

AGENDA
OPEN MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)
PRINCETON SECONDARY SCHOOL
WEDNESDAY, NOVEMBER 13, 2024, 6:00 P.M.

Success for ALL Learners Today and Tomorrow on the Traditional Territories of the Nle?kepmux and Syilx

1. Acknowledgement of the Traditional Territories and Metis Community
2. Agenda
3. Minutes of the Open Meeting held October 9, 2024
4. Business Arising from the Minutes
5. Report on Closed Meetings
 - a) October 9, 2024
6. **EDUCATION**
 - a) Indigenous Education Councils (IEC)
 - b) Inclusive Education Update
 - c) Indigenous Education Update
 - d) Early Learning and Childcare Update
 - e) * Superintendent's Report
7. **OPERATIONS**
 - a) School District & School-based Website RFP
8. **AUDIT AND FINANCE**
 - a) Quarterly Report
9. **POLICY**
 - a) Policies For Approval
 - Policy 3.10 Student Expectations & Behaviours

Policy 3.30 Student Fees and Deposits

Policy 3.31 Financial Hardship

Policy 3.70 Co-curricular and Extra-curricular Activities

b) Policies For Temporary Change

Policy 1004.1 Public Use of Facilities

Policy 202.5 Signing Officers

10. **CORRESPONDENCE**

11. **TRUSTEE REPORTS**

a) * Student Trustee Reports

b) * Trustee Reports

c) * Trustee Branch Meeting Report

d) * Other Reports

12. **PUBLIC QUESTION PERIOD**

13. **ADJOURNMENT**

MINUTES

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

**MERRITT SCHOOL BOARD OFFICE
WEDNESDAY, OCTOBER 9, 2024, 6:00P.M.**

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 D. Rainer
	Student Trustees	H. Clarke J. Davis
	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

24/140 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington
THAT the minutes of the Open Meeting held September 11, 2024, be adopted as amended.

MOTION CARRIED

Business Arising from the Minutes

None.

Report of the Closed Meeting held September 11, 2024.

EDUCATION**Enrolment Update:**

The Secretary Treasurer explained that despite the student Full Time Equivalent (FTE) Enrolment projections for the 2024-2025 (2,027 FTE) being down from last year (2,039 FTE), the enrolment count is thus far 2,089 FTE because of the September enrolment count. Student enrolment will be finalized in October.

The September student enrolment FTE will be used by the Ministry 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 or February 2025.

Framework for Enhancing Student Learning (FESL) Report:

Superintendent Lawrance informed Trustees that the FESL report has been completed and sent to the Ministry. A formal motion is needed to accept the report.

24/141

It was moved by Trustee Ward and seconded by Trustee Chenoweth

THAT the Framework for Enhancing Student Learning Report be approved as presented.

MOTION CARRIED**Truth and Reconciliation – Indigenous Education Update:**

Director of Instruction - Indigenous Education, Shelley Oppenheim-Lacerte, presented on Indigenous Education in the District.

Inclusive Education Update:

Director of Instruction – Inclusive Education, Misty Sheldon, introduced 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. She explained how these teams will streamline access to services, ensuring that when young people face challenges like mental health issues or substance misuse, they get timely and appropriate support. An outline as to how this collaborative approach will be implemented and delivered in our communities was provided.

Superintendent’s Report:

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

OPERATIONS:**District Website RFP:**

The Secretary Treasurer explained that an evaluation of both the School District's and school-based websites was conducted as part of the Visual Identity Assessment by Sotropa Communications.

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

24/142

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

THAT the Board support the Request for Proposal (RFP) for district and school-based websites.

MOTION CARRIED**Trans Mountain Pipeline Donations:**

Secretary Treasurer Richardson informed Trustees that Nicola-Similkameen School District received donations of office supplies and equipment from the Trans Mountain Pipeline. These supplies were distributed to each of our schools across the School District. The Board of Education extends their thanks the Trans Mountain Pipeline for their generosity and contributions to the Nicola-Similkameen School District.

September 5 Transportation Letter Follow-Up:

The Secretary Treasurer explained that staff have submitted a letter to the Town of Princeton requesting that the Town of Princeton form an ad-hoc committee to discuss infrastructure needs and the increasing demand for public transport.

Trustees were provided with an update on the vacant seats in the school bus heading to Princeton Secondary School when making a stop on Tapton Avenue. At this time, based on current ridership, there are no vacant seats on this route.

Property Update:

The Secretary Treasurer updated Trustees that senior staff have been corresponding with the Town of Princeton regarding the water and sewer lines that run adjacent to the Riverside Learning Centre. This involves the formation of the License Agreement (Sewer & Water), License Agreement (Roadway Access), and Statutory Right of Way (refer to the Closed Meeting held March 7, 2024).

The School District is waiting for the Town of Princeton to provide final confirmation that they agree to all the terms within each agreement.

24/143 It was moved by Trustee Ward and seconded by Trustee Jepsen
 THAT the Statutory Right of Way By-Law be moved forward for first reading.

MOTION CARRIED

24/144 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington
 THAT the Statutory Right of Way By-Law be moved forward for second reading.

