 AM Full Breakfast**  
Enjoy a delicious full breakfast at a local restaurant.

**10:00 AM 1/2 hour of Dogsledding at Chenil La Poursuite**  
Dogsledding excursions in the wonderful Chaudière-Appalaches region, just a 15-minute drive from Québec City. Enjoy all activities on well-maintained and fully wooded trails. Your group will enjoy 30 minutes of dogsledding with a kennel visit.

**12:00 PM Lunch at your own cost.**

**1:30 PM Guided Tour at the Traditional Huron Site - Onhoua Chetek8e**

Journey into the heart of Huron traditions, where students will discover their ancient way of life on a guided tour of the reconstructed Huron Village. Visit a long house and learn about the transportation, food preparation and spirituality of the Huron-Wendat people.

**4:00 PM Self-Guided Tour - Ice Hotel**  
The only one of its kind in North America, the Hotel de Glace (ice hotel) changes theme each winter and is a unique place to visit and a perfect stop for interesting photos.

**5:00 PM Full Dinner**  
Enjoy a delicious dinner at a local restaurant.

**6:00 PM Village Vacances Valcartier - Winter Playground**  
Passport access to all activities at Valcartier Village! Snow Tube down your choice of various snow slides or raft downhill with a group a friends. Be sure to test your courage on the 110 foot tall Everest!

#### Day Five - Monday February 10, 2025

**8:00 AM Full Breakfast**  
Enjoy a delicious full breakfast at a local restaurant.

**9:00 AM Hotel Check Out**  
Check out of your accommodations and load your luggage onto the motor coach.

**9:30 AM Board your motor coach and depart for the Airport.**  
Board your flight home.

*This is your preliminary itinerary. The order of activities on your actual tour may vary based on availability of attractions and restaurants at time of booking. In keeping with Brightspark's commitment to safety and security, all our itineraries are designed to comply with the Department of Transportation's rules and regulations for maximum hours of service for motor coach drivers.*





# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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:** MISSING AND MURDERED INDIGENOUS **DATE:** March 13, 2024  
WOMEN, GIRLS AND TWO SPIRITED  
(MMIWGS) COMMITTEE UPDATE

Members of the MMIWG2S Committee will provide an update on the work being done across the district.

Examples of topic areas include:

- Local ceremonies
- Resources
  - Kids in the Know
  - In Their Shoes
- MMIWG2S March

SMcN/sc



# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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:** ADOLESCENT HEALTH SURVEY  
**DATE:** March 13, 2024

Senior staff will provide an overview of the Provincial and local results of the Adolescent Health Survey. Components of the presentation will include the following:

- 1) Introduction
- 2) Profile of Students
- 3) Home Life
- 4) Economic Well-Being
- 5) Physical Health
- 6) Mental Health and Well-Being
- 7) Eating Behaviours and Body Image
- 8) Sexual Health
- 9) Substance Use
- 10) Adverse Experiences
- 11) School Experiences
- 12) Relationships and Connections
- 13) Recreational Activities

Further information regarding the McCreary Centre Society and The Big Picture: An overview of the 2023 BC AHS results can be found at:

[Home | McCreary Centre Society \(mcs.bc.ca\)](https://mcs.bc.ca)

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# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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:** EDUCATION COMMITTEE UPDATE AND  
STRATEGIC PLAN EXTENSION

**DATE:** March 13, 2024

Trustees will be given an opportunity to review and discuss the information shared during the Education Committee meeting held on February 28<sup>th</sup>. The following topics reflect the information shared and discussed. Trustees will also be provided with time to consider the draft changes to the terms of reference and the recommendation to extend the current Strategic Plan end date to June 2026.

1. Traditional Welcome and Introductions
2. Review of Terms of Reference
3. Engagement Cycle
  - a. [Examples](#)
4. Strategic Plan Review
  - a. [Strategic Plan 2021 – SD58 Nicola-Similkameen](#)
  - b. [Strategic Plan Video](#)
  - c. [Strategic Plan Summary](#)
5. District Framework for Enhancing Learning Schematic
  - a. [District Enhancing Learning Plan](#)
6. Framework for Enhancing Student Learning Report Feedback
  - a. [FESL Report](#)

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

SMcN/sc



# Board of Education Committee Terms of Reference

*Success for All Learners ~Today and Tomorrow*

## EDUCATION COMMITTEE

### PURPOSE

The Education Committee's role is to support both Strategic Planning Process and the Framework for Enhancing Student Learning process.

