

AGENDA

OPEN MEETING OF THE BOARD OF EDUCATION NICOLA-SIMILKAMEEN SCHOOL DISTRICT

**MERRITT SCHOOL BOARD OFFICE, BOARD ROOM
WEDNESDAY, OCTOBER 9, 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 September 11,2024
4. Business Arising from the Minutes
5. Report on Closed Meetings
 - a) September 11, 2024
6. **EDUCATION**
 - a) Enrolment Update
 - b) FESL Report
 - * c) Truth and Reconciliation – Indigenous Education Update
 - c) Inclusive Education Update
 - * f) Superintendent’s Report
7. **OPERATIONS**
 - a) District Website RFP
 - b) Trans Mountain Pipeline Donations
 - c) September 5 Transportation Letter Follow Up

8. **AUDIT AND FINANCE**

- a) Trustee Remuneration (Policy 1.70)

9. **POLICY**

- a) Policies for Approval

3.20 Admission of Fee-Paying Students

3.40 French Immersion

3.60 Learning Commons

- b) Policies for Repeal

1002.2 – Funding for Parents’ Advisory Council

505.1 – Student Records

601.1 – Student Records

601.2 – Ordinary Resident

602.6 – District Technology

605.2 – Student Placement and Reporting

602.12 – Distributed Learning

- c) Policy 1004.1 (Temporary Change)

10. **TRUSTEE REPORTS**

- * a) Student Trustee Reports

- * b) P.A.C. Reports

11. **CORRESPONDENCE**

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 LEARNING COMMONS
WEDNESDAY, SEPTEMBER 11, 2024, 6:00 PM**

Success for ALL Learners Today and Tomorrow

PRESENT:	Chairperson	G. Swan
	Vice-Chair	L. Ward
	Trustees	J. Jepsen J. Kent-Laidlaw E. Hoisington J. Chenoweth (absent) D. Rainer
	Student Trustees	S. Pioquid M. Williams
	Superintendent	C. Lawrance
	Assistant Superintendent	J. Kempston
	Secretary Treasurer	D. Richardson
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	J. McGifford

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

MINUTES

24/127 It was moved by Trustee Ward and seconded by Trustee Kent-Laidlaw
 THAT the minutes of the Open Meeting held June 12, 2024, be adopted as amended.

MOTION CARRIED

Business Arising from the Minutes

None.

Report of the Closed Meeting held June 12, 2024.

Report of the Closed Meeting held June 17, 2024.

AUDIT AND FINANCE

2023/2024 Financial Statement Discussion and Analysis Report:

The Secretary Treasurer provided Trustees with a summary presentation of the Financial Statement Discussion and Analysis (FSDA) Report for the fiscal year 2023-2024. Once approved, staff will submit to the Ministry of Education and Child Care and publish the report on the School District's Website.

24/128

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board of Education approve the 2023-2024 Financial Statement Discussion & Analysis Report and submit to the Ministry of Education and Child Care.

MOTION CARRIED

2023/2024 Audited Financial Statements (Virtual Presentation, BDO Canada):

Trustees were provided with a presentation of the 2023-2024 Audited Financial Statements by the Board's Auditor, Mario Piroddi, of BDO Canada LLP. Trustees were requested to make a motion to approve the Audited Financial Statements and submit to the Ministry of Education and Child Care.

24/129

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

THAT The Board of Education approve the 2023-2024 Audited Financial Statements and submit to the Ministry of Education and Child Care.

MOTION CARRIED

Multi-Year Financial Plan:

The Multi-Year Financial Plan is a new reporting requirement set forth by the Ministry of Education and Child Care. The Secretary Treasurer provided Trustees with a summary presentation of the Multi-Year Financial Plan for the three-year period July 1, 2024, through to June 30, 2027. Trustees were requested for a motion to approve the Multi-Year Financial Plan for submission to the Ministry of Education and Child Care.

24/130

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT The Board of Education approve the Multi-Year Financial Plan, July 1, 2024 – June 30, 2027, and submit to the Ministry of Education and Child Care.

MOTION CARRIED

Carry forward Targeted Funds:

The Secretary Treasurer provided an overview of revenue and expenses for Indigenous Education, targeted dollars, finishing the 2023-2024 school year with a surplus of \$3,529.00 as of June 30, 2024.

Trustees were requested to make a motion to submit a letter to the Minister of Education and Child Care, requesting permission to underspend Indigenous Education dollars by \$3,529.00 for the 2023/2024 school year, and carry forward the targeted funds into the 2024/2025 budget.

24/131

It was moved by Trustee Rainer and seconded by Trustee Ward

THAT The Board of Education request permission from the Ministry of Education and Childcare to underspend Indigenous Education dollars by \$3,529 for the 2023/2024 school year and carry forward the targeted funds into 2024/2025.

MOTION CARRIED

EDUCATION**Student Trustees:**

Assistant Superintendent Kempston welcomed Matthew Williams back for a second year as a Princeton Student Trustee. Sophia Pioquid was welcomed as the second Princeton Trustee.

Jacob Davis was introduced as the new student trustee in Merritt with Haidyn Clarke returning for her second year.

We are deeply appreciative of our Student Trustees' commitment to both the Board as well as to representing student voice across the District.

Summer Learning Presentation:

District Vice-Principal of Early Learning and Child Care, Daniella Bennie, presented on the summer learning program Kick Back and Connect that took place across the District over July and August. This program served children of all ages providing opportunities for learning and connection.

Framework for Enhancing Student Learning Report:

Superintendent Lawrance explained that being a new Superintendent and waiting for the required access has resulted in a delay in receiving the Framework for Enhancing Student Learning Report. Once received, she will review, then send the draft copy of the report to the Board by September 21, 2024. The Board will have the opportunity to provide feedback and the Framework for Enhancing Student Learning Report will be ready for submission to the Ministry by the October 1, 2024.

Feeding Futures and Student Family & Affordability Grants:

The Secretary Treasurer and Assistant Superintendent explained that the Nicola-Similkameen School District was fortunate to have received a Feeding Futures grant of \$350,000.00 and a Student and Family Affordability Grant of \$ 100,000.00 from the Ministry of Education and Child Care for students and families requiring support.

These funds will be allocated proportionately across the District, using student FTE and the Social Service Index, with 64% going to the North end of the District and 34% going to the South end.

They expressed the District's gratitude for this support at what is a very challenging time for so many.

Logo Redesign:

Assistant Superintendent Kempston presented the Board with two proposed logos and the feedback being given by students in determining what image will represent them and their school communities.

The District is grateful for the work and guidance provided by Jeff Sotropa and to the children in our community for their feedback in the logo selection process.

24/132

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

THAT The Board of Education accept Option One as the new Nicola Similkameen School District logo.

MOTION CARRIED

Superintendent's Report:

The Superintendent circulated her report and spoke about the events that have taken place across the District since the beginning of the 2024 / 2025 school year.

OPERATIONS:

Transportation Letter Received in June:

The Secretary Treasurer referenced the letter dated May 2, 2024, that was presented during the June 2024, Public Board Meeting. As instructed by the Board, Operations Reps convened with senior staff throughout the summer to review the letter.

Trustees were provided with an update on work completed throughout the summer and recommendations being brought forward by Operations Reps.

Chair Swan provided for an opportunity for a question and answer with the public in attendance was provided.

Consensus was reached to set up a meeting with the Town of Princeton and request that they setup an ad-hoc committee, which the school district would be a willing participant, to discuss the town's infrastructure and the increasing need for Public Transit in Princeton.

2025/2026 Capital – Minor Capital Plan Submission:

Trustees approved the 2025-2026 Minor Capital plan for submission during the public meeting held June 12, 2024. The deadline for submitting the Minor Capital Plan is September 30, 2024. Trustees were presented with a copy of the Minor Capital Plan that was updated throughout the summer and were requested for a motion to approve and submit the revised 2025-2026 Minor Capital Plan.

Once submitted, the Ministry of Education and Child Care will review all Capital Plan submissions throughout the Province, providing a Capital Response Letter to the Board for approved projects early in the spring.

24/133

It was moved by Trustee Rainer and seconded by Trustee Ward

THAT The Board of Education approve and submit the 2025-2026 Minor Capital Plan for submission to the Ministry of Education and Child Care.

MOTION CARRIED

Merritt Central Update – New Driveway for Buses Only:

Secretary Treasurer Richardson provided an update on the new bus-only entrance to the Merritt Central parking lot resulting from the upgrades made by the City of Merritt to the Vogt Street sidewalk adjacent to the school. The legacy entrance to the parking lot should continue to be used by the public.

School buses now have a reserved area to make their bus stop inside the Central School Parking lot while minimizing the disruption of traffic flow throughout the remainder of the parking lot.

Electric Bus Update:

The Secretary Treasurer explained that Senior Staff have been meeting with Extropic Energy Inc. regarding the consideration of electric buses for the School District's student transportation service. Trustees were provided with a summary of EV School Bus Electrical Systems for Charging followed by an opportunity for discussion. Direction was provided by the Board of Education to forego pursuing electric buses for the School District based on the recommendations resulting from the report by Christopher Wong and Rebecca Yuen, University of British Columbia, November 30, 2022: "Reducing emissions in B.C. Public Schools for British Columbia School Trustees Association"

Nicola-Canford Elementary – Walking Path to Bailey Avenue:

The Secretary Treasurer provided Trustees with an update on the new walking path for students of Nicola-Canford Elementary and citizens of Lower Nicola. The new walking path will allow for the safe passage of students, going from Nicola-Canford Elementary School to Bailey Avenue. The walking path was completed in collaboration with the Lower Nicola Water Works; Ministry of Transportation and Infrastructure, Thompson Nicola Regional District, property owner Mr. Galbraith, and the Board of Education School District No. 58.

Funding for the walking path was provided by both the Board of Education School District No. 58 and the Thompson Nicola Regional District.

The initial walking path has been prepared with fencing scheduled for installation in early October. Students will have access to the walking path well before winter weather sets in.

Gratitude and thanks go to all those that partnered together and made this project a success.

POLICY

Policy Updates:

The Superintendent referenced the three policies currently out for consultation:

- 1) Policy 3.20 Admission of Fee-Paying Students
- 2) Policy 3.60 Learning Commons
- 3) Policy 3.40 French Immersion

These policies will be brought forward to the Board once feedback is received.

TRUSTEE REPORTS

Student Trustee Reports:

Student Trustees Matthew Williams and Sophia Pioquot provided Trustees with their goals for their Grade 11 year. They spoke to doing their best in classes, staying curious about learning, being a positive role model and helper, keeping active inside and outside of school, improving grades, saving money for Post-Secondary education and working on stepping out of their comfort zones.

