

AGENDA

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

**MERRITT SCHOOL BOARD OFFICE
WEDNESDAY, APRIL 10, 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 of the Open Meeting held March 13, 2024
4. Business Arising from the Minutes
5. Reports
 - a) Closed Meeting held March 13, 2024
6. **EDUCATION**
 - a) Ed Plan Insight Presentation
 - b) Truth and Reconciliation (Local Education Agreement Update)
 - c) Early Learning Update
 - d) Graduation Ceremonies and Year End Activities
 - e) 2024/2025 Budget Consultation Update
 - f) Superintendent Search Process
 - * g) Superintendent's Report
7. **OPERATIONS**
 - a) 2024-2025 Capital Plan Bylaw

8. **AUDIT AND FINANCE**

- a) 2022-2023 Targeted Dollars Update
- b) 2024-2025 Estimated Operating Grants

9. **POLICY**

- a) Public Consultation
 - 1. Policy 1.70 Trustee Remuneration and Expenses
- b) Approval
 - 1. Policy 2.40 Corporate Sponsorship and Advertising
 - 2. Policy 2.50 Scholarships and Bursaries
 - 3. Policy 2.60 Diversity and Respectful Environments
- c) Third Reading
 - 1. Policy 2.10 Addressing Concerns and Complaints
 - 2. Policy 2.20 Volunteers

10. **TRUSTEE REPORTS**

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

11. **CORRESPONDENCE**

- a) National Reconciliation Partnership Award

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, MARCH 13, 2024, 6:00P.M.**

Success for ALL Learners Today and Tomorrow

PRESENT:	Chairperson	G. Swan (ABSENT)
	Vice-Chair	L. Ward
	Trustees	J. Jepsen J. Kent-Laidlaw (ABSENT) E. Hoisington J. Chenoweth 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

The meeting was called to order by the Vice-Chair.

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

AGENDA

24/063 It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the agenda be approved with the addition of agenda item 10.d, Provincial Council update.

MOTION CARRIED

MINUTES

24/064

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the minutes of the Open Meeting held February 21, 2024, be adopted as amended.

MOTION CARRIED

Business Arising from the Minutes

None.

UNADOPTED MINUTES OF THE POLICY COMMITTEE MEETING HELD FEBRUARY 20, 2024

24/065

It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the minutes of the Open Meeting held February 20, 2024, be adopted as amended.

MOTION CARRIED

EDUCATION

Princeton Secondary School Numeracy Program:

The Superintendent introduced Princeton Secondary School Principal, Bill Lawrence, and teacher, Peter Van Genne, who provided the Board with an overview of their current grade 8 and 9 numeracy program. This new program focuses on the use of formative assessment to inform instruction and proactively support the learning needs of students. The presentation included a review of the initial results, successes, and challenges.

John Allison Elementary School Literacy Program:

The Superintendent introduced John Allison Elementary School Principal, Sandee Blair, and Vice-Principal, Crystal Larsen, who provided the Board with an overview of their current literacy data and student growth.

French Immersion Field Trip Proposal:

Assistant Superintendent Kempston provided Trustees with an overview of the proposed Collettsville Elementary French Immersion Trip to Quebec City for Carnaval from February 6 to 10, 2025. A total of 16 Collettsville students from grade 7 will have the opportunity to travel.

24/066

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board support Collettsville Elementary School's proposal for their field trip to Quebec City for Carnaval in February, 2025.

MOTION CARRIED

Missing and Murdered Indigenous Women, Girls and Two Spirited (MMIWG2S) Committee Update:

Director of Instruction - Indigenous Education, Shelley Oppenheim-Lacerte and Nicola Canford Elementary School Principal, Burt Bergmann, provided an update on the work being done by the MMIWG2S Committee across the district.