MOTION CARRIED

24/145 It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw
 THAT the Statutory Right of Way By-Law be moved forward for third reading.

MOTION CARRIED

24/146 It was moved by Trustee Ward and seconded by Trustee Hoisington
 THAT the Statutory Right of Way By-Law be moved forward for third and final reading.

MOTION CARRIED

AUDIT AND FINANCE

Trustee Remuneration (Policy 1.70)

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

24/147 It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board adopt the adjusted remuneration with any approved changes being retroactively applied to December 1, 2023.

MOTION CARRIED

POLICY

Policies for Approval:

The Secretary Treasurer presented the three policies that were previously sent out for consultation with the School District's partner groups and are now coming back for final approval.

24/148

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board approve Policy 3.20 Admission of Fee-Paying Students, as presented for final reading and approval.

MOTION CARRIED

24/149

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board move Policy 3.60, Learning Commons, as presented for final reading and approval.

MOTION CARRIED

24/150

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board approve Policy 3.40, French Immersion, as presented for final reading and approval.

MOTION CARRIED**Policies for Repeal:**

Trustees were presented with seven policies that have been recommended for repeal and moved to the Administrative Procedure Guide as disclosed in the board package.

24/151

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

THAT the Board approve Policy 1002.2, Funding for Parents' Advisory Council, be repealed and moved to the Administrative Procedures Guide

MOTION CARRIED

24/152

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

THAT the Board move Policy 505.1, Student Records, be repealed and moved to the Administrative Procedure Guide

MOTION CARRIED

24/153

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

THAT the Board approve Policy 601.1, Student Records, be repealed and moved to the Administrative Procedure Guide

MOTION CARRIED

24/154 It was moved by Trustee Ward and seconded by Trustee Kent-Laidlaw

THAT the Board approve Policy 601.2, Ordinary Resident, be repealed and moved to the Administrative Procedure Guide

MOTION CARRIED

24/155 It was moved by Trustee Ward and seconded by Trustee Kent-Laidlaw

THAT the Board move Policy 602.6, District Technology, be repealed and moved to the Administrative Procedure Guide

MOTION CARRIED

24/156 It was moved by Trustee Ward and seconded by Trustee Kent-Laidlaw

THAT the Board approve Policy 605.2 Student Placement Reporting, be repealed and moved to the Administrative Procedure Guide

MOTION CARRIED

24/157 It was moved by Trustee Ward and seconded by Trustee Kent-Laidlaw

THAT the Board approve Policy 602.12, Distributed Learning, be repealed and moved to the Administrative Procedure Guide

MOTION CARRIED

Policies for Temporary Change:

Trustees were provided with Policy 1004.1, Public Use of Facilities, last revised May 8, 2013. The Board was 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. The policy was last revised, May 8, 2013.

24/158

It was moved by Trustee Ward and seconded by Trustee Rainer

THAT the Board approve temporary changes to Policy 1004.1, Public Use of Facilities, to align with the economies of scale that have changed since the policy's last revision on May 8, 2013.

MOTION CARRIED

TRUSTEE REPORTS

Student Trustee Reports:

Student Trustees Haidyn Clarke and Jacob Davis provided Trustees with their opinion on what builds an authentic school community at both the elementary and secondary levels. They noted the Link Leaders program, Battle of the Grades competitions, school clubs, spirit weeks, and primary fun days. Both student trustees acknowledged that having open and honest relationships with their teachers played a very significant part in building school community.

P.A.C Reports:

Trustee Hoisington reported on Nicola Canford Elementary.

Trustee Rainer reported on John Allison Elementary.

Trustee Chenoweth reported on SCIDES and Collettsville Elementary.

Trustee Kent-Laidlaw reported on Princeton Secondary School.

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

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

Trustee Ward reported on Vermilion Forks Elementary.

Other Reports:

Congratulations were expressed to Trustee Chenoweth on his recent appointment to President at Nicola Valley Institute of Technology.

CORRESPONDENCE:

None.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT:

Motion to adjourn was made by Trustee Ward and seconded by Trustee Rainer. The Open meeting adjourned at 7:44 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, October 9, 2024
Merritt School Board Office

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

Call to Order: 4:30 p.m.

Education

- Updates provided by the Superintendent & Assistant Superintendent on educational programs and outstanding action items.
- Update provided by the Secretary Treasurer on student enrolment.

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.

Finance

- The Secretary Treasurer updated trustees on the Riverside Childcare Centre as well as the 2023-2024 Annual Charities Return.

Legal

- The Secretary Treasurer provided a legal update to Trustees.

The Closed meeting was paused at 6:00pm so that the Open public meeting could commence. The Closed meeting reconvened at 7:45 pm. Motion to Adjourn: 8:00 p.m.