P.A.C Reports:

Trustee Hoisington reported on Nicola Canford Elementary.

Trustee Rainer reported that John Allison Elementary has not yet had their meeting.

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

Trustee Kent-Laidlaw reported on Princeton Secondary School.

Trustee Jepsen reported on Merritt Central Elementary. Diamond Vale Elementary has not yet had their meeting.

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

Trustee Ward reported on Vermilion Forks Elementary.

2024/2025 Board Meeting Dates:

Trustees were provided with provided with an opportunity to discuss and provide direction on the proposed Board Meeting dates for the 2024/25 school year.

September 11, 2024	Princeton
October 9, 2024	Merritt
November 13, 2024	Princeton
December 11, 2024	Merritt
January 15, 2025	Princeton
February 12, 2025	Merritt
March 12, 2025	Princeton
April 9, 2025	Merritt
May 14, 2025	Princeton
June 11, 2025	Merritt

Other Reports:

Board Chair Swan reported that he and the Superintendent have a meeting with BC Housing scheduled for Thursday, September 12, 2024, to discuss the homeless shelter at the Knights Inn and the proximity to Diamond Vale Elementary School.

24/134

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

THAT The Board of Education send advocacy letters to MLA candidates in both electoral districts expressing the need for increased investment in public education.

MOTION CARRIED

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

That the Board of Education create an advocacy letter template that rights holders, parents, partners and community members can send to MLA candidates in both electoral districts expressing the need for increased investment in public education

MOTION CARRIED

October Branch Meeting:

Trustees were provided an opportunity for discussion surrounding the upcoming Thompson Okanagan Branch Meeting in Revelstoke on October 4 -5, 2024.

The Board will prepare an emergent resolution requesting an extension of the funding for the Feeding Futures Program for submission to BCSTA prior to the Resolutions meeting on October 1, 2024.

CORRESPONDENCE:

Transportation Letter Dated September 5, 2024 – Shawna Scafe:

This letter was addressed during discussion on the Transportation Letter Received in June.

City of Merritt Town Hall Meeting:

On September 5, 2024, the City of Merritt held a Townhall meeting regarding the establishment of a homeless shelter at the Knight's Inn, located at the east end of Nicola Avenue. The location of the shelter is 0.68 kilometers away from Diamond Vale Elementary School. The Secretary Treasurer provided a summary on the events of this meeting. An opportunity for discussion was provided.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT:

Motion to adjourn was made by Trustee Jepsen and seconded by Trustee Ward. The Open Meeting adjourned at 9:58PM.

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, September 11, 2024
Princeton Secondary School Library**

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

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

REGRETS: J. Chenoweth

Call to Order: 4:30 p.m.

Motion to approve the agenda.

Motion to exclude the public.

Motion to approve the minutes of the Closed Meeting held June 12, 2024.

Motion to approve the minutes of the Closed Meeting held June 17, 2024

Agenda Items

Education

- Updates provided by the Superintendent & Assistant Superintendent on educational programs and outstanding action items.
- August Board Retreat follow up.

Personnel

- Teacher, Support, Exempt Updates provided by the Superintendent & Secretary Treasurer.
- Staffing & Labour Management Updates provided by the Superintendent & Secretary Treasurer.

Operations

- Property updates provided by the Superintendent and Secretary Treasurer.
- Cyber security update provided by the Manager of IT.

Finance

- Discussion with the Board's auditor regarding the 2023-2024 Audited Financial Statements.

The Closed meeting was paused at 6:00 so that the Open public meeting could commence. The Closed meeting reconvened at 10:00 pm.

Motion to Adjourn: 10:43 p.m.

A handwritten signature in black ink, appearing to be 'DR' with a stylized flourish.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg



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

ADMINISTRATION OFFICE

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

MEMORANDUM

TO: All Trustees

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

RE: 2024-2025 Enrolment Update

DATE: October 4, 2024

Student enrolment largely determines the funding that is allocated to the School District from the Ministry of Education and Child Care.

Student Full Time Equivalent (FTE) Enrolment projections for the 2024-2025 were 2,027, down from 2,039 last year. As a result of the September 1701 Student Data Verification process undertaken by all school districts within the Province, actual student enrolment for September at the time of reporting is, 2,089.

The September student enrolment FTE will be used to adjust the grant allocations for the 2024-2025 school year with a funding announcement expected in December, after which, staff will prepare the amended annual budget and present to Trustees in January/February 2025.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg



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: Courtney Lawrance
Superintendent of Schools

RE: FESL REPORT

DATE: October 9, 2024

The FESL report has been completed and sent to the Ministry. A formal motion is needed to accept the report.

[SD-58-FESL 2023-2024](#)

CL/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: Courtney Lawrance
Superintendent of Schools

RE: TRUTH & RECONCILIATION - INDIGENOUS
EDUCATION UPDATE

DATE: October 4, 2024

The Director of Instruction for Indigenous Education, Shelley Oppenheim-Lacerte, will provide an update on Indigenous Education.

CL/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: INCLUSIVE EDUCATION

DATE: October 4, 2024

Misty Sheldon, Director of Instruction, Inclusive Education, will introduce the Integrated Child and Youth (ICY) partnership teams' initiative and the support it will bring to children, youth, and families across our school district boundary. ICY teams are partnerships of professionals from education, healthcare, social services, Indigenous, and community organizations, working together to promote mental health and well-being. Ms. Sheldon will discuss how these teams will streamline access to services, ensuring that when young people face challenges like mental health issues or substance misuse, they get the proper support at the right time. Ms. Sheldon will also outline how this collaborative approach will be implemented and delivered in our communities.

JK/sc



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

ADMINISTRATION OFFICE

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

MEMORANDUM

TO: All Trustees

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

RE: District Website RFP

DATE: October 4, 2024

During the 2023-2024 school year Sotropa Communications conducted a communications assessment to gain perspective on communications across the school district. The purpose was to understand what is working, what isn't, to understand audiences, tactics, aims, and needs. As a result, a new visual identity and logo was created and approved by Trustees during the September public board meeting. As part of Sotropa's communication assessment, an evaluation of the school district and school-based websites was conducted. Summarizing comments resulting from the website evaluation include:

- You have the information, but people just don't or can't access it.
- Inconsistence in tactics of communication
- Lack of shared messaging, informational content, templates, formats.
- News/celebration/stories aren't being told.

Sotropa Communications recommended that the School District consider a new web platform that is fully integrated between the district and school-based websites, that is easy to use, using consistent document templates/formats. A new website platform would be a finishing touch on the visual identity being rolled out by the school district.

Trustees will be requested for a motion that the Board publish a Request for Proposal (RFP) for District and school-based websites.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg



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

ADMINISTRATION OFFICE

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

MEMORANDUM

TO: All Trustees

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

RE: Trans Mountain Pipeline Donation

DATE: October 4, 2024

The Nicola-Similkameen School District received donations of office supplies and equipment from the Trans Mountain Pipeline. These supplies were disseminated to each of our schools across the school district. The Board of Education would like to publicly thank the Trans Mountain Pipeline for their generosity and contributions to the Nicola-Similkameen School District.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg



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

ADMINISTRATION OFFICE

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

MEMORANDUM

TO: All Trustees

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

RE: Transportation Letter Received September 5, 2024.

DATE: October 4, 2024

The Board of Education received the enclosed letter dated September 5, 2024, that was presented during the September 11, 2024 public board meeting. As instructed by the Board, staff have submitted a letter to the Town of Princeton requesting that the Town form an ad-hoc committee to discuss infrastructure needs and the increasing demand for public transport.

Trustees will also be provided with an update on the vacant seats for the school bus heading to Princeton Secondary School, making a stop on Tapton Avenue.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg

Encl. Letter Dated September 5, 2024 By Shawna Scafe, on behalf of parents
Letter Dated September 28, 2024 to the Town of Princeton

Sept 5 2024

Dear School District 58 Board,

In follow up to my May 2 2024 letter, I am writing you to continue pursuing a solution for busing access for all our Princeton Secondary School students.

I understand there are no plans to add more buses or stops to the current bus routes. Myself, along with many other local caregivers who asked to be listed at the end of this letter, would like to pursue an immediate collaboration with the school district to find a solution that will support our local students with school transportation this year.

Please consider our proposed recommendations:

1. Work with the Town of Princeton through supporting local public transit that will serve as transport to and from the high school for town students.

There is a possibility that local transit service could be available in our community as soon as this coming spring. Your support would greatly impact the likelihood of this service in Princeton in a timely manner.

2. In the immediate term, please provide ridership options where there is currently space available for town students to ride on the existing scheduled buses. We feel this would be in line with your [Policy 702.1](#) Section 2.

There is much social conversation around the empty seats going up to the high school. We see it is in the best interest of all parties involved to ensure the buses are being used to their full capacity. Please create a registration and assessment system that opens up available ridership to families who request ridership for their student(s).

Finally, we would like to hear back from the school district on how they intend to support Princeton students and their families with this issue.

Kind regards,



Shawna Scafe on behalf of
Emily Wolbeck
Carrie Beddington
Jamie Nesbitt
Dawne Graves
Susan Jakubec
Tania Sure
Eva Pratico
Lee Besignano

Heather Benz
Stephanie Antonick
Jen Coffin
Heather Skelding
Meagan Breckner
Natalie Ihlen-Hartinger
Amy Blank
Sarah Antonick
Mark Mouland

Alicia Gush
Mandy Olynky
Kate Knowlton
Linday Coltman
Tiago Monteiro
Chris Tina Masse
Sean Masse



**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

September 28, 2024

Town of Princeton
151 Vermilion Avenue
Princeton, BC, V0X 1W0

Attn: Mayor Coyne

I hope this letter finds you well. I am writing on behalf of The Board of Education of School District No. 58 (Nicola-Similkameen) regarding a matter of mutual concern raised by citizens of Princeton at our September public board meeting.

On September 5, 2024, the Board of Education received a letter signed by 25 Princeton residents, requesting that the school district consider working with the Town of Princeton to support improved public transit options. Specifically, the residents have expressed a desire for transit services that would facilitate student transportation to and from Princeton High School.

Considering this request, the Board of Education would like to propose that the Town of Princeton form an ad-hoc committee to discuss the Town's infrastructure needs and the increasing demand for public transit. The school district would be a willing and active participant in such a committee, and we believe this collaboration could be instrumental in addressing the growing needs of our students and the broader community.