Adolescent Health Survey:

An overview of both the Provincial and local results of the Adolescent Health Survey was provided by Assistant Superintendent Kempston. Information regarding the McCreary Centre Society and The Big Picture: An overview of the 2023 BC AHS can be found at: [Home | McCreary Centre Society \(mcs.bc.ca\)](https://mcs.bc.ca)

Education Committee Update and Strategic Plan Extension:

The Superintendent brought forward the information shared during the Education Committee meeting held on February 28, 2024. The following topics reflect the information shared and discussed: review of the Terms of Reference, Engagement Cycle, Strategic Plan Review, District Framework for Enhancing Learning Schematic, and the Framework for Enhancing Student Learning Report Feedback. Trustees were also provided with time to consider the draft changes to

the Terms of Reference and the recommendation to extend the current Strategic Plan's end date to June, 2026.

24/067 It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the Board extend the current Strategic Plan end date to June, 2026, as per the Education Committee's recommendations.

MOTION CARRIED

24/068 It was moved by Trustee Jepsen and seconded by Trustee Rainer

THAT the Board approve the draft changes to the Education Committee Terms of Reference.

MOTION CARRIED

District Logo Re-Design Process:

The Superintendent provided Trustees with an update on the logo re-design process. The process, supported by SOTROPA Communication, will involve a district-wide consultative process occurring over the next four months.

Superintendent's Report:

The Superintendent circulated his report and spoke about 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 Childcare construction project. The update included information on the anticipated renovation schedule, continuity of service for The Bridge, Little Seeds Early Learning Centre (licensing and temporary relocation), the Community Theatre, and community pickleball. An update was also provided on the existing leaseholders, Little Seeds Child Care, and the future childcare operator, the YMCA.

Nicola-Canford Elementary Perimeter Access Update:

The Secretary Treasurer informed the Board that 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.

AUDIT AND FINANCE**Purchasing and Authorization Thresholds:**

The Secretary Treasurer provided trustees with Policy 202.5 Signing Officers, and Policy 803.1: Purchasing Tendering. A request was made for trustees to consider increasing the policy thresholds when disbursing the aggregate \$10.2 million dollars of funding for the Childcare New Spaces Construction Project at Riverside Learning Centre.

24/069

It was moved by Trustee Rainer and seconded by Trustee Jepsen

WHEREAS Policy 803.1 Purchasing Tendering 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 Construction Project, **THAT** the Board of Education temporarily increase the threshold in article 4.7 of the Policy 803.1: Purchasing Tendering, from \$5,000 to \$25,000 until the completion of the Childcare New Spaces Construction Project.

MOTION CARRIED

24/070

It was moved by Trustee Jepsen and seconded by Trustee Hoisington

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 or 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.

MOTION CARRIED

24/071

It was moved by Trustee Rainer and seconded by Trustee Jepsen that the Board approve the amended motion

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 or Assistant Secretary Treasurer be authorized to sign non-payroll cheques in excess of \$2,000...

FOR expenses pertaining to the Riverside Childcare New Spaces **Construction** Project, **THAT** the Board of Education temporarily increase the aforementioned limits to \$25,000, until the completion of the Childcare New Spaces **Construction** project.

MOTION CARRIED

POLICY

Policy Development and Currency Clarification:

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.

Policies for First Reading:

The Superintendent introduced three policies being brought forward for first reading. The policies have been reviewed and updated by the Nicola-Similkameen Policy Committee and, as per consensus of the Board, they will be brought forward for public review and comment.

Policy 2.40 Corporate Sponsorship and Advertising

24/072 It was moved by Trustee Hoisington and seconded by Trustee Jepsen

THAT the Board move Policy 2.40, Corporate Sponsorship and Advertising, forward for first reading.

MOTION CARRIED

Policy 2.50 Scholarships and Bursaries:

24/073 It was moved by Trustee Hoisington and seconded by Trustee Jepsen

THAT the Board move Policy 2.50, Scholarships and Bursaries, forward for first reading.