Dylan Richardson
Secretary Treasurer/CFO
DR/kb



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: INDIGENOUS EDUCATION COUNCIL (IEC)

DATE: November 13, 2024

In August 2024, a new IEC policy was released that outlines the process for establishing an Indigenous Education Council. As we have an existing IEC, this council will continue to function until the new IEC is established. One of the significant changes is that local First Nations Bands may designate two representatives for the IEC. The formal letters to start this process have been sent out on October 30, 2024. Non-local First Nations Band are able to designate one presentative to the IEC. We have asked that the Bands respond with the names of their designates by November 24, 2024. The next step is a meeting of the designates to determine other individuals/groups to be invited to the IEC. The goal is to have the new IEC established by Spring Break.

A handwritten signature in cursive script that reads 'Courtney Lawrance'.

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: INCLUSIVE EDUCATION REPORT

DATE: November 13, 2024

The monthly report from the Director of Inclusive Education is provided for your information.

A handwritten signature in cursive script that reads 'Courtney Lawrance'.

CL/sc

Director of Instruction – Inclusive Education Report November 2024

**To enhance accessibility, this document can be easily read out loud through various text-to-speech programs. The background color, font size, and font choice are intentionally selected to enhance readability. **

1. POPARD Student Cooperation Training (SCT) Initiative

Initiated *Student Cooperation Training (SCT)* program with the Provincial Outreach Program for Autism and Related Disorders (POPARD). This training is designed to build district capacity in understanding and supporting students with Autism Spectrum Disorder (ASD) who may exhibit persistent non-compliant or task-avoidance behaviors. A POPARD consultant provides targeted training and follow-up coaching to a school team. Additionally, I am in the classroom full time for two weeks receiving the same training to sustain this initiative and extend support to students with similar needs across all schools. My plan is to duplicate this intensive 4-week (2 weeks full time/2weeks part time in the classroom) initiative in early 2025 in a different school.

2. Professional Development Workshop with Jenny Williams

This past month, we hosted a valuable professional development session led by Jenny Williams, a former Ministry of Education and Childcare auditor and Director of Student Support in B.C. The session covered critical topics, including designation criteria for low-incidence categories, Universal & Essential Supports, and core competency goals. Feedback from attendees, including Student Support Teachers and administration, was overwhelmingly positive. Jenny's expertise and the tools shared have strengthened our team's understanding and implementation of inclusive education best practices, particularly regarding CB IEPs and support plan strategies.

3. PreVenture Program Rollout in Merritt and Princeton

We are actively implementing the PreVenture program, a preventative intervention for youth aged 12-18 focused on personality development and mental health. After screening 170 students, the program is being delivered to Grade 7 students at VFE and Grade 8 students at MSS. Through this initiative, students are learning critical coping skills and goal-setting strategies. This program complements our district's Social Emotional Learning focus and promotes resilience and healthy development, aligning with our broader mental health priorities.

4. Mental Health and Counseling Services

- **Take A Hike Program Clinical Counselor for Merritt Alternate Education:**
After more than a 2-year search, we have secured a part time counselor through the Take A Hike program to support our Alternate Education program in Merritt. This role brings targeted support for students in the program, helping to address their unique social, emotional, and mental health needs.
- **District Itinerant Counselor for K-3 in Merritt:**
After a year-long vacancy, we have filled the District Itinerant Counselor position for students in Grades K-3 in Merritt.
- **Ministry Mental Health Grant:**
With gratitude, our district has once again received a Mental Health grant from the Ministry of Education and Child Care. The grant supports our key mental health goals, which include Social Emotional Learning, School Connectedness, and land-based learning.
- **Open Parachute is being used district wide to teach mental health skills to all students in a way that is engaging and relatable, while being easy for educators to facilitate. Every lesson features an authentic peer voice, role modeling, self-reflection and Resilience. It is being supported by our SELT team and our Health Promoting Schools Coordinator, Food Coordinator and Physical Literacy Lead Teacher.**

5. Integrated Child and Youth (ICY) Team Update

The district posting has gone out for a new Clinical Counsellor position through the Integrated Child and Youth (ICY) Team. As discussed last month, this role is expected to bring substantial support for student mental health across Nicola-Similkameen, offering accessible and collaborative counseling services within our school communities. We have shared information about the ICY initiative with the Indigenous Education Council (IEC), board members, principals, and all district staff, ensuring widespread awareness and engagement in this new opportunity for enhanced student well-being.

6. Provincial Critical Incident Response Framework Implementation

An announcement at the last Safer Schools meeting shared by the Ministry for Education and Child Care is developing a *Provincial Critical Incident Response Framework*, which will soon be available to all districts. This framework will provide resources and guidance, adding to the work that has already taken place. We are pleased to share that this initiative will bring consistency across districts, enhancing our ability to respond effectively and ensuring that we are aligned with provincial standards for school safety.

7. ELL (English Language Learners) Itinerant Teacher for Princeton and Merritt

We are pleased to announce the hiring of a dedicated ELL teacher to support English Language Learners in both Princeton and Merritt. This teacher will provide targeted instruction to help students build essential English language skills for academic success, and she will collaborate with classroom teachers to integrate language development strategies across subjects. Her role will strengthen our inclusive approach, ensuring all learners have access to equitable educational opportunities.



NICOLA-SIMILKAMEEN SCHOOL DISTRICT

ADMINISTRATION OFFICE

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MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INDIGENOUS EDUCATION REPORT

DATE: November 13, 2024

The monthly report from the Director of Indigenous Education is provided for your information.