We look forward to the opportunity to work together on this important initiative and would appreciate your consideration of our request. Please feel free to reach out to our Executive Assistant, Ms. McGifford, and we would be pleased to setup a meeting.

Thank you for your time and attention to this matter.

Sincerely,

Gordon Swan, Board Chair
Nicola-Similkameen School District



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

ADMINISTRATION OFFICE

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

MEMORANDUM

TO: All Trustees

FROM: Dylan Richardson
Secretary Treasurer/CFO

RE: Trustee Remuneration

DATE: October 4, 2024

Trustees will find enclosed, Policy 1.70 Trustee Remuneration and Expenses. The Consumer Price Index (CPI) as of December 2023 will be used to calculate the increase to all trustee positions.

The Consumer Price Index (CPI) rose 3.9% on an annual average basis in 2023 (Enclosed, Consumer Price Index: Annual review, 2023). Remuneration for trustee positions is recalculated as follows:

Position	Annual (Old)	Annual (New)
Board Chair	\$ 23,236.88	\$ 24,143.12
Board Vice-Chair	\$ 21,736.88	\$ 22,584.62
School Trustee	\$ 20,236.88	\$ 21,026.12

Trustees will be requested to make a motion to adopt the adjusted remuneration with any approved changes being retroactively applied to December 1, 2023.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg

Encl. Policy 1.70 Trustee Remuneration and Expenses
Consumer Price Index: Annual review, 2023



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	\$23,237
Vice-Chairperson	\$21,737
Trustee	\$20,237

Effective January 1st of each year, the British Columbia Consumer Price Index, as at December of the previous year, will be used to calculate the increase to all Trustee positions.

Trustee Expenses

Expenses shall be paid to Trustees for attending authorized meetings, conferences, workshops, seminars, 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 the closer of the district office or Princeton Secondary School.
2. Technology Allowance of \$75.00 per month, paid quarterly.

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.

Consumer Price Index: Annual review, 2023

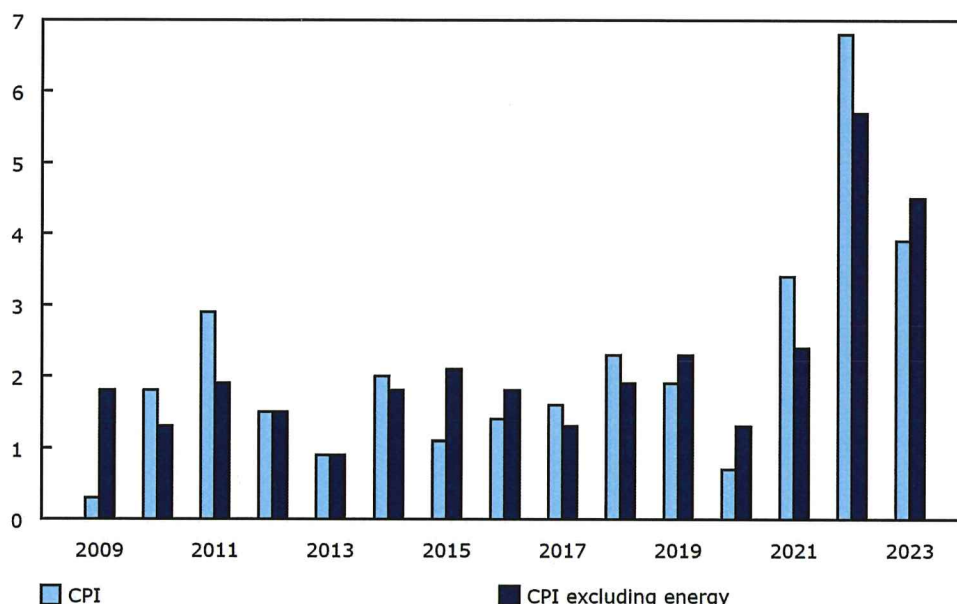
Released at 8:30 a.m. Eastern time in *The Daily*, Tuesday, January 16, 2024

The Consumer Price Index (CPI) rose 3.9% on an annual average basis in 2023, following a 40-year high increase of 6.8% in 2022 and a 3.4% increase in 2021. Aside from 2022, the annual average increase in 2023 is the largest since 1991. Excluding energy, the annual average CPI rose 4.5% in 2023 compared with 5.7% in 2022.

Chart 1

Annual average change in the Consumer Price Index (CPI) and the CPI excluding energy, 2009 to 2023

annual average % change



Source(s): Table 18-10-0005-01.

While prices rose in every major component on an annual average basis in 2023, price growth slowed in six of eight components compared with 2022. The transportation component (+0.9%) slowed the most as a result of lower gasoline prices, with notable decelerations also seen in the food (+7.5%) and shelter (+5.6%) components.

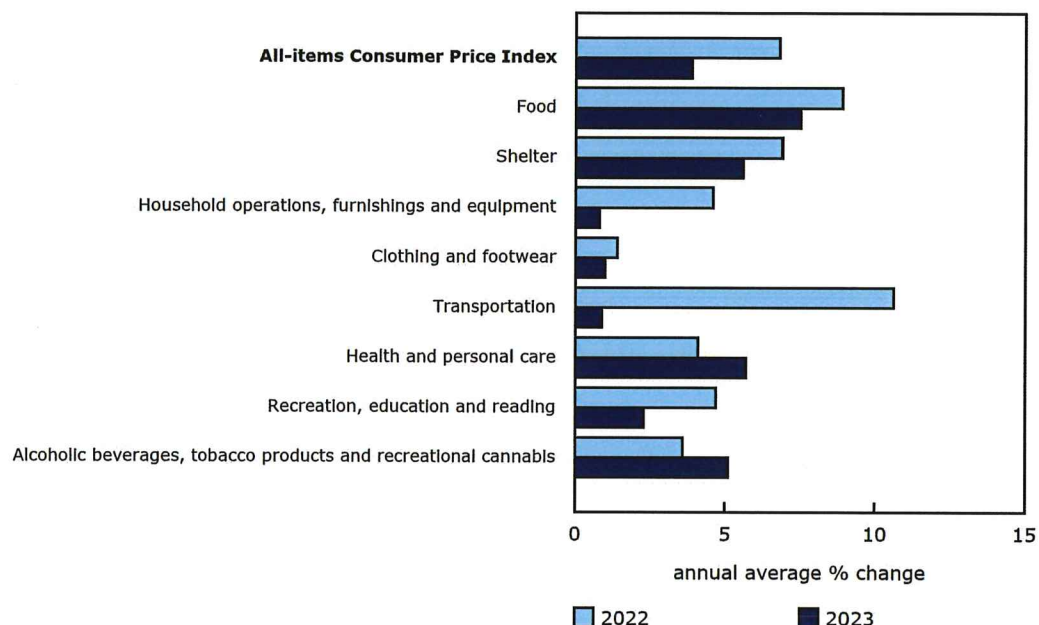


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Canada

Chart 2
Prices rise at a slower pace in all but two major components

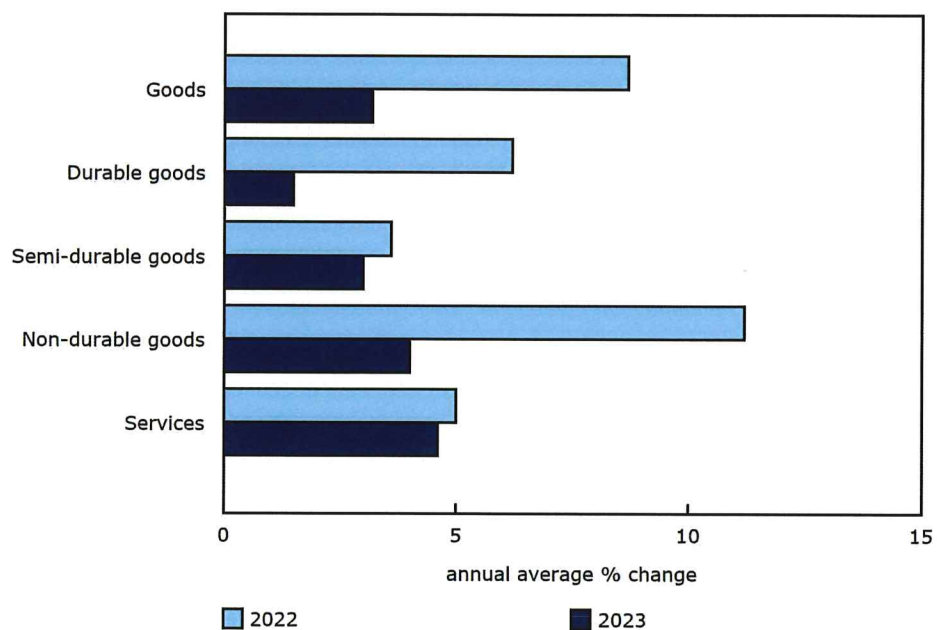


Source(s): Table 18-10-0005-01.

Price growth for goods eased to 3.2% in 2023, down from 8.7% in 2022, amid the continued easing of supply chain pressures. Prices for gasoline, natural gas and food contributed to a slowdown in non-durable goods (+4.0%). Prices for durable goods also increased at a slower pace in 2023 (+1.5%) compared with 2022 (+6.2%), led by passenger vehicles amid improved supply chains and inventories compared with 2022 as the supply of semiconductors continued to improve. Lower prices for furniture and household appliances also contributed to the deceleration.

While price growth for goods slowed 5.5 percentage points in 2023, price growth for services only slowed 0.4 percentage points, resulting in a 4.6% increase. Deceleration in homeowners' replacement cost and other owned accommodation expenses due to base-year effects was almost entirely offset by acceleration in mortgage interest cost, and to a lesser extent, rent.