MOTION CARRIED

Policy 2.60 Diversity and Respectful Environments:

24/074 It was moved by Trustee Hoisington and seconded by Trustee Jepsen

THAT the Board move Policy 2.60, Diversity and Respectful Environments, 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 2.10 Addressing Concerns and Complaints:

24/075 It was moved by Trustee Rainer and seconded by Trustee Hoisington

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

MOTION CARRIED

Policy 2.20 Volunteers:

24/076

It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the Board move Policy 2.20, Volunteers, forward for first 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 1.23 Conflict of Interest:

24/077

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board move Policy 1.23, Conflict of Interest, forward for third and final reading.

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

24/078

It was moved by Trustee Rainer and seconded by Trustee Jepsen

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

MOTION CARRIED**Policy 1.70 Trustee Remuneration and Expenses:**

24/079

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board table Policy 1.70, Trustee Remuneration and Expenses, for third and final reading, bringing it forward at the next Board of Education meeting.

MOTION CARRIED

TRUSTEE REPORTS

Student Trustee Reports:

Student Trustees Kabrie Hartwell and Matthew Williams provided Trustees with their update on the educational highlights and current events at Princeton Secondary School. These included sports, graduation preparations, the upcoming trip to Italy.

Both student trustees spoke to their perspective on how school washrooms and changerooms could be made to feel safer and more comfortable for students.

Trustee Reports:

Assistant Superintendent Kempston presented Trustee Chenoweth's report on Colletville Elementary and SCIDES.

Trustee Rainer reported on John Allison Elementary.

Trustee Hoisington reported on Nicola Canford Elementary.

Vice-Chair Ward reported on Vermilion Forks Elementary.

Vice-Chair Ward presented Trustee Kent-Laidlaw's report on Princeton Secondary School.

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

Chair Swan was not present to report on Merritt Bench Elementary and Merritt Secondary School.

OTHER REPORTS

BCSTA Thompson Okanagan Branch Meeting:

Vice-Chair Ward, Trustee Rainer and Secretary Treasurer Richardson provided an overview on the recent BCSTA Thompson Okanagan Branch Meeting held in Vernon on March 1-2, 2024.

Provincial Council Update:

Trustee Rainer provided his update on the BCSTA's Provincial Council meeting.

CORRESPONDENCE**Battle of the Books Invitation:**

The Secretary Treasurer presented 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 Books event on Tuesday, May 28, 2024. Trustee Kent-Laidlaw and Trustee Jepsen offered to attend as hosts.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

Motion to adjourn was made by Trustee Jepsen. The Open Meeting adjourned at 8:34 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, March 13, 2024
Princeton Secondary School**

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

Call to Order: 4:30 p.m.

Motion to approve the agenda.

Motion to exclude the public.

Approval of Minutes of Prior Meetings: February 21, 2024.

Agenda Items

1. Education
 - Update 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
 - Update provided by the Secretary Treasurer
5. Operations
 - Property updates provided by the Superintendent and Secretary Treasurer.
6. Adjournment: 5:58 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: EDPLAN INSIGHT PRESENTATION

DATE: April 10, 2024

Senior staff will provide an overview of the In-District database system EdPlan Insight. Topic areas will include:

- Newly developed literacy assessment data
- Class Profiles
- District, school, and student-level tools
- Current applications
- Next Steps

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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: EARLY LEARNING AND CHILD CARE
UPDATE

DATE: April 10, 2024

Daniella Bennie, District Vice-Principal of Early Learning and Child Care will provide an update on the following initiatives:

- Riverside Childcare
 - Princeton Secondary School Temporary Location
 - The Bridge Temporary Location
 - 3 Dimensional Plans
 - Next Steps
- Ready Set Learn
- Strengthening Early Years to Kindergarten Transitions (SEY2KT)

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**
RE: YEAR END ACTIVITIES **DATE: April 5, 2024**
Superintendent of Schools

This agenda item will provide Trustees with an opportunity to plan for year-end activities and select representation for the following activities:

Year End Activities:

- District Track Meet
- Fine Arts Celebration
- Band Concerts

Graduation:

- Aboriginal Graduation
 - June 5, 2024 – Merritt Arena – 5:00 pm
- Merritt Secondary School
 - June 20, 2024 – Merritt Arena – 7:00 pm
- Princeton Secondary School
 - June 22, 2024 – PSS Gym – 12:00 pm to 2:00 pm
- SCIDES
 - June 20, 2024 – 1:00 pm

Staff Recognition:

- Long Service and Retirement Recognition
 - June 3, 2024 – Princeton – PSS Learning Commons 5:00 pm to 6:30 pm
 - June 4, 2024 – Merritt – MSS Multi-Purpose Room 5:00 pm to 6:30 pm

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: 2024/2025 BUDGET CONSULTATION INPUT
DATE: April 10, 2024

Senior staff will provide an update on the 2024-2025 budget consultation process. To date, the following areas have come forward as priorities:

Connection

- Opportunities for students, families and staff to participate in welcoming/open house events and activities
- A wide range of joint activities and events for Merritt, Princeton, and communities

Appreciation and Respect

- Mental health support for students and staff
- School-based counselling support
- Additional food provision infrastructure and strategies

Upcoming consultation opportunities include meeting with rightsholders and online input. The budget consultation presentation can be found by clicking on the links below, and input can be provided to the Secretary-Treasurer, Dylan Richardson, at drichardson@365.sd58.bc.ca until April 19th.

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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

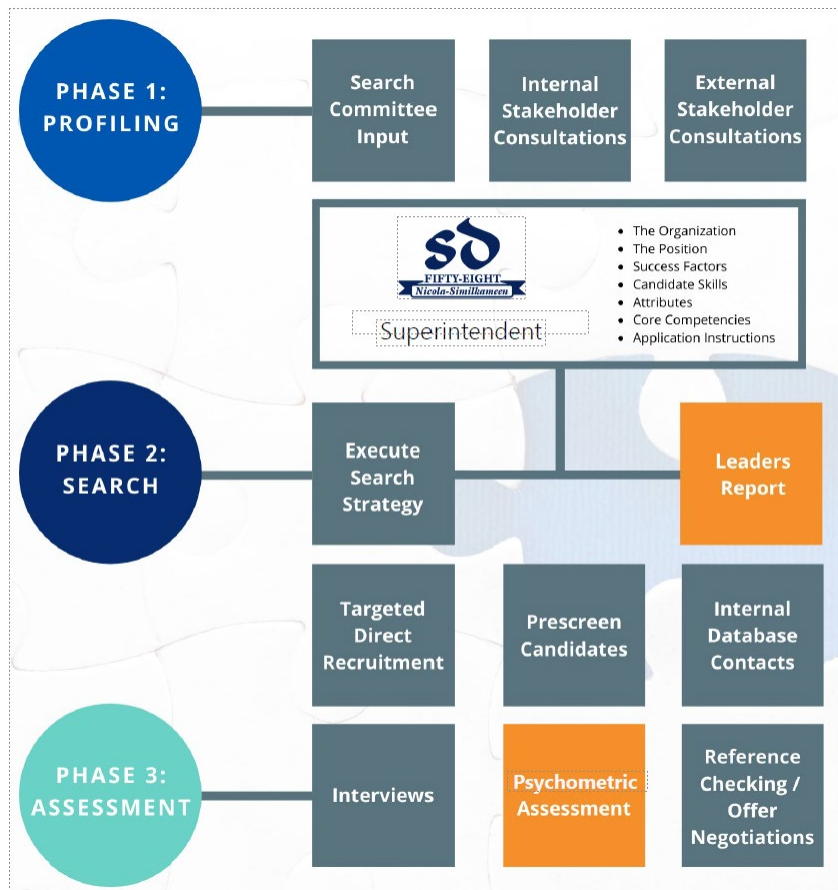
TO: All Trustees

FROM: Dylan Richardson
Secretary Treasurer/CFO

RE: SUPERINTENDENT SEARCH PROCESS

DATE: April 10, 2024

The Board of Education for Nicola Similkameen Public Schools has accepted the Notice of Retirement from our Superintendent, Steve McNiven. The search for a replacement is now underway, and Leaders International will be leading this recruitment on behalf of the Board. Search protocols are in alignment with our District Strategic Plan and our Local Education Agreement. A description and approximate timeline of the search process will be shared:



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: 2024-2025 Capital Plan By-Law

DATE: April 5, 2024

Senior Staff are pleased to update Trustees with Ministry approval for the 2024-2025 Capital Plan. Please find enclosed:

1. 2024-2025 Capital Plan Funding Agreement
2. 2024-2025 Capital Plan By-Law

An overview of the enclosed documents will be provided. Trustees will be requested to bring the 2024-2025 Capital Plan By-Law for first, second, and third readings.