### DELIVERABLES

The Education Committee will:

1. Provide recommendations to the board in relation to:
  - o Strategic Planning
  - o Framework for Enhancing Student Learning Process
2. Support the Engagement Cycle Process:
  - o Plan, Act, Evaluate and Reflect

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

### REPORTING MECHANISM

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



# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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:** DISTRICT LOGO RE-DESIGN PROCESS

**DATE:** March 13, 2024

As per the Board of Education's direction, senior staff have begun the logo re-design process. The process, supported by SOTROPA Communication, will involve a district-wide consultative process occurring over the next four months. Potential deliverables include:

**1. Logo Re-design and the development of visual identity tools:**

- Updated district logo
- Visual identity guide
- Set of document templates (letterhead, memo, agenda, fax, posters, digital presentations)
- Full set of logo digital files/colours/formats

**2. Communications assessment & inventory**

- Inventory/audit of current communications practices and collateral
- Review of web platform and content (district and schools)
- Analysis and recommendations for next steps in corporate communications

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# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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: March 13, 2024**

Senior staff will provide an update on the Riverside Child Care Project. The update will include the following:

- Continuity of Service
  - The Bridge
  - Little Seeds Early Learning Centre
  - Community Theatre Use
  - Community Pickle Ball Court Use
- Current Leaseholders
- YMCA Licensing
- Renovations

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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

**MEMORANDUM**

**TO: All Trustees**

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

**RE: Nicola Canford Elementary: Perimeter Access**

**DATE: March 8, 2024**

We have received an update from the Ministry of Transportation and Infrastructure that the subdivision plan, which also contains the walking path from Smith/Bailey Roads to Nicola Canford Elementary School, formally dedicates a three-meter-wide road (the walking path).

Senior management will now complete an online application for the ongoing use and maintenance of the pathway. There is no fee for the application. Once the application has been received the Ministry development services staff will issue a permit to the school district.

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: Purchasing & Authorization Thresholds**

**DATE: March 8, 2024**

Enclosed trustees will find Policy 202.5: Signing Officers and Policy 803.1: Purchasing Tendering. A request will be made for trustees to consider increasing the thresholds associated with the policies in disbursing the aggregate \$10.2 million dollars of funding for the new childcare new spaces grant at Riverside Learning Centre.

Suggested Motions:

**MOTION #1**

**WHEREAS** Policy 803.1 Purchasing Tending article 4.7 maintains that the school district will obtain competitive prices for all supplies, equipment and services when the total order exceeds \$5,000...”

**FOR** expenses pertaining to the Riverside childcare new spaces project, **THAT** the Board of Education temporarily increase the threshold in article 4.7 of the Policy 803.1: Purchasing Tending, from \$5,000 to \$25,000 until the completion of the childcare new spaces project.

**MOTION #2**

**WHEREAS** policy 202.5: Signing Officers, Article 1.1 maintains that both the Secretary Treasurer and Assistant Secretary Treasurer be authorized to sign non-payroll cheques up to \$5,000...” and;

**WHEREAS** policy 202.5: Signing Officers, Article 1.2 maintains that the Board Chairperson and two Trustees appointed by the Chairperson and one member of the administration consisting of the Secretary Treasurer and Assistant Secretary Treasurer be authorized to sign non-payroll cheques in excess of \$2,000...”

**FOR** expenses pertaining to the Riverside childcare new spaces project, **THAT** the Board of Education temporarily increase the aforementioned limits to \$25,000, until the completion of the childcare new spaces project.

Dylan Richardson  
Secretary Treasurer/CFO

**Signing Officers**

**-POLICY-**

1. That for banking transactions, the signing officers of the Board are:
  - 1.1 Both the Secretary Treasurer and Assistant Secretary Treasurer be authorized to sign non-payroll cheques up to five thousand dollars (\$5,000.00) and payroll cheques for any amount, with no more than one of the signatures being computer generated; and
  - 1.2 The Board Chairperson and two Trustees appointed by the Chairperson and one member of the administration consisting of the Secretary Treasurer and Assistant Secretary Treasurer be authorized to sign non-payroll cheques in excess of two thousand dollars (\$2,000.00), with no more than one of the administration signatures being computer generated.