Chart 3
Deceleration mainly coming from prices for goods

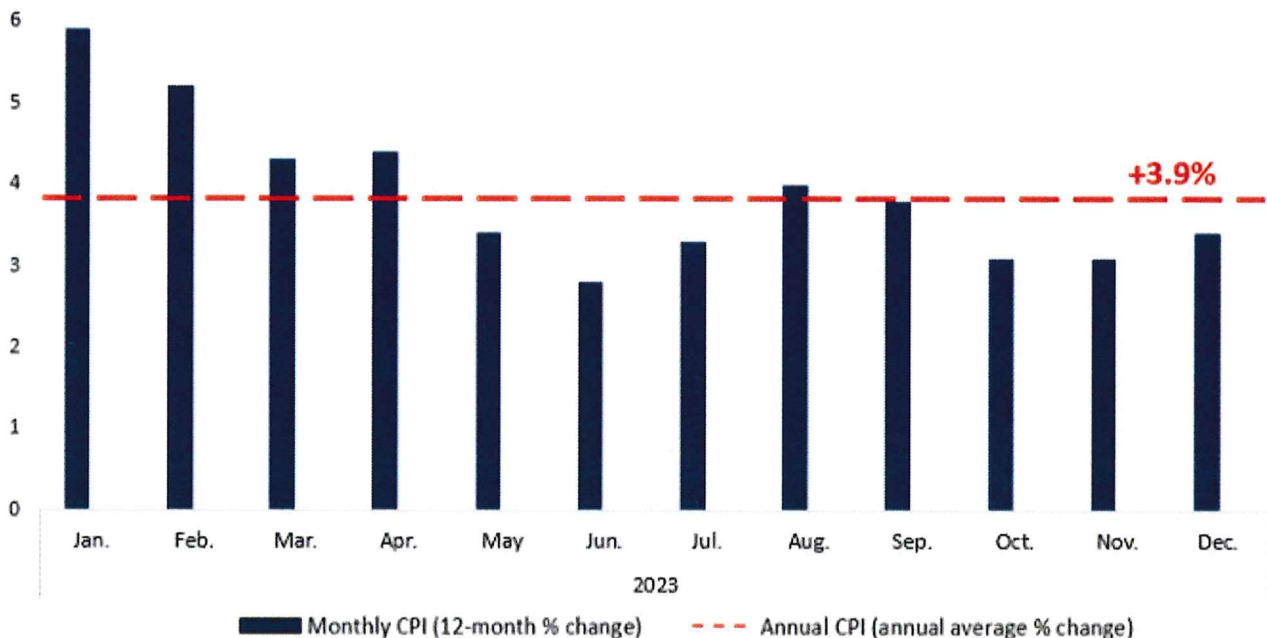


Source(s): Table 18-10-0005-01.

Despite showing a decelerating trend since January 2023, year-over-year price growth in the all-items CPI hovered between 3% and 4% for the last six months of 2023.

Infographic 1 – Year-over-year all-items Consumer Price Index by month and annual average Consumer Price Index, 2023

7



Source(s): Tables 18-10-0004-01 and 18-10-0005-01.

Energy prices lead the deceleration in the Consumer Price Index

Deceleration in the annual average headline inflation was led by lower energy prices, which fell 4.2% on an annual average basis in 2023 following a 22.5% increase in 2022. The slowdown in energy prices was led by gasoline prices, which fell 7.6% in 2023 after a 28.5% increase in 2022 when crude oil prices rose due to a number of factors, including supply uncertainty resulting from Russia's invasion of Ukraine as well as higher global demand as travel increased amid easing COVID-19 restrictions.

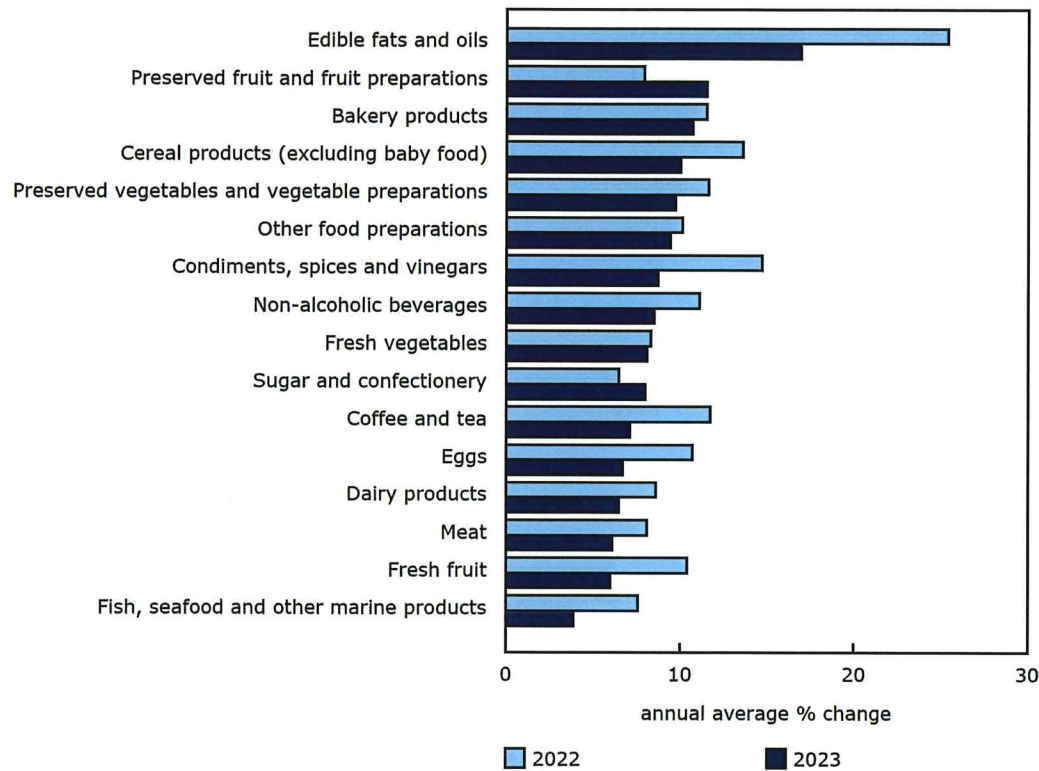
Prices for fuel oil, which are also related to crude oil prices, fell in 2023 (-11.2%) compared with 2022 (+59.6%).

Natural gas prices declined 4.2% in 2023 following a 26.9% increase in 2022, when commodity prices increased amid sustained global demand and uncertainty in global energy markets. In 2023, however, consumer natural gas prices eased with commodity prices.

Price growth for food slows, but remains elevated in 2023

Prices for food purchased from stores rose 7.8% on an annual average basis in 2023. While this was a smaller increase than in 2022 (+9.8%), it was still larger than the annual average increase in the all-items CPI. Grocery price inflation remained broad-based in 2023 with a number of contributing factors, including poor weather in growing regions, higher input costs, diseases such as bird flu and African swine fever, and Russia's invasion of Ukraine. Among the grocery products with the largest price increases were edible fats and oils (+16.9%), preserved fruit and fruit preparations (+11.5%), bakery products (+10.7%), cereal products (+10.0%) and preserved vegetable and vegetable preparations (+9.7%).

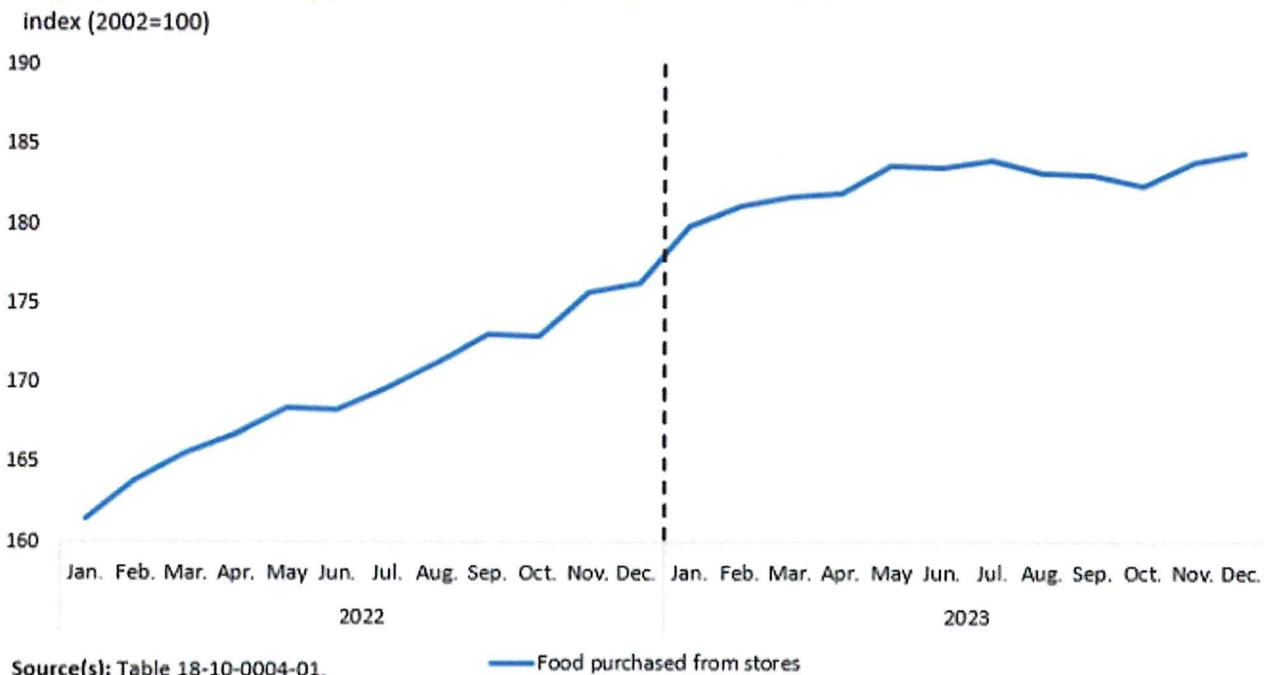
Chart 4
Broad-based price growth across grocery items



Source(s): Table 18-10-0005-01.

Although grocery price levels remained elevated, they were relatively stable over the course of 2023, causing year-over-year growth to decelerate in all but two months, after peaking in January 2023.

Infographic 2 – Grocery price levels rise at a slower rate in 2023



Consumers also paid 6.5% more to eat at restaurants on an annual average basis in 2023 following a similar increase in 2022 (+6.7%).