A handwritten signature in black ink, appearing to be 'DR', is written over a large, faint watermark of the same signature.

Dylan Richardson
Secretary Treasurer/CFO

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 15th day of March 2024, is in effect for the 2024/25 fiscal year period of April 1, 2024 to March 31, 2025.

BETWEEN: His Majesty the King in Right of the Province of British Columbia, represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 58 (Nicola-Similkameen) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Merritt Bench Elementary, Merritt Secondary	SEP - HVAC Upgrades	\$1,332,500	Proceed to design, tender & construction. To be completed by March 31, 2025.
Diamond Vale Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
John Allison Elementary, Merritt Central Elementary	FIP - Kitchen Upgrade	\$200,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

3.02 The Ministry will, in no event, provide more than the amount listed above.

3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.

3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:

- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;

- b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
- c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.

3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2025;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule

A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

- 4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

- 5.01 In the Event of Force Majeure:
 - a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
 - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
 - c) the course of action must be agreed to by the Ministry and the Board.
 - d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
 - e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation

of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts” (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 58 (Nicola-Similkameen)
1550 Chapman St, Merritt, BC, V1K 1B8
Attention: Dylan Richardson, Secretary-Treasurer
Email: drichardson@365.sd58.bc.ca

- b) if to the Ministry:

Ministry of Education and Child Care
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Capital Management Branch (Minor Capital Unit)
Email: CMB@gov.bc.ca

- 7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
- i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

- 7.03 Delivery by mail will not be considered timely notice under this Agreement.

2024/25 Annual Programs Funding Agreement for School District No. 58 (Nicola-Similkameen)

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

2024/25 Annual Programs Funding Agreement for School District No. 58 (Nicola-Similkameen)

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education and Child Care)

Authorized Signatory (For the Minister of Education and
Child Care)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 58 (Nicola-Similkameen) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL DISTRICTS

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.

2024/25 Annual Programs Funding Agreement for School District No. 58 (Nicola-Similkameen)

**CAPITAL BYLAW NO. 2024/25-CPSD58-01
CAPITAL PLAN 2024/25**

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

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

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *April 10, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District No. 58 (Nicola-Similkameen) Capital Bylaw No.2024/25-CPSD58-01*.

READ A FIRST TIME THE 10th DAY OF *April 2024*;
READ A SECOND TIME THE 10th DAY OF *April 2024*;
READ A THIRD TIME, PASSED THE 10th DAY OF *April 2024*.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 58 (Nicola-Similkameen) Capital Bylaw No. 2024/25-CPSD58-01* adopted by the Board the 10th day of *April 2024*.

Secretary-Treasurer



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

ADMINISTRATION OFFICE

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

MEMORANDUM

TO: All Trustees

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

RE: 2022-2023 Targeted Dollars Update

DATE: April 5, 2024

Enclosed, Trustees are updated that the Ministry has approved the underspending of targeted dollars for the 2022-2023 school year, \$27,151. These dollars have been brought forward and included with the 2023-2024 budget.

Dylan Richardson
Secretary Treasurer/CFO



March 26, 2024

Ref: 295423

Gordon Swan, Chair
Board of Education
School District No. 58 (Nicola-Similkameen)
Email: gswan@365.sd58.bc.ca

Dear Gordon Swan:

I am responding to your letter dated September 8, 2023, requesting approval for the Nicola-Similkameen Board of Education to underspend its targeted Indigenous Education funding amount for the 2022/23 school year. As this is targeted funding under Section 106.4 of the *School Act*, Boards of Education must request permission from the Minister of Education and Child Care to underspend their target on an annual basis. As Deputy Minister of Education and Child Care, I am pleased to respond on the Minister's behalf.