A handwritten signature in cursive script that reads 'Courtney Lawrance'.

CL/sc



Indigenous Education Report
November 13, 2024
Shelley Oppenheim-Lacerte
Director of Instruction – Indigenous Education

- 1) **Welcome Signs** – have been installed at the entrance of every school
 - A poster describing the meaning and phonetics of ‘Welcome’ in each language - NLX, Syilx, Metis, and French—will be created for each school's entrance and school websites
 - ISAs will provide classroom connections to go over each language with information connected to each language
 - Each school has their logo



- 2) **Local Chiefs Meeting** - October 7th—This was an update meeting to seek input on renewing LEAs and discuss Cooks Ferry Band and Upper Similkameen Band's interest in having an LEA
- 3) **SCFSS Meeting** – October 10th – This was to reconnect to learn about positions and programs
- 4) **MMIWG2S Committee Meeting** – October 15th

Kids In the Know

- Last year, we finalized three primary and intermediate Nteʔkepmux Indigenous stories and connected Indigenous practices to the lessons
- Presentations were provided so the Union of BC Chiefs could access lessons digitally. Across Canada, they will use these lessons to pilot what it could be like in other communities
- The program is going to be accessible to all BC Indigenous communities

In Their Shoes – Teen Dating Violence

- MSS provided a film and interactive workshop. Teachers signed classes up to participate. Some students were reluctant. However, those that did take an active part said it was good. The program did bring up some big emotions. After the sessions, there was an opportunity for a debrief, and ISAs and Counsellors were available for support. Having an interactive approach was appreciated.

MMIWG2S March – May 3rd

- “Kids in the Know” teaching, activities and information were provided before the Safety Walk for Elementary students. Teaching and information sessions were provided for the secondary students before the MMIWG2S March.

August – Summer Institute Session MMIWG2S

- We have connected with another family from Coldwater Reserve who will work with us to plan and organize a ceremony and memory of their loved one.
- 5) **EA—Equity Scan meeting—October 22nd.** Six bands, the Metis Association and Conayt Friendship Society, and District Staff attended the conference.
- The committee has recognized that the Aboriginal Education Enhancement Agreement is no longer formally reported to the Ministry of Education. As we have evolved with the work in the School District, a decision has been made to combine the information that will be reported at the IEC meetings.
- 6) **Shackan Culture Camp – Pro-D October 25th**
- Oral History of past Chiefs to Present / Floods & Fires / Shakan Greenhouse / Wellness Centre – Programs and Services / Sweat Lodge teachings / Language, Drumming & Singing / Making teas and pouches.



- 7) **Parent Gathering** – Postponed to November 27th at Merritt Secondary Multi-Purpose room from 5 p.m. – 7:30 p.m.
- Drumming, Singing, Prayer – Language / Inspirational Speaker Ivy McRae – Academic Dean -NVIT.
 - Workshops - Oil Blend / Medicine Pouches / Bead Key Chains / Medicine Tea Bags
- 8) **ISA** – Okanagan Mainline Wellness Gathering - November 5th
- Culturally sensitive counselling for Indigenous Students / The role of Sacred Medicines on our path to wellness and healing / Cold water plunge/ Yoga, Ethnobotany – Land, History Learning / Concentric Cultural Caring Circles / Understanding mental health – Literacy and Support / Tea, Reciprocity and Relationship / Medicine Wheel teachings / Art and Wellness Teachings.



- 9) **Remembrance Day** – November 8th—Schools have assemblies with students, Elders, and resource people providing a Welcome in the Language, drumming, arts and crafts, literature, poems, and books.
- 10) **Girls Group** – Starting November 8th to June 2025
- Girls Group - number 12 -14 members
 - From the Merritt Elementary schools - First Nations & Métis
 - Time frame: November 2024 - June 2025 (7 Months)
 - Outcome:
To prepare students for High School
Understanding and learning what the roles and responsibilities are for a young woman
Coming of Age
Self-care for young women

Overview of Activities:

1. Land base learning - gathering medicines/ drumming -November 8, 2024, Friday (10 -2 pm)
@ Nooaitch Cultural Building - Ko'waintco/Brian
2. Learning different types of smudges - March 14, 2025 - Friday @ 10 am - 2 pm @ Inside Cultural Building
3. Teaching about Moon time & Hygiene/ drumming & dancing - February 21, 2025 @ 10- 2 pm @ Cultural Building
4. Learning how to can- at CMS - salmon or tomatoes. CNA gave salmon to Shelley Oppenheim-Lacerte - on January 17, 2025, Friday (9 am - 2 pm)
5. Learning about Sweat Lodge & Healthy Relationships & Self-Respect (Dressing Appropriate) April 11, 2025, @ Cultural Building @ 10 - 2 pm
6. Experiencing and participating in a Sweat Lodge/ drumming and singing - May 16, 2025, @ Nooaitch Creek @ 10 -2 pm
7. Dinner Celebration - invite their parents to view a presentation of their Cultural Learning - Have a short video of each student to share what they learned. Present each with a Certificate with a student picture acknowledging their achievements. - Thursday, June 12, 2025 (5 – 7 pm) House of Honour



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: EARLY LEARNING AND CHILDCARE REPORT

DATE: November 13, 2024

The monthly report from the district Vice-Principal for Early Learning and Child Care is provided for your information.