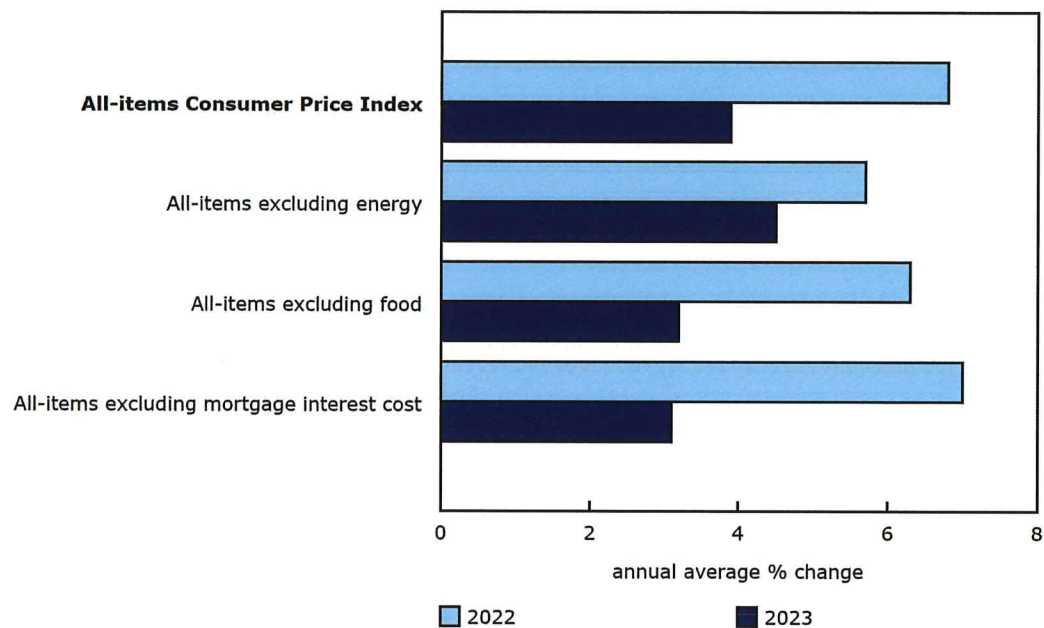
Homeowners' replacement cost and other owned accommodation expenses decelerate, while mortgage interest cost and rent accelerate

On an annual average basis, shelter prices rose at a slower pace in 2023 (+5.6%) compared with 2022 (+6.9%). The slowdown stemmed from deceleration in homeowners' replacement cost (+0.1%) and other owned accommodation expenses (-1.0%), attributable to the cooling of the housing market amid a higher interest rate environment.

At the same time, higher borrowing costs contributed to faster annual average price growth for mortgage interest cost and rent. The mortgage interest cost index rose 28.5% in 2023, the largest increase on record, as more mortgages were initiated or renewed at higher interest rates. This index was the largest upward contributor to the annual average all-items CPI in 2023.

Consumers also paid 6.5% more for rent in 2023 following a 4.6% increase in 2022. In addition to increased immigration, a higher interest rate environment may have stimulated rental demand by increasing the potential cost of homeownership.

Chart 5
Annual average change in the Consumer Price Index and special aggregates

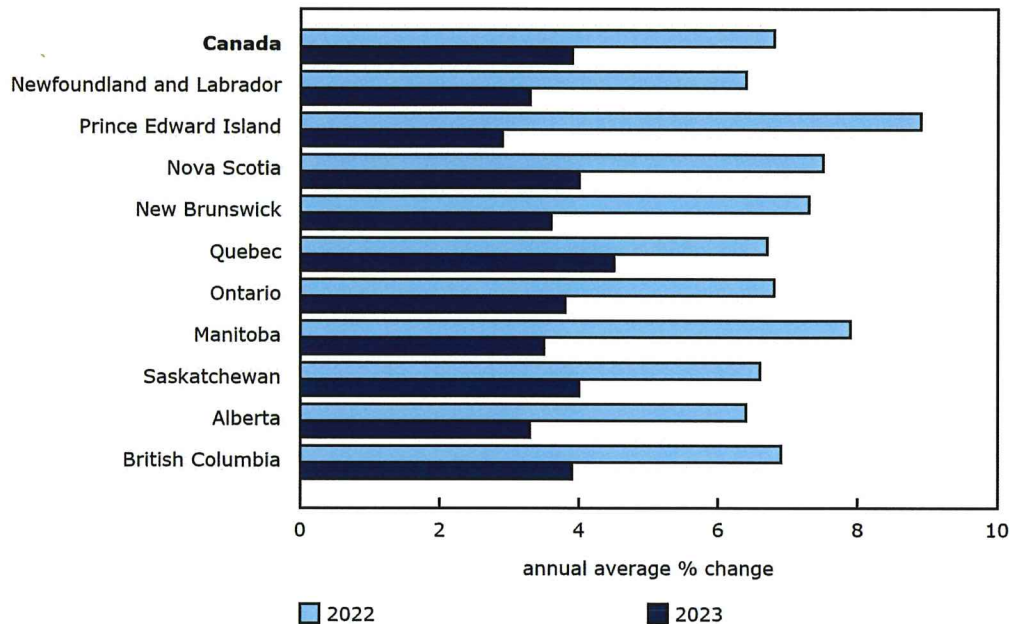


Source(s): Table 18-10-0005-01.

Regional highlights

Annual average prices rose in all provinces in 2023, but at a slower pace than in 2022.

Chart 6
Prices increase at a slower pace in every province



Source(s): Table 18-10-0005-01.

Did you know we have a mobile app?

Get timely access to data right at your fingertips by downloading the [StatsCAN app](#), available for free on the [App Store](#) and on [Google Play](#).

Note to readers

This release examines the percentage change between the annual average Consumer Price Index (CPI) in 2022 and 2023.

Annual average indexes are obtained by calculating the average of the 12 monthly index values over the calendar year. The annual average percent change should not be confused with the 12-month percent change that is published every month with the release of the CPI. Unlike the annual average change, the 12-month change compares the monthly index level with the level from the same month a year earlier.

Explore the Consumer Price Index tools

Check out the [Personal Inflation Calculator](#). This interactive calculator allows you to enter dollar amounts in the common expense categories to produce a personalized inflation rate, which you can compare to the official measure of inflation for the average Canadian household—the CPI.

Visit the [Consumer Price Index portal](#) to find all CPI data, publications, interactive tools, and announcements highlighting new products and upcoming changes to the CPI in one convenient location.

Browse the [Consumer Price Index Data Visualization Tool](#) to access current ([Latest Snapshot of the CPI](#)) and historical ([Price trends: 1914 to today](#)) CPI data in a customizable visual format.

Available tables: table [18-10-0005-01](#).

Definitions, data sources and methods: survey number [2301](#).

The [Consumer Price Index Data Visualization Tool](#) is available on the Statistics Canada website.

More information about the concepts and use of the Consumer Price Index is available in *The Canadian Consumer Price Index Reference Paper* ([62-553-X](#)).

For more information, or to enquire about the concepts, methods or data quality of this release, contact us (toll-free 1-800-263-1136; 514-283-8300; infostats@statcan.gc.ca) or Media Relations (statcan.mediahotline-ligneinfomedias.statcan@statcan.gc.ca).



**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: Policies For Approval

DATE: October 4, 2024

Enclosed are three policies recommended by the Policy Committee, that were previously sent out for consultation by the School District's partner groups, and are now coming back for final approval. Trustees will be requested for a motion to accept all three policies as disclosed in the board package.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg

Encl. 3.20 Admission of Fee-Paying Students
3.40 French Immersion
3.60 Learning Commons



POLICY 3.20 ADMISSION OF FEE-PAYING STUDENTS

The Board of Education recognizes that on occasion, out of province and out of country families that are not ordinarily resident in British Columbia may wish to have their children attend a school in the district.

The Board authorizes the Superintendent of Schools to admit a limited number of students on a fee-paying basis and in no case shall a fee-paying student displace programming for ordinarily resident students. The final determination for admission of fee-paying students shall be the responsibility of the Superintendent of Schools.

Guidelines

1. The annual tuition fee shall be established by the Secretary Treasurer commensurate with provincial funding.
2. Payment of the tuition fee must be made in advance to the District.
3. Fee-paying students enrolled into the school district are expected to have proficiency in English and academic ability such that additional services are not required. Additional tuition fees may apply for those students with requiring English language support.
4. Any boarding fees are additional to tuition and shall be paid by each fee-paying student directly to the home stay family.



POLICY 3.40 FRENCH IMMERSION

The Board of Education recognizes the lifelong cognitive, social, and career benefits of learning French, as an official language of Canada and supports the provision of French Immersion programs where enrollment, facilities and teacher availability permit.

The Board supports an Early French Immersion Program as an educational option and program of choice in the District, with the goal of providing the opportunity for students to become functionally bilingual in English and French.

Guidelines

1. Provided enrollment, facilities and teacher availability permit, French Immersion programming will be offered from Kindergarten to Grade 12.
2. To ensure continuity, predictability and a smooth operation of both French Immersion and English programs, the Board reserves the right to limit enrollment when facilities and staffing issues impact delivery of programming. If significant changes to the program are contemplated, the Board will consult and provide appropriate notice.
3. Students who wish to enroll in French Immersion who are beyond Kindergarten without previous French Immersion exposure may be admitted to a program if they are able to demonstrate the required skills and abilities.
 - 3.1. Once admitted, the student's progress will be reviewed and a decision may be made regarding continued placement within the program.
4. Students from outside the School District who have French Immersion experience will be given priority placement in French Immersion if and when space becomes available.
5. Students who leave French Immersion may be able to receive some credits for core French through a challenge or equivalency process.



POLICY 3.60 LEARNING COMMONS

Learning Commons are physical and virtual learning spaces within schools where students are provided with flexible, learner-focused, opportunities for collaboration, inquiry, imagination and play.

The Board of Education believes that Learning Commons should feature current and dynamic programming supported by qualified staff in order to foster innovative and inclusive opportunities to support student learning, well-being and success.

The Board will support Learning Commons as gateways to student learning, providing access to documentation, information and new technologies.



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: Policies For Repeal

DATE: October 4, 2024

Enclosed are seven policies recommended for repeal by the Policy Committee. Trustees will be requested for a motion to repeal all seven policies as disclosed in the board package.

Policy No.	Policy Name	Rationale For Repeal
1002.2	Funding For Parents' Advisory Council	Policy Committee recommends repeal and moved to the Administrative Procedure Guide.
505.1	Student Records	Policy Committee recommends repeal and moved to the Administrative Procedure Guide.
601.1	Student Records	Policy Committee recommends repeal and moved to the Administrative Procedure Guide.
601.2	Ordinary Resident	Policy Committee recommends repeal and moved to the Administrative Procedure Guide.
602.6	District Technology	Policy Committee recommends repeal and moved to the Administrative Procedure Guide.
605.2	Student Placement and Reporting	Policy Committee recommends repeal and moved to the Administrative Procedure Guide.
602.12	Distributed Learning	Policy Committee recommends repeal and moved to the Administrative Procedure Guide.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg

Encl. Policies: 1002.2, 505.1, 601.1, 601.2, 602.6, 605.2, 602.12

Funding for Parents' Advisory Councils

-POLICY-

1. The Board of Education will provide the Ministry grant to the trust account of each school with a Parents Advisory Council in accordance with section 8 of the *School Act*. The accounting for expended funds is to be in accordance with Policy and Regulation 804.2, School Funds.
2. The principal shall be accountable for the fund which may be expended by the school's Parents' Advisory Council as the Council deems appropriate.
3. A report on the various uses of the fund will be submitted annually (June) to the Board of School Trustees.