Pursuant to section 106.4(2) of the *School Act*, approval is granted for the Board to underspend its 2022/23 school year Indigenous Education target in an amount up to \$27,151. This variation of direction is granted on the condition that these funds will be brought forward and added to the 2023/24 school year Indigenous Education targeted amount to be expended on Indigenous Education programs. I encourage you to discuss your Indigenous Education targeted funding plans with the District Indigenous Education Council or equivalent to ensure respectful and meaningful engagement with Indigenous Peoples on the use of these funds.

The attachment to this letter contains statistics about your school district's Indigenous student outcomes. I hope we will see you build upon these achievements and strive for strong academic results for all your students in the current and subsequent school years.

If you have any questions or require further information regarding the financial reporting of Indigenous Education expenses, please contact Ian Aaron, Director, School District Financial Reporting, Resource Management Division, by phone at (250) 415-1073 or by email at Ian.Aaron@gov.bc.ca.

.../2

If you have any questions or require further information regarding how the Ministry of Education and Child Care is supporting delivery of Indigenous Education programs, please contact Francis Recalma, Manager, Indigenous Education, System Liaison and Supports Division, by phone at (250) 882-6273 or by email at Francis.Recalma@gov.bc.ca.

Again, thank you for writing.

Sincerely,



Christina Zacharuk
Deputy Minister

Attachment – SD58 (Nicola Similkameen) Indigenous Student Achievements

cc: Ian Aaron, Director, School District Financial Reporting, Resource Management Division,
Ministry of Education and Child Care
Caroline Ponsford, A/Executive Director, Resource Management Division,
Ministry of Education and Child Care
Amber Shilling, Executive Director, System Liaison and Supports Division,
Ministry of Education and Child Care
Francis Recalma, Manager, Indigenous Education, System Liaison and Supports Division,
Ministry of Education and Child Care
Stephen McNiven, Superintendent, School District No. 58 (Nicola-Similkameen)
Dylan Richardson, Secretary-Treasurer, School District No. 58 (Nicola-Similkameen)
Shelley Oppenheim-Lacerte, Director of Aboriginal Education, School District No. 58
(Nicola-Similkameen)

Attachment – SD58 (Nicola Similkameen) Indigenous Student Achievements

Foundation Skills Assessment

In 2022/23 on the Grade 4 Literacy assessment, 50% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 71% of Non-Indigenous students in SD58.

In 2022/23 on the Grade 4 Numeracy assessment, 29% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 60% of Non-Indigenous students in SD58.

In 2022/23 on the Grade 7 Literacy assessment, 56% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 70% of Non-Indigenous students in SD58.

In 2022/23 on the Grade 7 Numeracy assessment, 44% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 49% of Non-Indigenous students in SD58.

Six-year Completion Rate

Six-year completion rate for Indigenous students has decreased from 89.2% in 2018/19 to 73.3% in 2022/23.

Six-year completion rate for Non-Indigenous students has increased from 75.9% in 2018/19 to 87.7% in 2022/23.

Transitions to BC Public Post-Secondary Institutions

Of 51 Indigenous graduates from SD58 in 2017/18, 28 (55%) immediately transitioned to B.C. public post-secondary institutions, and within 4 years after grad, 37 (73%) had transitioned into post-secondary.

Of 82 Non-Indigenous graduates from SD58 in 2017/18, 40 (49%) immediately transitioned to B.C. public post-secondary institutions, and within 4 years after grad, 48 (59%) had transitioned into post-secondary.



**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 Estimated Operating Grants Update

DATE: April 5, 2024

Enclosed, Trustees are provided with the estimated Operating Grants for the 2024-2025 school year, as published by the Ministry, March 15, 2024. The estimated Operating Grants will form the basis of the 2024-2025 annual budget.