**Purchasing, Tendering, and Disposal of Surplus Goods****-POLICY-**

The Board of Education of School District No. 58 (Nicola-Similkameen) authorizes and assigns responsibility for purchasing and tendering to the Secretary Treasurer or his/her designate.

It shall be the policy of the Board to purchase the most appropriate services, products, commodities, and equipments for the purposes envisaged, based on the quality and cost of the particular product. The Board believes in purchasing competitively and seeking maximum educational value for every dollar expended, consistent with good purchasing practices.

**-REGULATION-****1. General Guidelines**

- 1.1 All items purchased, or donated in the name of a school or the school district will become the property of School District No. 58 (Nicola-Similkameen).
- 1.2 Where practicable, the Secretary Treasurer or his/her designate, will coordinate “bulk purchases” for various commodities. Therefore, schools and maintenance are encouraged wherever possible, to cooperatively purchase to provide the opportunity for quality discounts.
- 1.3 All services, supplies, commodities, or equipment required for the ongoing operations of the school district are acquired on the open market with probity and in accordance with competitive public sector purchasing practices.
- 1.4 Use of the district’s purchasing procedures to acquire goods and services for personal use will not be permitted except where specifically allowed by the Secretary Treasurer.
- 1.5 Whenever practicable, equipment and supplies will be standardized to achieve maximum purchasing economy and quality goods. Consideration will be given to future maintenance of equipment and availability of parts and services.

**2. Tendering/Pricing**

- 2.1 Whenever possible, the tender that provides the best economic value is to be accepted consistent with equal quality and the ability of the bidder to supply the requirements in a reasonable period of time. In exceptional circumstances, the Secretary Treasurer may authorize acquisition from a sole source.
- 2.2 The purchase of any item or product from any person employed by the school district will not be in effect until the purchase has been approved by the Secretary Treasurer.
- 2.3 The employees responsible for purchasing decisions are required to ensure that suppliers located within the school district boundaries are asked to bid or provide quotes on supplies and materials to be purchased.
- 2.4 All contracts must be signed by the Secretary Treasurer.

**3. Purchasing Methods**

The school district employs various purchasing tools for the acquisition of goods and services as follows:

- 3.1 Petty Cash – used at the user level to expedite the acquisition of low value. While the use of petty cash is not encouraged, a petty cash fund may be established by contacting the Secretary Treasurer or his/her designate. Receipts must be attached to a petty cash voucher by the custodian of the petty cash and signed by the custodian's immediate supervisor.
- 3.2 School Trust/Bank Account (self generated funds) – used at the school level to expedite the acquisition of goods and services. The School Trust/Bank Account is the responsibility of the school principal. The school principal may delegate the duties of financial record keeping, receipting and disbursing fund to an individual of his/her choice.

Disbursement of funds to purchase goods and services shall be made with cheques. The cheque must be signed by two (2) authorized signatures.

- 3.3 Purchasing Cards (Procurement Cards) – used for the procurement and payment of goods and services within established purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. With the written approval from an employee's principal or supervisor, an employee may make application to the Secretary Treasurer or his/her designated Purchase Card Administrator for a Purchasing Card.

The Purchasing Card may only be used by the person named on the front of the card. A cardholder's single transaction limit is set after consultation between an employee's principal/supervisor with the Secretary Treasurer or the Purchase Card Administrator.

On a monthly basis, the cardholder must attach the receipts to the Monthly Purchasing Card Statement, and ensure the GST amount and General Ledger Account attached to the transaction is correct. The Monthly Purchasing Card Statement must be signed by the cardholder's immediate supervisor.

- 3.4 Purchase Requisition/Purchase Order – used for the purchase of goods and services. All purchase orders must be signed by the appropriate personnel (principal/supervisor) responsible for an operating unit and by the Secretary Treasurer or by his/her designate. In no case will a purchase order be honoured without the signature of the Secretary Treasurer or his/her designate.
- 3.5 Standing Purchase Order – used to make purchases from a sole source vendor over a period of time (usually the school fiscal year) for supplies or services (i.e. building supplies, food distributor, office supplies, etc). All Standing Purchase Orders must be signed by the appropriate personnel (principal/supervisor) responsible for an operating unit and by the Secretary Treasurer or by his/her designate. In no case will a Standing Purchase Order be honoured without the signature of the Secretary Treasurer or his/her designate.
- 3.6 Systems Contract – for goods or services to be supplied over a period of time at a fixed or negotiated price (i.e. equipment leases, garbage disposal, etc). An encumbered amount with start and end dates will be established for the Systems Contract. All System Purchase Orders must be negotiated by the Secretary Treasurer or by his/her designate.