STUDENT RECORDS**-POLICY-**

The Board of Education regards all student documents and records which the District has received or which it has prepared or which it has contracted to be prepared, as the property of School District No. 58 (Nicola-Similkameen)

-REGULATION-

In accordance with the School Act, all pertinent student records kept by the Board on a student or child will be made available for disclosure to a person(s) who is/are planning for the delivery of, or delivering health services, social services, or other support services to that student or child.

Any person in receipt of information from a student record pursuant to the School Act shall not disclose that information to any other person except for the purposes of delivery or planning the delivery of such services.

After a student leaves school, his/hers Permanent Student Record (PSR) will be kept securely on file at the school for 55 years from the date on which the student withdraws or graduates from school. All general information (ie: teacher reports, referrals, etc) contained in a student record/file must be kept until the student reaches the age of twenty-five (25) years.

STUDENT RECORDS**-POLICY-**

The Board of Education regards all student documents and records which the District has received or which it has prepared or which it has contracted to be prepared, as the property of School District No. 58 (Nicola-Similkameen).

-REGULATION-

In accordance with the School Act, all pertinent student records kept by the Board on a student or child will be made available for disclosure to a person(s) who is/are planning for the delivery of, or delivering health services, social services, or other support services to that student or child.

Any person in receipt of information from a student record pursuant to the School Act shall not disclose that information to any other person except for the purposes of delivery or planning the delivery of such services.

After a student leaves school, his/hers Permanent Student Record (PSR) will be kept securely on file at the school for fifty-five (55) years from the date on which the student withdraws or graduates from school. All general information (ie: teacher reports, referrals, etc) contained in a student record/file must be kept until the student reaches the age of twenty-five (25) years.

ORDINARILY RESIDENT**-POLICY-**

In accordance with the *School Act* and Ministry of Education policy document, “*K-12 Funding*”, the Board of Education defines students as ordinarily resident if a student is resident in the province of British Columbia.

Notwithstanding the definition offered above, students may be temporarily absent from British Columbia, yet still retain status as ordinarily resident as follows:

- a) The parent or guardian remains resident in British Columbia while the student is temporarily absent. This temporary absence is marked by clear documentation that the student will be returning to the parental home at the end of this temporary absence. Some exchange students, athletes competing at elite levels, and students involved in extended travel or self-funded studies overseas could be considered ordinarily resident in British Columbia.
- b) If the student is temporarily absent from the province with the parent or guardian, they may be considered ordinarily resident in British Columbia if there is clear evidence that the family will be returning to British Columbia. This evidence might be a letter from an employer indicating the commencement or termination of a contract for work, or any other documentation deemed sufficient by the Superintendent or designate.

DISTRICT TECHNOLOGY and NETWORKED INFORMATION**-POLICY-**

The computing and telecommunication facilities and services provided by the Board of Education, School District No. 58 Nicola-Similkameen (herein after referred to as the Board) are intended for teaching, learning and administrative purposes. Access to district computing and telecommunication resources is a privilege, not a right. Every student and employee and other person having access to any district computing resources is required to use such resources in a legal, ethical, responsible and professional manner and to comply with Board policy governing the acceptable use of district technology and networked information under the following sub-sections of the Regulation:

- 602.61 District Technology and Networked Information - Acceptable Use**
- 602.62 Electronic Communications Systems in Schools - Employee Acceptable Us**
- 602.63 Electronic Communications Systems in Schools - Student Acceptable Use**
- 602.64 Student Personal Technology Devices**
- 602.65 Software Licensing**
- 602.66 Webpage Content**
- 602.67 Use of Personal Computers and Laptops at Schools and Other District Sites**
- 602.68 District Filtering of Internet Access**
- 602.69 Social Networking**

602.61 - District Technology and Networked Information Acceptable Use

The computing and telecommunication facilities and services provided by the Board are intended for teaching, learning and administrative purposes. As such, district computing and telecommunication resources are used to enhance educational programs and to conduct district business. Access to district computing and telecommunication resources is a privilege, not a right.

Regulations:

1. This Policy and Regulations will govern all use of the SYSTEM, including student and employee use. When interacting on the Internet, users are expected to behave as they would in any other environment where they represent their school/employer as per school codes of conduct and/or professional codes of ethics.
2. Each student, employee and other person having access to any district computing resource is required to use such resources in a legal, ethical, responsible and professional manner.
3. The publication and posting of information on any district network or the World Wide Web is to be in accordance with ethical and legal standards and those derived directly from standards of common sense and courtesy that apply to the use of any public resource.
4. Students may be given access to the World Wide Web and may be given an individual E-mail account with the authorization of their parent/legal guardian. An Agreement signed by a parent/legal guardian will be required as a condition of access to the Web and provision of an individual E-mail account.
5. Each school is responsible for ensuring that all students who have access to electronic communications systems have an Agreement signed by the student and a parent/legal guardian. The Agreement can be signed once and filed for the student's remaining years in that school. Parents/Guardians will be able to sign a new form to alter current privileges at any time by contacting the school office.
6. Access to district computing and telecommunication resources may be withdrawn if employees or students do not comply with the Board policy governing the acceptable use of district technology and networked information and for other reasons as may be determined by the Superintendent.

7. The System administrator(s) has the right to suspend or terminate a user's access to and use of the System upon any breach of the Computer, Internet and BCeSIS Usage and Access Policy by the user. Prior to suspension or termination or as soon after as is practicable, the System administrator will inform the user of the suspected breach and give them an opportunity to present an explanation. The user may request a review hearing with the account authorizer (and/or other school district administrators) within seven (7) days of the suspension or termination if the user feels that the action was unjust. After the review, access may be restored if the System administrator and the school district personnel uphold the user's appeal.

**602.62 – Electronic Communications Systems in Schools
Employee Acceptable Use**

Employee use of district electronic communication systems must be in accordance with the following regulations. Access to district computing and telecommunication resources is a privilege, not a right.

Regulations:

1. Central system or network account holders are responsible for all usage of their accounts and, therefore, must keep their passwords confidential to protect themselves, their files and the district's files. Account holders must not distribute other users' identification (ID) and password or reveal other users' personal information.
2. District computer resources must not be used in a manner that may annoy or harass others. For example, distributing obscene, abusive, racist, threatening, unsolicited e-mail messages, or sexually/harassing messages or material.
3. Sensitive information must not be transmitted via or exposed to Internet access without taking appropriate measures to ensure data remains confidential.
4. All electronic communication, including e-mail, are the property of the Board and are subject to provisions under the Freedom of Information and Protection of Privacy Act.
5. Computer resources must not be used for personal use during instructional hours.
6. The use of district computer resources outside of instructional hours of work for personal reasons must be in accordance with these regulations and must not incur additional cost to the Board.
7. Non-acceptable usage of computer resources and networks include, but is not limited to, activities that:
 - a. May lead to personal financial gain;
 - b. Could be interpreted as gambling;
 - c. Are used to conduct private business;
 - d. Obscure the origin of any message under an assumed computer network address;
 - e. Access illegal or offensive computer networks;
 - f. Access or distribute unlicensed software or documentation;
 - g. Initiate or distribute chain letters, advertising or unauthorized solicitations;

- h. Access electronic systems or information inappropriately or without authorization;
 - i. Vandalize the system or system accounts;
 - j. Produce product and/or service advertisement or political lobbying;
 - k. Utilize network-intensive resources such as network games;
 - l. Violate or attempt to violate, the security of the system or attempt to subvert other systems;
 - m. Deliberately or recklessly expose systems to computer infections;
 - n. Contravene any laws or regulations.
8. Account holders must respect the rights of other users and consider the impact of their conduct on others.
9. Computer resource usage must be able to survive public scrutiny and/or disclosure. Users must avoid activities that might bring the Board into disrepute.
10. Computer resource use may be monitored without warning and inappropriate usage may be cause for cancellation of privileges and/or disciplinary action up to and including dismissal, or cancellation of contract.
11. Employees are responsible to ensure they have reviewed these regulations prior to making use of district computer resources.

**602.63 – Electronic Communications Systems in Schools
Student Acceptable Use**

Student use of electronic communication systems must be in accordance with the following regulations. Access to district computing and telecommunication resources is a privilege, not a right.

Regulations:

1. Students are responsible for their network accounts and all activity taking place in their allotted storage space and under their password. Passwords, therefore, must not be shared.
2. Students must not use another person's account.
3. School district resources must be used responsibly and not for any purpose except educational purposes.
4. Students must conduct themselves in a manner that respects the rights of others and should not include offensive or illegal behaviour.
5. Students using district electronic communications systems are expected to follow the same regulations both during and outside of school hours.
6. Parental written consent is required for students to access district electronic communications systems.
7. Teachers and Principals or designates are responsible for ensuring that all students who have access to electronic communications systems have read and signed a District Student Use Agreement (attached).
8. Teachers and Principals are responsible for taking appropriate disciplinary action when this policy is contravened.
 - a. Illegal acts committed on or through district electronic communications systems must be reported to legal authorities.
 - b. Illegal acts may include but not be restricted to hacking into systems or deleting files to which the student does not have access privileges, introducing viruses or downloading or copying copyrighted material.

602.64 – Student Personal Technology Devices

The use of all telecommunication and audio or video recording devices, including cellular phones, pagers/beepers and cameras, at schools and school-sponsored or school related activities on or off school property, is governed by the District AUP (Acceptable Use Policy) and their School Code of Conduct.

602.65 – Software Licensing

The Nicola-Similkameen School Board adheres to vendor software licensing agreements for the use of software in schools and district departments and acknowledges the licensing of software as copyrighted intellectual property.