Budget planning is under way with plans to bring the 2024-2025 Annual Budget for first reading during the Open Board Meeting, May 2024.

Dylan Richardson
Secretary Treasurer/CFO

Operating Grant Highlights

	2024-2025	2023-2024
Enrolment-Based Funding	\$15,488,259	\$14,973,153
Enrolment-Based Funding Rights Holders Local Education Agreement	\$3,179,245	\$3,179,245
Supplement for Unique Student Needs	\$5,067,017	\$4,624,132
Supplement for Unique Geographic Factors	\$4,280,355	\$4,173,232
Supplement For Enrolment Decline & Funding Protection	\$0	\$0
Curriculum & Learning Support Fund	\$18,353	\$17,933



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**
RE: POLICY DEVELOPMENT - PUBLIC **DATE: April 10, 2024**
CONSULTATION **Superintendent of Schools**

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 1.70 Trustee Remuneration and Expenses

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.

SMcN/sc



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 of 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 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.

DRAFT



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 expects that every individual in its care or employ, must be is 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.

Legislative References: *Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; British Columbia Human Rights Code*

Collective Agreement References: NVTU Collective Agreement Articles A.6.9(d), E.1, E.2, E.26 and E.27;
CUPE 847 Collective Agreement Article 3

Date of Adoption: June 10, 1998

Date of Revision: February 10, 2016; xxx, 2023



- 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.

Legislative References: *Canadian Human Rights Act; Canadian Charter of Rights and Freedoms;*
British Columbia Human Rights Code

Collective Agreement References: NVTU Collective Agreement Articles A.6.9(d), E.1, E.2, E.26 and E.27;
CUPE 847 Collective Agreement Article 3

Date of Adoption: June 10, 1998

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DRAFT

Legislative References: *Canadian Human Rights Act; Canadian Charter of Rights and Freedoms;* 3
British Columbia Human Rights Code

Collective Agreement References: NVTU Collective Agreement Articles A.6.9(d), E.1, E.2, E.26 and E.27;
CUPE 847 Collective Agreement Article 3

Date of Adoption: June 10, 1998

Date of Revision: February 10, 2016; xxx, 2023



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 FINAL READING

DATE: April 10, 2024

Enclosed, please find two policies for final 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

A handwritten signature in black ink, appearing to read 'Stephen McNiven'.

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



Canadian School Boards Association
L'Association canadienne des commissions/conseils scolaires

** The national voice of school boards * Le porte-parole national des commissions/conseils scolaires **

National Reconciliation Partnership Award

March 2024

The Canadian School Boards Association is very pleased to establish a National Reconciliation Partnership Award that will recognize meaningful partnerships between Indigenous communities and publicly funded school boards from coast to coast to coast, including First Nations, Métis and Inuit school boards and educational authorities.

Rooted in the spirit of genuine reconciliation, this award is focused on recognizing excellence, demonstrated evidence of the principles of innovation, authenticity, relationship, capacity-building, and good stewardship and supporting the achievement of the Calls to Action issued by the Truth and Reconciliation Commission of Canada in 2015.

Moving beyond basic classroom projects centered on “beads and bannock, drums and dreamcatchers”, the National Reconciliation Partnership Awards will focus on demonstration of significant and sustained commitment by both a publicly funded school board(s) and local Indigenous community(ies) to the promotion of reconciliation between Indigenous and non-Indigenous Peoples.

The award was launched at the National Trustees Gathering on Indigenous Education and CSBA Congress in Saskatoon in July 2022. The first annual award will be presented at the National Trustees Gathering on Indigenous Education and CSBA Congress in Toronto July 3 to 5, 2024.

CSBA is honoured that through its role as a member of the CSBA Board of Directors, the Assembly of First Nations is assisting with the development of the scope and criteria for the award and participating in the selection of recipients.

We trust that, given the calibre of the initiatives and practices that will be deemed worthy of receiving this award, it will in time come to represent a truly distinguished honour for those who qualify to receive it.