A handwritten signature in cursive script that reads 'Courtney Lawrance'.

CL/sc



Early Learning Update

Early Learning in the District

Our after-school program and early learning initiatives such as StrongStart, Seamless Day, CR4YC (Changing Results for Young Children), SEY2KT (Strengthening the Early Years to Kindergarten Transitions) and the development of Riverside Learning Center, all embody our district's commitment to the pillars of our Strategic Plan (connection, appreciation and respect, and meaning and purpose). These programs and initiatives provide children, families/caregivers with safe, supportive spaces where they are valued, celebrated, and encouraged to grow. By fostering strong relationships between educators, children and caregivers and community partners, we create environments that honour diversity, nurture curiosity and promote a deep sense of purpose. Whether through

playful learning, cultural exploration, or community building, the goal is to empower families, enrich children's lives, and lay the foundation for lifelong learning and meaningful connections.



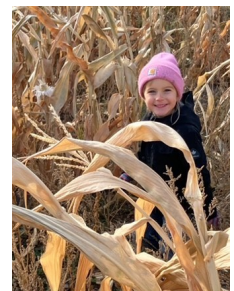
StrongStart

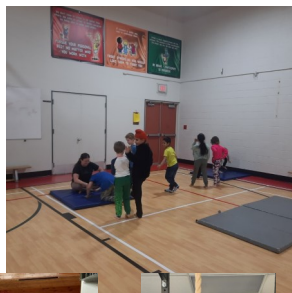
StrongStart is a nurturing environment where families celebrate the joy of learning through play and exploration. Here, children and their caregivers discover the power of connection, appreciation and respect as they engage in meaningful activities through play. October themes centered around the changing sea-

sons, exploring the wonders of fall, pumpkins, and nature. Through these hands-on play and creative expression opportunities, children develop a sense of purpose while building skills like problem-solving, cooperation and curiosity. At StrongStart, every moment is an opportunity to connect, learn, and grow

together, fostering a deep sense of community and belonging for families.

Thank-you to our fabulous StrongStart Educators Erin Williams, Marni DeRyckere, Ewa Olguin Resendiz and Sheri Talerico.





After School Program

The Nicola Similkameen School District After School Program is wrapping up at Diamond Vale Elementary. Over the last 6 weeks students have engaged in activities that have fostered creativity, physical literacy, friendship, connection and relationships!

Students had the opportunity to participate in activities at PTC gym and the bowling alley. They had Kia from the Love to Dance Academy come and teach some movement skills and they were able to fit in a bit of Halloween fun!

A big thank-you goes out to Crystal and Wendy and our student volunteers who help to connect with the kids and plan some fun activities. Thank-you to the staff at the bowling alley, PTC and Kia for their part in facilitating engaging activities. We also, gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Tourism,



Changing Results for Young Children

This year we are combining our work for this initiative with a component of professional development. We have 10 participants comprised of k-2 teachers, ECE staff from within our district and 2 ECE staff from the community. Using the idea of focusing on our 'wonder child' and their Social Emotional Facets, we also are focusing on ways to engage in children in playful learning.

As Early Years educators we understand the importance of play and playful learning. We also know that studies show that we learn more when we have the opportunity to learn through physical experiences or through our senses. We also know children have stories and that learning is embedded in memory, history and story.

Story Workshop invites teachers to infuse play and early literacy skills, providing multiple access points to

support and encourage children to tell and write stories. It is a structure that supports language and literacy through the play and the affordances of carefully curated materials and the arts. We are also exploring the use of loose parts, which are open-ended materials that can be moved, carried, combined, redesigned, lined up and taken apart and put back together in multiple ways.

We had our first CR4YC Meeting in October, and our first session "Finding Their Story: Learning Alongside Young Children and Loose Parts through Story Workshop", with presenter Matthew McBride from the Vancouver School District. Matthew is a French Immersion Kindergarten Teacher where he focuses on Reggio-Inspired and place-conscious approaches to education.

Educator feedback, after session one,



included terms such as "inspiring", "excited" and some said they couldn't wait to get started. I also heard comments from educators appreciating how this work helps to naturally differentiate and support all children in their storytelling and beginning writing skills.



**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 & School-based Website RFP

DATE: November 8, 2024

During the October 2024 board meeting trustees were presented with a summary of the communication assessment by Sotropa Communications, recommending 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, providing the finishing touch on the visual identity being rolled out by the School District.

Enclosed trustees are presented with a copy of the Request for Proposal (RFP) for District and School-Based websites that is being recommended by Senior Staff.