Regulations:

1. Software placed on school computers must be done so in accordance with the vendor's licensing conditions. Schools and district departments must have a copy of the license for each corresponding software application.
2. Software purchased under an educational license must be used only on school and district computers or as defined by the licenses agreement.
3. Schools and district departments must keep a current record of all software licenses.
4. When software is purchased by the district, licensing information will be kept centrally in the district. When software is purchased by a school or department, it is expected that licensing information will be kept by the school or department.
5. When software is upgraded on the original license and placed into use, the original software must not be sold, given away or continued in use unless specifically stated in the licensing agreement.
6. Software no longer in use by schools or departments shall be disposed of through removal from all computers unless otherwise approved by the Superintendent or designate.
7. To ensure the consistent and legal disposition of licensed software all software disposal will be facilitated through the District Technology Coordinator.
8. Software licensing documentation must be held securely in the main office and made available to enforcement authorities upon request.
9. "Open Source" or software available under the General Public License (GPL) may be used freely as defined under the GPL.
10. All software must be pre-approved for installation by the Superintendent or designate.

602.66 – Website Content

The Nicola-Similkameen School Board encourages the use of the Internet/Intranet servers and the publishing of web pages to enhance the teaching and learning process and to foster communication within and outside the district. Subject to the following regulations, schools in the district have full control over the posting of web pages and may update or change school web pages at any time. The posting of web pages is a form of electronic publication, and is subject to all laws, including the Copyright Act and the Freedom of Information and Protection of Privacy Act. School web pages must also be designed to respond to concerns for student safety, privacy and security.

Regulations – Standard:

These regulations are intended to protect the privacy, safety and security of students and employees.

1. All web page information from district schools must reside on Nicola-Similkameen School Board servers. Departure from this procedure must be sought in writing from the Superintendent or designate prior to posting any school or department web page on third party provider servers.
2. Each principal must identify a person/s as the school web administrator who will be responsible for the school web pages.
3. The School District is required to comply with the provisions of FOIPPA. FOIPPA limits the use and disclosure of personal information to circumstances permitted by that Act.
 - i. The FOIPPA authorizes the disclosure of employee contact information (such as name, work address, work telephone number, etc.).
 - ii. However, student addresses, phone numbers and email addresses may not be disclosed on a School or Department web page.
4. Obtaining Consent and Authorization.

Wherever possible, the District will attempt to obtain written authorization from a parent before posting any student personal information on School or Department Web pages. This provision does not apply to the posting of images taken at public events such as sporting activities or concerts. Parents will be asked to provide written authorization for the use of images taken other than in a public setting. The school or department should make efforts to obtain:

- a. The district Media Consent Form for publishing activities. This should be signed when students initially register. Parents of students have the right to change this consent at any time.
- b. Written consent for any specific publishing activity where a student name or photograph is used and that activity is not covered by the conditions set forth on the media consent form.

If required by FOIPPA, the District will attempt to obtain written authorization from an employee before posting any personal information concerning the employee on a District website.

5. Copyright - No content that breaches any copyright laws will be posted on a School or Department Web page.
6. Domain Names - All district materials for websites will reside under the school district domain name www.sd58.bc.ca. There will be no different domain names for district materials, except when approved by the Superintendent or designated committee.
7. The Board reserves the right to determine links posted on the district Web Page. Link postings may be monitored by the District Web Master.

602.67- Use of Personal Computers & Laptops at Schools and Other District Sites

The Board recognizes that staff and students may bring personal computers to their work location to help perform their duties (i.e. a teacher using a personal laptop to record marks, students using a personal device for Internet Access).

The Board accepts no responsibility for theft or damage that may occur to personal items brought to the school or the worksite.

The use of personal computers and laptops require the exercise of due diligence with respect to files containing work-related information, confidential information and student data.

To connect a personal computer and other network-enabled devices to the district network, the following conditions must be met:

- a. A designated computer resource teacher or technician will be consulted to determine the network resources requested and the suitability of the equipment;
- b. Staff will make prudent, work-related use of network resources;
- c. Staff, students and special guests who bring personal computing equipment to district locations will be permitted to access the designated guest wireless network only. The designated guest wireless network allows users Internet Access and printing to a designated printer but not access to internal network services.
- d. The Board assumes no obligation for the support of the personal equipment neither will it accept any liability for modifications made to the equipment as a result of establishing a connection;
- e. The owner of the equipment will disconnect the equipment at the request of any supervisor.
- f. The use of personal computers and laptops may result in the personal information of students (such as their names, student numbers, report cards or other information) or the personal information of others being stored on computers outside the district's computer network. The following safeguards, though not an exhaustive list, will assist in protecting privacy of personal information for both students and employees.

Employees must:

- i. ensure that personal information stored on a computer or other data storage device is properly protected. Access to any personal information of a student or other person must be password protected, including when stored on any storage device, such as CD or USB drive. Any computer on which personal information relating to students or others related to the district must have effective Internet security measures such as licensed anti-virus software and firewalls.
- ii. ensure that personal information of students and others is deleted from their personal computer, laptop or storage device as soon as possible and when the data is no longer required for school district related purposes or when the teacher's employment ends.
- iii. ensure that any school district related information located on a personal computer or laptop is collected, used or disclosed only for purposes and only in a manner permitted by the Freedom of Information and Protection of Privacy Act.
- iv. be aware that any record of personal information obtained by the employee in the course of their duties may be subject to disclosure under the Freedom of Information and Protection of Privacy Act and may be considered to be in the possession and control of the School District, even if located on a personal computer or laptop.

602.68 – District Filtering of Internet Access

**All requests for site filtering must be approved by the Superintendent or designate.
The District will filter Internet access if:**

1. The site poses a danger to the integrity of our network.
2. The site allows for the circumvention of filtering software managed by PLNet.
3. The site places an inordinate amount of strain on network services because of bandwidth demand.
4. The site is specifically requested by the technology committee to provide for the unique protection of students at a particular grade level and the filtering is localized to the applicable schools.
5. The site is under temporary restriction as a school-based decision.
6. Other reasons as determined by the Superintendent of Schools.

602.69 – Social Networking

The Board of Education recognizes that part of learning is adapting to the changing methods of communication. It is important that teachers, students and parents engage, collaborate, learn and share in these digital environments.

Blogs, Wikis, Podcasts, Digital Images and Video and other Social Media Technologies

1. Personal Responsibility

- a) All users are personally responsible for the content/information they publish on-line.
- b) On-line behavior should reflect the same standards of honesty, respect and consideration used when meeting face-to-face.
- c) Posted information must identify that the information is representative of your views and opinions and not necessarily the views and opinions of the District.
- d) Social media is an extension of the classroom. What is inappropriate in the classroom should be deemed inappropriate on-line.
- e) Employees should ensure that posted content is consistent with the work performed for the District.
- f) Posting of confidential student information is prohibited.
- g) Employees are responsible for moderating all content published on all social media technologies.

2. Copyright and fair use

- a) All users must respect copyright and fair use guidelines.
- b) Plagiarism is an academic offence. Credit must be given where credit is due.

3. Profiles and Identity

- a) Last names, school names, addresses or phone numbers should not appear on blogs or wikis.
- b) Pictures and images must be appropriate and tasteful.

4. Personal Use of Social Media such as Facebook, Myspace and Twitter

- a) All users are personally responsible for all comments/information they publish on-line.
- b) On-line behavior should reflect the same standards of honesty, respect and consideration used when meeting face-to-face.

- c) Posted comments should be within the bounds of professional discretion. Employees should act on the assumption that all postings are in the public domain.
- d) Permission should be sought and granted prior to posting photographs and videos of others.
- e) Photographs relating to alcohol or tobacco use may be deemed inappropriate.
- f) Employees should refrain from posting any comment that could be deemed unprofessional.

5. Social Bookmarking

- a) Sites that are bookmarked are in the public domain. The content of the bookmarked site should be within the bounds of professional discretion.

Student Placement and Reporting

-POLICY-

The Board of Education believes that the vast majority of students will progress through their thirteen years of schooling (K - 12) with their chronological peer group, but the placement of each student will be based on what is best for him/her with respect to academic, social, physical and emotional growth.

The Board of Education policy for reporting student progress is based upon regulations authorized under the School Act, Ministerial Orders and District directives.

Parents or guardians will be provided with regular written reports of student progress and will be offered the opportunity to meet directly with the teacher for an individual interview in order to discuss the contents of the student progress report.

-REGULATION-

1. Guidelines

- a) Principals are responsible for establishing school reporting and placement practices in accordance with Ministry and District policies, and, in consultation with staff and parents.
- b) Teachers are responsible for establishing criteria for a grading system based upon a clear statement of the important learning outcomes of each course and subject and for reporting final achievement status in terms of these important learning outcomes.
- c) Each school shall develop a written policy regarding evaluation and reporting procedures.
- d) Reporting of student performance is the responsibility of the classroom teacher as approved by the principal. Reporting practices used by teachers shall be in accordance with Ministry, District and school policies.
- e) Report card formats and symbols shall be in accordance with Ministry, District and school policies.

- f) Elementary teachers will provide an overview of the student's educational program in each formal reporting period.
- g) Secondary course outlines and requirements shall be in accordance with Integrated Resource packages and shall be made available to students, in writing, in advance of instruction and, on request, to parents.
- h) Grades 4 to 12 students shall be informed of the methods by which their performance will be evaluated in accordance with the guiding principles and standards for fair student assessment.
- i) Students with special needs in elementary and secondary school that are expected to achieve the learning outcomes set out in the provincial curriculum will receive regular letter grading and reporting procedures. The student's program will be adapted as required.

For students with special needs in elementary school, who are not capable of achieving the learning outcomes set out in a provincial curriculum and for who substantial course or program modification is required because of exceptional needs, structured written comments with effort grades and not letter grades shall be used to report student progress. Specific individual goals and objectives shall be established for the student in an Individual Education Plan (IEP). Structured written comments shall be used to report the level of the student's success in achieving the modified goals and objectives set out in the IEP for each subject area.

In secondary school, it is possible to report grades for students with special needs who are working toward their School Completion Certificate, who are on an IEP and/or enrolled in non-credit Locally Developed and/or Board Authorized and Approved courses. For these students, evaluation should be in relation to the learning outcomes for the course or their Individual Education Plan (IEP) goals based on the degree to which the outcomes are achieved.

- J) Students and parents have a right to appeal grades and placement assigned.

2. Grade/Program Placement

a) Elementary

The school principal determines student placement relative to the student's academic, social, physical, and emotional development. All such decisions shall consider course requirements and be made in the best interest of the student in consultation with the student's parents.

b) Secondary School

Placement is determined on a course/grade basis. Students may be required, at the discretion of the principal, to repeat a specific course, particularly if the skills required in the subsequent course are dependent on a better understanding of the essential skills. Principals may permit a student to accelerate on a specific subject to a higher level if his/her skills and understanding warrant advance placement.