The approved Systems Contract will be sent to the vendor for the vendor to enact on the requirements stated in the Systems Contract.

#### 4. Tendering or Request For Proposals

- 4.1 In all purchasing transactions, authorized employees of the Board of Education will:
- Consider the interest of the school system and the improvement of its educational program
  - Consider all responsible bidders equally when determining whether their product meets specifications and the educational needs of the school system
  - Decline gifts that might in any way influence the purchase of school supplies and equipment
  - Refrain from soliciting funds or material from vendors, however worthy the purpose
  - Refrain from asking for special discounts or prices on items purchased from school district suppliers for personal use

- 4.2 As a general rule, all orders and contracts will be awarded to the supplier that offers the best value for School District No. 58 (Nicola-Similkameen). Relevant factors contributing to the overall value of the contract will include but are not limited to the following:
- Price
  - Quality
  - Ability to meet product specifications
  - Ability to provide service and warranty support (including past performance)
  - Availability of replacement parts

All factors being equal, contracts will be awarded to local, provincial, Canadian, and international suppliers in that order.

- 4.3 The Board reserves the right at all times to reject some or all bids, to not award the contract or purchase, or to re-tender.
- 4.4 School District No. 58 (Nicola-Similkameen) employees engaging in the purchasing function will be free of interest or relationships that are actually or potentially inimical to the best interests of the School District. In order to avoid a possible conflict of interest, any employee who has financial or other interest in a supplier company, either directly or indirectly through members of his/her immediate family, must report such financial or other interest in writing to the Secretary Treasurer who will determine whether the interest is sufficient to

disqualify the vendor. Employees who believe they may have a conflict of interest must remove themselves from the specified procurement.

- 4.5 Only the Secretary Treasurer is empowered to commit the credit of School District No. 58 (Nicola-Similkameen), except for those instances where the Secretary Treasurer has specifically delegated this power.
- 4.6 Individuals who obligate School District No. 58 (Nicola-Similkameen) without authorization may be held personally responsible for the commitment.
- 4.7 School District No. 58 (Nicola-Similkameen) will obtain competitive prices for all supplies, equipment and services when the total order exceeds \$5,000 except in the following situations:
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process;
  - A process delay would interfere with School District No. 58 (Nicola-Similkameen) ability to maintain security or order, or to protect human, animal, or plant life or health;
  - The required service is confidential; or
  - It can be proven that only one contractor is qualified to provide the service.

In the case of a single vendor, the person responsible for the purchase is required to present research to prove that only one vendor can provide the goods or service.

- 4.8 The Board authorizes the Secretary Treasurer to pursue improved efficiencies and economies through cooperative ventures with other public sector agencies. The success of these joint initiatives will depend, in part, on achieving a level of standardization in supplies and services.

## **5. Sale or Disposal of Obsolete or Surplus Assets**

- 5.1 Equity in school and other equipment belongs to the School District as a whole. Surplus equipment shall be turned in to the maintenance department for reassignment or disposal. A school or department may transfer the old equipment to another school.



- 5.2 Surplus items that are no longer useful within the School District but are in saleable condition shall be listed and put out to bid or public auction. The Secretary Treasurer shall manage the same of such items.
- 5.3 Disposal of equipment deemed to be surplus by a Principal or the Maintenance Supervisor will be by public offering at a public auction or other public advertisement for bids, either on an annual or other basis, as determined by the Secretary Treasurer and approved by the Board.
- 5.4 There are no restrictions as to who may submit a bid for the surplus equipment.
- 5.5 All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The Maintenance Supervisor shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.



# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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: POLICY DEVELOPMENT AND  
CURRENCY CLARIFICATION**

**DATE: March 13, 2024**

Trustees will review Policy 1.40 Policy Development and Currency and the consultation process. Currently, new and revised policies have been going through a three-reading process as per past practice. This process is not counter to the Policy; however, it is not needed based on the consultation process outlined. The Board will have the opportunity to clarify current and future processes based on the Policy. The Policy is attached for your review and the consultation process is outlined below:

#### 3. Consultation

- 3.1. The Board welcomes the input of rightsholders and interested and affected parties and public, within the district, with respect to the development and revision of its policies. New policy, or revisions to existing policy, shall be presented at a Board Meeting, and authorized for consultation, depending on the nature of the policy, utilizing one of the mechanisms below.
  - 3.1.1. Public Notice and Comment – The policy may be circulated for comment and feedback, the timelines will coincide with the dates for preparation of the subsequent Board Agenda.
  - 3.1.2. Review By Existing Committees – The policy may be presented to an existing committee for discussion and advice.
  - 3.1.3. Ad-hoc Working Committee – An ad-hoc working committee may be struck to provide feedback and advice regarding the matter.

  
SMcN/sc



## POLICY 1.40 POLICY DEVELOPMENT AND CURRENCY

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

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

### **Administration in Policy Absence**

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

### **Policy Development Process:**

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



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



Board of Education  
School District No. 58 (Nicola Similkameen)  
Policy

*Success for All Learners ~Today and Tomorrow*

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7. Policy Currency

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



# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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: POLICY DEVELOPMENT** **DATE: March 13, 2024**

Enclosed, please find copies of the following policies being brought forward for further consultation. The policies have been reviewed and updated by the Nicola-Similkameen Policy Committee.

- a) Policy 2.40 Corporate Sponsorship and Advertising
- b) Policy 2.50 Scholarships and Bursaries
- c) Policy 2.60 Diversity and Respectful Environments

Based on Policy 1.40 Policy Development and Currency, the Board will authorize an appropriate consultation process for each of the Policies. Consultation mechanisms are listed below:

#### 3. Consultation

- 3.1. The Board welcomes the input of rightsholders and interested and affected parties and public, within the district, with respect to the development and revision of its policies. New policy, or revisions to existing policy, shall be presented at a Board Meeting, and authorized for consultation, depending on the nature of the policy, utilizing one of the mechanisms below.
  - 3.1.1. Public Notice and Comment – The policy may be circulated for comment and feedback, the timelines will coincide with the dates for preparation of the subsequent Board Agenda.
  - 3.1.2. Review By Existing Committees – The policy may be presented to an existing committee for discussion and advice.
  - 3.1.3. Ad-hoc Working Committee – An ad-hoc working committee may be struck to provide feedback and advice regarding the matter.

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## POLICY 2.40 CORPORATE SPONSORSHIPS AND ADVERTISING

The Board of Education believes that providing access to a captive audience for commercial purposes could be considered as a violation of a safe and secure environment for both students and families. Therefore, the sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise is prohibited.

In respect of corporate sponsorships or donations, there shall be no actual or implied obligation to purchase any product or services.

There will be no use of corporate logos and slogans on any permanent district property. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material along with acknowledgement of sponsorships during events.



## POLICY 2.50 SCHOLARSHIPS AND BURSARIES

The Board of Education recognizes that scholarships and bursaries are a welcome contribution to graduating students in helping to defray the high costs of post-secondary education.

The Secretary Treasurer will establish the necessary procedures to operate a charitable trust to support the voluntary financial contributions from the community for scholarships and bursaries.





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## POLICY 2.60 RESPECTFUL LEARNING AND WORKING COMMUNITIES

The Board of Education recognizes and values the diversity found within its communities and believes that each individual contributes to the strength of the district's culture so all members of the school community learn and work together in an atmosphere of respect and safety, free from discrimination, harassment and/or exclusion.

Accordingly, educational programs, student and adult behaviours, and district operations should promote positive interactions and be free from divisive actions and attitudes based upon: Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression or age, of that person.

The Board further believes that every individual in its care or employ, must be treated with respect and understanding within their learning and working communities.

This policy applies to all members of the school district community including, but not limited to, students, staff, trustees, , parents and caregivers, volunteers, contractors and other persons who are invited to or who work on Board property.

This policy applies to discrimination or harassment that may take place outside of Board property, but which has the effect of or results in adversely affecting the Board's learning and working communities.