Dylan Richardson
Secretary Treasurer/CFO

DR/kb

Encl. Request For Proposal, District and School-based Website



**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

Request for Proposal (RFP) for School District and School-Based Website Solutions

Issue Date: November 14, 2024

Response Due Date: November 29, 2024

I. Introduction

The Nicola Similkameen School District is seeking proposals from qualified and experienced vendors to design, develop, implement, and maintain a comprehensive website solution for the district and its individual schools. The goal is to create a user-friendly, dynamic, and secure web presence with integration between the district website and school-based websites that meets the needs of students, parents, staff, and the community.

II. Project Overview

The primary objective of this project is to provide a cohesive, visually appealing, and highly functional web solution that will serve as the central communication hub for the district and each school within it. The solution must support district-wide communication needs while allowing each school to have a customizable and unique web presence. The solution must be able to send push notifications from the central office to school-based websites.

Key features of the desired website solution include:

- Centralized content management system (CMS)
- Responsive design for mobile, tablet, and desktop
- ADA-compliance (WCAG 2.1 Level AA)
- Integration with third-party tools (e.g., SIS, calendar systems, and payment portals)
- Multilingual capabilities (Ex. French Immersion website)
- Robust security and privacy features
- School-specific subpages with customizable templates

III. Scope of Work

The scope of work for this project includes, but is not limited to, the following:

1. Website Design and Development:

- Design a modern, intuitive user interface (UI) and user experience (UX).
- Create separate, customizable sub-sites for each school.
- Create the ability to push updates from the district-level website to school-based websites.
- Implement responsive web design to ensure seamless viewing across devices.
- Ensure all pages are ADA-compliant and accessible to users with disabilities.
- Implement a CMS that allows non-technical staff to easily manage content.

2. **Content Management System (CMS):**

- Provide a robust, user-friendly CMS that allows district and school staff to update content, including text, images, videos, and documents.
- Create content approval workflows for district-level oversight and school-level content management.
- Allow for easy integration of external services (e.g., Google Classroom, Microsoft Teams).

3. **Security and Privacy:**

- Ensure all websites comply with relevant privacy laws.
- Implement security measures including SSL encryption, regular security updates, and malware protection.
- Create the ability for district staff to administrate user access to the district admin and school-based websites.

4. **Multilingual and Multi-School Capabilities:**

- Provide language translation tools for all content.
- Enable the creation of sub-sites for individual schools with district oversight.
- Provide templates for consistent branding across all schools, with the ability for schools to customize certain elements.

5. **Training and Support:**

- Provide comprehensive training for district and school staff on CMS use and website maintenance.
- Offer ongoing technical support, including troubleshooting and software updates.
- Include an option for managed services for ongoing maintenance.

6. **Hosting and Maintenance:**

- Recommend reliable hosting options with 99.9% uptime.
- Provide backup and disaster recovery solutions.
- Offer detailed maintenance and update schedules to ensure website functionality.

IV. Proposal Requirements

Proposals should include the following:

1. **Vendor Information:**

- Company name, address, and contact details.
- Overview of the company, including experience in education or similar sectors.
- Description of the team that will be working on the project.

2. **Project Approach and Timeline:**

- Detailed description of the proposed solution.
- Project timeline with key milestones from design to launch.
- Outline of the development process, including any customization and feedback loops.

3. **Features and Functionality:**

- A detailed list of features the website will include.
- Description of the CMS, security protocols, and any integration capabilities.
- Examples of other similar websites developed by the vendor.

4. Cost Estimate:

- Itemized breakdown of all costs, including design, development, hosting, and ongoing maintenance.
- Pricing for optional features or additional services.
- Any licensing or third-party tool costs.

5. References:

- Provide at least three references from previous clients, preferably in the education sector.

6. Support and Maintenance Plan:

- Detailed support plan including response times, available support channels, and SLA commitments.
- Information on software updates, security patches, and backup procedures.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with RFP requirements
- Experience and qualifications of the vendor
- Quality and functionality of the proposed solution
- Cost-effectiveness of the proposal
- Implementation timeline
- Vendor's ability to provide ongoing support and maintenance
- References and previous project success
- Customer Service
- Integration and push-functionality between the district and school-based websites
- The ability for end-users, with minimal experience, to expedite website changes.
- The ability for the central office to control/maintain user access to both the district and school-based websites.

VI. Submission Instructions

All proposals must be submitted electronically by 4:30 PM Friday November 29, 2024 to drichardson@sd58.bc.ca. Late submissions will not be considered.

Questions regarding this RFP should be directed to Dylan Richardson at 250-378-5161 no later than 4:30 PM Monday November 25th 2024.

We look forward to reviewing your proposal and appreciate your interest in partnering with the Nicola-Similkameen School District to enhance our digital presence.

Sincerely,



Dylan Richardson
CFO/Secretary Treasurer



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

ADMINISTRATION OFFICE

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

MEMORANDUM

TO: All Trustees

FROM: Dylan Richardson
Secretary Treasurer/CFO

RE: 2024-2025 Quarterly Financial Update

DATE: November 8, 2024

Trustees will find enclosed a copy of the quarterly financial update for the period, July 1, 2024– September 30 2024. An overview of the report will be provided followed by an opportunity for questions and discussion.