DISTRIBUTED LEARNING

-POLICY-

The Board of Education believes that distributed learning provides the flexibility to meet the learning needs of students with conventional timetable challenges. This is evident in small rural schools that have great difficulty offering a range of courses taught by teachers with appropriate specialized coursework and background education. Distributed learning increases the equity of access to education, specifically providing choice for those students who have restricted options.

-REGULATION-

1. Definitions

- a) “Distributed Learning”: A method of instruction that relies primarily on indirect communication between students and teachers, including internet or other electronic-based delivery, teleconferencing, or correspondence.
- b) “Distributed Learning School”: A school or francophone school that offers instruction by means of distributed learning only.

2. Students have the ability to enroll in distributed learning courses and the following guidelines will be used by district staff.

- a) If a student has a timetable conflict or if the course is required but not offered.
- b) A teacher may recommend that a student or a class take distributed learning course as an alternative form of education.
- c) Schools will inform and orient students and parents to the opportunity to access distributed learning as an option for course selection and registration through the annual student course selection process.
- d) Students and parents will be informed and counselled on the attributes that are suited to successful learning in a distributed learning model.

- e) Students registered in a school, other than a distributed learning school, in Grades 10 to 12 are currently eligible to register in a distributed learning course at no cost to the student or the home school. Parents of a student attending a school in the District in Grades K to 9, who choose to register the student in a distributed learning course, are responsible for the costs of course registration.



**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: Policy 1004.1 (Temporary Change)

DATE: October 4, 2024

Enclosed is Policy 1004.1, Public Use of Facilities, last revised May 8, 2013. Trustees will be requested to authorize staff to make temporary increases to 1004.1 Schedule A Rates, aligning with the economies of scale that have changed drastically since the policy was last revised, May 8, 2013.

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg

Encl. 1004.1 Public Use of Facilities
1004.1 Schedule A Rates

Public Use of Facilities**-POLICY-**

The Board of Education, School District No. 58 (Nicola-Similkameen) believes that all school facilities are public facilities and should be available to the public on a rental basis as outlined in the regulation accompanying this policy.

-REGULATION-**1. Application for Use**

Application for rental reservations must be directed to the Secretary Treasurer or designate at the School District Administration building. Rentals will be in accordance with the following priorities:

1.1 School Programs**1.2 NVIT Continuing Education Programs and Municipal/City General Interest programs.****1.3 Community and Recreational Groups****1.4 Commercial and Private**

Application for use of accommodation, on a repetitive or seasonal basis must be renewed annually.

2. Bookings**2.1 Notification of use for school functions must be submitted by the school principal to the School Board Office at least two (2) weeks in advance of the activity.****2.2 Other bookings must be arranged with the School Board Office (rather than the individual school) at least two (2) weeks in advance of the proposed booking.****2.3 All Community/Recreational and Commercial/Private functions will be required to have one custodian in attendance who will generally assist the renter to keep the facility tidy and see to the security of the building. Municipal use may be**

exempted from this Regulation in accordance with the School Board-City of Merritt Short Term Use Agreement.

3. Hours of Access

Gymnasium access may not normally be gained before 5:00 p.m. on any school day except where other arrangements have been made. Rented facilities must be vacated by 10:00 p.m. on regular school days.

4. Renter's Responsibility

All groups or organizations booking school facilities shall:

- 4.1 Assume full responsibility for adult supervision of the activity involved. Supervision must be present during the entire period of the rental.
- 4.2 Ensure that all regulations are adhered to.
- 4.3 Supervise entrance and adjacent areas to ensure that unauthorized persons do not enter the building.
- 4.4 Ensure that participants remain within the confines of the area assigned.
- 4.5 Remain within the time schedule allocated and vacate the premises promptly.
- 4.6 Have rental permit posted.
- 4.7 Be held responsible for personal injury or property damage including school buildings, grounds, fields and fences, caused by the applicant negligence.
- 4.8 Use proper footwear. Use of street shoes or other footwear which would damage the floors, the gymnasiums or other areas specified in the lease is strictly forbidden when the accommodation is rented for sports, square dancing or other activities.
- 4.9 Not use powdered waxes or other substances on gymnasium floors.
- 4.10 Only use Cosom type floor hockey sticks where floor hockey is allowed. Wooden sticks or wooden handles with plastic blades are not allowed.

The District reserves the right to require the renter to provide a damage deposit or insurance in a form satisfactory to the District.

Failure to comply with rental regulations could result in immediate cancellation of the rental. The rental may be revoked or cancelled at any time. In the event of such revocation or cancellation, there can be no claim or right to damages or reimbursements on account of any loss, damage or expense whatsoever other than the rental fee.

5. Payment of Rental Fees

All rental fees are payable in advance for the period booked. Refunds will be made for any cancellation at the end of the rental.

6. Condition of Premises

All premises are to be rented "as is". Renters are restricted to the use of facilities as stated on the application form. Tables and chairs will be provided only to the extent that such equipment is available in any school or building. Additional chairs may be rented as outlined in Schedule A.

There is no liability expressed or implied on the part of the District as to the safety or condition of the premises rented. The renter must accept the premises at his/her own risk.

Application for classroom rentals will be considered for meetings on the condition that nothing in the classroom is disturbed.

7. Consumption of Liquor

Alcoholic beverages will not be permitted in or on any District property.

8. Smoking

Smoking or the use of smokeless tobacco is not permitted on District property.

9. No open flame equipment is to be used at any time.

10. Equipment

The following equipment will be available to organizations renting gymnasiums, provided the organization requests its use at the time of booking and provided that the equipment is available at the school:

10.1 volleyball nets and stands.

10.2 badminton nets and stands.

10.3 floor hockey nets.

The organization renting the gymnasium shall provide all other supplies and equipment required including balls, sticks, tape recorders and projectors. The principal of the school may at his/her discretion, allow other equipment to be used.

11. Telephone

Telephone service will not be made available to parties renting the facilities .except for a pay phone that may be available.

12. Cancellations

12.1 Except for rental refunds, the District assumes no responsibility for cancellations due to circumstances beyond the control of the District.

12.2 In the event of a special, unforeseen function, the District reserves the right to displace any renter. There shall be no liability except for rental refunds.

13. Authority

Any persons on District property as a result of a rental thereof shall obey the lawful instructions of the principal, custodian, staff or other representative of the District and in the event of being requested to leave the premises shall do so immediately.

14. Right to Refusal

The District reserves the right to refuse rental to any individual or group.

Note: See Schedule A, attached, for rental rates for specific facilities.

***PUBLIC USE OF FACILITIES
SCHEDULE "A" – RENTAL RATES***

CATEGORY "A" = NO CHARGE AND NO ADMINISTRATION FEE

CATEGORY "B" = NO CHARGE EXCEPT ADMINISTRATION FEE

<i>FACILITY / ROOM</i>	<i>"C"</i>	<i>"D"</i>
<u>MERRITT & PRINCETON SECONDARY SCHOOL</u> Large Gymnasium and Multi-Purpose Room (Fire Code = 670; 474 seats + 196 bleachers, 1080 standing) (Multi-purpose max 250) Cafeteria – subject to the approval of the school based administrator	\$ 25 / hour (adult) \$ 16 / hour (youth) \$ 25.00 / hour	\$65 / hour \$50 / hour
<u>COQUIHALLA MIDDLE SCHOOL</u> Gymnasium (Fire Code = 675, 1268 standing only)	\$ 22 / hour (adult) \$ 18 / hour (youth)	\$65 / hour \$45 / hour
<u>MERRITT CENTRAL and COLLETTVILLE</u> Gymnasium (Fire Code: MC = 438, CV=501) Lunchroom & other multi-purpose rooms (140)	\$ 20 / hour (adult) \$ 17 / hour (youth) \$ 17 / hour	\$38 / hour \$40 / hour
<u>BENCH/ D-VALE/ NICOLA-CANFORD/JOHN ALLISON/RIVERSIDE/VERMILION FORKS</u> Gymnasium (Fire Code: MB=313, NC=430, DV=427)	\$ 20 / hour	\$38 / hour
<u>CLASSROOMS / LIBRARY</u> All Schools (*MSS Library not avail.)	\$10 / Session	\$14 / hour

ADMINISTRATION FEE

There will be an administration fee of \$40.00 per rental agreement per school charged to all category "B" users. A rental agreement that involves more than one school site will be considered a separate agreement for each location.

PRE-SCHOOL OPERATIONS

There will be a charge of \$300.00 per month per classroom for preschools operating during school hours. First and last month charges, as well as any leasehold improvements, are required as a security deposit.

AFTER-SCHOOL DAYCARE

There will be a charge of \$500.00 per month per classroom for after school care operating between the hours of 2:30 and 5:30 p.m. First and last month charges, as well as any leasehold improvements, are required as a security deposit.

HOLIDAYS, WEEKENDS OR AFTER REGULAR HOURS

- Custodian costs for everyone involved: **\$31.00/ hour** (*must be min 4 hrs.)
- Only when it is required for a custodian to be there above and beyond the usual shifts – which would be weekends and after 10:00 p.m. during the week at most schools.
- No Janitor costs during evening while there is a custodian regular on duty

AFTER 10:00 P.M.

- Any group booked until 10:00 p.m. during an evening while there is a custodian on regular duty, must be out at 10:00 p.m. (not just concert/event over). If the rental goes past 10:00, the custodian will inform me and the group will be charged \$41.00/hour for janitor time.

CATEGORIES**CATEGORY “A”**

Government Agencies, City of Merritt Recreation Department, TRU, Nicola Valley Institute of Technology, school groups, staff functions of the NVPTU and CUPE.

CATEGORY “B”

Youth Groups (comprising of children to 18 years of age); Scouts, Guides, Brownies, etc; Merritt Youth Resources Society, Church Youth Groups; Spirit of the Youth

CATEGORY “C”

All adult recreation and similar groups using facilities for recreation, regardless of whether offered by the City of Merritt Recreation Department or any other group that the district may have a Joint Use Agreement with.

Cultural, religious, educational and other local non-profit making groups or groups such as service clubs, Conayt Friendship Society, N.V. Arts Council; where profits remain in the School District area and are spent to the overall benefit of the area; NVIT recreational.

CATEGORY “D”

Use for private profit – where an individual, group of individuals or company stand to make personal gain from such use.

NVIT/CITY OF MERRITT– COMPUTER / BIOLOGY/TECH. EDUCATION LABS

Up to 10 students/class – \$100.00

11 to 20 students/class – 150.00

21 to 30 students/class – 200.00

Kiln for pottery class – \$50.00 (to be used once, on last class only)