This policy seeks to:

- Support inclusion of all students and employees regardless of real or perceived differences as outlined in the *B.C. Human Rights Code*.
- Ensure that learning and working settings are free from discrimination and harassment
- Ensure that communications are free from discrimination and harassment.
- Raise awareness and improve understanding of Human Rights and the lives of all people.
- Define appropriate terms, behaviours and actions in order to prevent discrimination and harassment through greater awareness of/and responsiveness to their harmful effects.
- Promote a systemic response through staff and professional development that strives to identify and address educational practices, policies, and procedures that perpetuate all forms of discrimination.



- Make resources and support services available and visible for students and staff throughout the schools.
- Act collectively to reduce discrimination and other systemic barriers that are faced by students, families, staff and the community at large.
- Ensure that all complaints are taken seriously and dealt with expeditiously and effectively

The Board will work to ensure:

Education:

- The promotion of opportunities for all staff to increase their understanding of the Canadian Charter of Rights and the *B.C. Human Rights Code*.
- The promotion of opportunities for all staff to increase their awareness of the scope and impact of discrimination and harassment.
- Schools provide age-appropriate activities that promote an understanding of Human Rights and the impact discrimination has on an individual or group.

Safety:

- School and district codes of conduct reflect statements that address the prohibited grounds of discrimination as set out in the *B.C. Human Rights Code*.
- The modelling and teaching of appropriate expectations and behaviours in order to prevent discrimination are everyone's responsibility.
- The district creates support systems for individuals or groups being discriminated against or harassed.
- The district encourages and supports activities promoting respect for human rights and the celebration of diversity.

Learning Resources:

- That current and promising practices, which promote safe and inclusive environments, be identified and shared with school staffs.
- That learning resources, when developmentally appropriate, provide the students with opportunities to become familiar with diversity.
- That staff have the responsibility and are provided opportunities to increase their knowledge and skills in promoting respect for human rights, supporting diversity and addressing discrimination in schools.
- That learning resources be developed in accordance with the Local Education Agreement.



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# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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:** March 13, 2024

Enclosed please find two policies for second 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

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**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





# NICOLA-SIMILKAMEEN SCHOOL DISTRICT

## 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 THIRD READING**

**DATE: March 13, 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 1.23 Conflict of Interest
- b) Policy 1.70 Trustee Remuneration and Expenses
- c) Policy 1.71 Trustee Professional Learning and Engagement

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## 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 1<sup>st</sup> 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.



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## 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**

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: Battle of the Books Invitation**

**DATE: March 8, 2024**

Trustees were presented with a letter from the librarian team at Merritt Secondary School. They are inviting a trustee representative to serve as a host for their annual Battle of the Bood event on Tuesday, May 28, 2024.

Dylan Richardson  
Secretary Treasurer/CFO



## MERRITT SECONDARY SCHOOL

P.O. Box 5100, Merritt, B.C. V1K 1B8

Office of the Principal  
Telephone: (250) 378-5131  
Fax: (250) 378-9711

March 4, 2024

To our SD 58 School Trustees,

The SD 58 Librarian Team would like to inquire if a representative from the SD 58 School Board would like to host a round at our annual **Battle of the Books event on Tuesday, May 28<sup>th</sup> in the Merritt Secondary School Library Learning Commons from 9am to 1pm.**

Battle of the Books is a reading incentive and motivation program. It broadens reading interest, increases reading comprehension and promotes academic excellence and literacy. The event on May 28<sup>th</sup> is a culmination of weeks of reading and discussing the 9 books, which involves a game-show style competition between students from different SD 58 elementary schools.

If you are able to host a round, please RSVP to **Lia Larson by April 2, 2024 and include your availability between 9am and 1pm.** Battle rounds usually take approximately 30 minutes and involve the host asking book trivia questions to two competing teams.

For your interest, I have included a list of this year's books that students are reading.

Regards,

Lia Larson  
Teacher-Librarian  
Merritt Secondary School  
[llarson@365.sd58.bc.ca](mailto:llarson@365.sd58.bc.ca)

### SD58 2024 Battle of the Books:

***Blackthorn Key***  by Kevin Sands

***Master Minds*** by Gordon Korman

***House Arrest*** by K.A Holt

***The Rule of Three*** by Eric Walters 

***Words on Fire*** by Jennifer A. Nielsen

***Bloom*** by Kenneth Oppel 

***Alone*** by Megan E. Freeman

***Two Degrees*** by Alan Gratz

***Waverider*** by Kazu Kibuishi