Dylan Richardson
Secretary Treasurer/CFO

DR/kb

Enc. 2024-2025 Quarterly Financial Update

School District No. 58 (Nicola-Similkameen)

Quarterly Budget Report - Operating Fund For the Period Ended September 30, 2024

	Annual Budget	July - Sept Expenses	Remaining	24/25 %	Outstanding Purch Orders
<u>Salaries & Benefits</u>					
Salaries - Teachers	\$ 9,299,021	\$ 1,093,952	\$ 8,205,069	12%	
Salaries - Principals and VP	2,376,618	578,566	1,798,052	* 24%	
Salaries - Support Staff	3,560,210	596,034	2,964,176	17%	
Salaries - Educational Assts	3,266,306	255,893	3,010,413	8%	
Salaries - Other Professionals	1,525,917	343,670	1,182,247	* 23%	
Salaries - Repl TTOC	491,765	42,607	449,158	9%	
Salaries - Repl CUPE	522,285	60,135	462,150	12%	
Total Salaries:	\$ 21,042,122	\$ 2,970,857	\$ 18,071,265	14%	
200 Benefits	4,571,572	562,153	4,009,419	12%	
Total Salaries & Benefits:	\$ 25,613,694	\$ 3,533,010	\$ 22,080,684	14%	
	21.73%	18.92%			
<u>Services & Supplies</u>					
Professional Services	\$ 1,549,169	\$ 605,326	\$ 943,843	** 39%	\$ 56,362
Student Transportation	358,410	22,261	336,149	6%	
Professional Dev & Travel	377,486	66,281	311,205	18%	4,200
Rentals and Leases	46,132	11,683	34,449	* 25%	
Dues and Fees	111,629	46,262	65,367	** 41%	
Insurance	111,968	34,372	77,596	** 31%	
Supplies	1,493,291	335,659	1,157,632	22%	\$ 133,733
Utilities	779,124	137,439	641,685	18%	
Total Services & Supplies:	\$ 4,827,209	\$ 1,259,282	\$ 3,567,927	26%	
Grand Total	\$ 30,440,903	\$ 4,792,292	\$ 25,648,611	16%	



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ADMINISTRATION OFFICE

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MEMORANDUM

TO: All Trustees

FROM: Dylan Richardson
Secretary Treasurer/CFO

RE: Policies For Approval

DATE: November 8, 2024

Enclosed are policies recommended by the Policy Committee that 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.

A handwritten signature in black ink, appearing to be 'DR', is written over a light blue horizontal line.

Dylan Richardson
Secretary Treasurer/CFO

DR/kb

Encl. 3.10 Student Expectations
3.30 Student Fees and Deposits
3.31 Financial Hardship
3.70 Co-curricular and Extra-curricular Activities



POLICY 3.10 STUDENT EXPECTATIONS AND CONDUCT

The Board of Education expects that students will conduct themselves in a manner that demonstrates respect for self, others, property, and the environment.

The Board believes that student engagement, including regular attendance, is an important part of successful student achievement.

Students will:

- Comply with the *BC Human Rights Code* as it relates to the prohibited grounds of discrimination and be aware of and maintain a healthy respect for the diversity of all members of the school community.
- Reflect the values of respect, inclusion and anti-racism.
- Conduct themselves in a manner that supports a safe, orderly, and caring school environment for all members of the learning community.
- Actively engage in their learning.
- Not use personal digital devices during hours of instruction, except when their use is for educational purposes, with teacher approval; outlined in the students' learning plan; Individual Education Plan; or is integral to addressing diagnosed medical/health needs.
- Be free of illegal substances, possession, use or influence during any time they are under the care and/or supervision of the school district.
- Not demonstrate any violent or threatening behaviours (physical, psychological or emotional) and the use of any form of weapon.

The Board also expects that students will comply with these conduct expectations while being transported for curricular, co-curricular, or extra-curricular travel, and travel to and from school.

It is expected that a progressive discipline process will be utilized to address breaches of the code of conduct. Consequences are a result of an individualized assessment of the circumstance relating to each student and the determination of the steps necessary to maintain a safe, orderly and caring environment. Consideration will always be given to students with unique needs and their individual student plans.

Legislative References: BC Human Rights Code, School Act [RSBC 1996 Sections 6, 85 and 177]; 1
Ministerial Order 276/07;
Criminal Code of Canada [Section 2; 87]

Collective Agreement References: Nil

Date of Adoption: June 10, 1998

Date of Revision: February 13, 2013; xxx, 2024



POLICY 3.30 STUDENT FEES AND DEPOSITS

In accordance with the provisions of the *School Act*, its accompanying Regulation and Order of the Minister, the Board will provide free of charge, educational resource materials necessary to participate in an educational program sufficient to meet the general requirements for graduation. Students shall not be charged fees for goods and/or services for which the student cannot meet the learning outcomes or assessment requirements of an educational program, subject to exceptions authorized by the *School Act*.

The Board may require refundable or partly refundable deposits for educational resource materials in accordance with the *School Act*.

The Superintendent will approve a schedule of fees and deposits and publish the schedule prior to the beginning of the school year to be available to students and parents/guardians and caregivers.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Board has adopted a policy regarding financial hardship.

Guidelines

1. The Board may charge a fee for specialty programs as well as resources such as materials, supplies, equipment, and musical instruments, which are intended for the personal use of the student and are beyond the provision of a basic educational program.
2. The Board may charge a fee, on a cost-recovery basis, for items such as transportation, accommodation, meals, entrance fees and equipment rental associated with co-curricular or extra-curricular activities as well as special events.
 - 2.1. Schools may not charge fees where participation is necessary in order for the student to meet the learning outcomes or assessment requirements of a course.
 - 2.2. Schools may charge fees for optional activities that enhance and add value to a student's learning experience but are not essential to the learning outcomes.



3. The Board may require a student to provide, at their own personal expense appropriate personal clothing for school activities such as physical education clothing, footwear, outerwear, and personal safety equipment
4. Students will provide appropriate items for school activities such as physical education clothing, specialized footwear, and personal safety equipment.
5. Students will provide personal supplies and equipment for a student's individual use (i.e., electronic storage devices, paper, writing tools, calculators).



POLICY 3.31 FINANCIAL HARDSHIP

To ensure that school fees do not become a barrier to students, the Superintendent shall establish administrative procedures to support families who are experiencing financial hardship.

Financial hardship processes must be accessible and incorporate the principles of fairness, respect, dignity, confidentiality and sensitivity.

Guidelines

1. Any communications with students and parents/guardians and caregivers regarding fees and deposits must include a statement explaining that fees will not be a barrier to student participation in school activities.
2. Students, parents and staff will be advised regarding financial hardship processes through the district website and school information such as the school course selection handbook, student handbook/agenda and parent newsletters.



POLICY 3.70 CURRICULAR, CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES (FIELD TRIPS)

The Board of Education recognizes the value of curricular, co-curricular and extra-curricular activities (field trips), as an extension of the classroom, enabling students to have access to diverse learning experiences.

The Board recognizes that carefully selected co-curricular and extra-curricular activities provide teachers with a means to enrich and expand learning and an opportunity to enhance areas of emotional and social development, leadership skills and human relationships. Such activities must be planned with consideration for accessibility and equity.

Guidelines

1. Definitions

- 1.1. Curricular Activity – The activity is an integral component of the curriculum, occurs during the school day, and all students are expected to attend. There are no student costs involved.
- 1.2. Co-curricular Activity – The activity is an extension of the curriculum, and all students are encouraged to attend, and should they not attend alternate learning opportunities will be made available to them. Some of these activities have costs and fundraising responsibilities, and financial hardship considerations apply.
- 1.3. Extra-Curricular Activity – The activity is not an extension of the curriculum, and student participation is fully optional. The activities are sponsored by the school to provide opportunities for student(s) to participate in activities and athletics which are related to the school program and supervised by teachers or other authorized personnel (e.g.: community coach). The majority of these activities take place outside regular school hours. These activities have costs and fundraising responsibilities, and financial hardship considerations apply.



- 1.4. Excursions – These activities refer to interest-based or commercial trips that may be provided by companies specializing in student travel and generally occur over a school closure period.
2. Co-curricular and extra-curricular activities are to supplement curricular programs and must:
 - 2.1. Have direct relevance to learning outcomes.
 - 2.2. Have educational benefits that outweigh any time loss from school.
 - 2.3. Have been planned to achieve specific learning outcomes or core competencies.
 - 2.4. Should be accomplished, wherever possible, without extended travel and overnight stays.
3. Education is a partnership involving the school and the home. In order to ensure there is strong family support for student activities being planned, the Board directs that:
 - 3.1. Informed consent is to be obtained for every co-curricular and extra-curricular activity to ensure that families are aware of the activity and are supportive of the student's participation.
 - 3.2. For student activities involving overnight stays, families must be consulted well in advance of any planning taking place with the students. Descriptions of the activity must include reference to financial support available to students.
 - 3.3. Schools must be extremely sensitive to the financial burden and the potential conflict between families and students that could be caused by possible expensive student activities; the ability of students to pay their share of the costs must not be a factor in determining participation. School personnel must ensure that financial requirements do not exclude students from participation on an activity.



- 3.4. For all student activities an appropriate medical response plan must be in place.
4. The Board recognizes that these educational experiences require many additional hours of staff time, and thanks staff for organizing these activities.
5. The Board neither approves nor sanctions excursions unrelated to learning outcomes or core competencies.
6. The school district and school Codes of Conduct will apply to all student activities.
7. All communications with students and families regarding costs and fundraising must include a statement explaining that fees will not be a barrier to student participation in school activities.



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 Temporary Change

DATE: November 8, 2024

Enclosed are policies being considered for recommended for temporary change, until they are formally reviewed by the School District's Policy Committee. Trustees will be requested to authorize staff to implement the temporary changes to the enclosed policies.

Dylan Richardson
Secretary Treasurer/CFO

DR/kb

Encl. 1004.1 Public Use of Facilities Schedule A
202.5 Signing Officers

Public Use of Facilities Schedule “A” – Rental Rates

Category “A” = No charge except Admin Fee (\$40) (Per Booking) (Management Approval Required)

Category “B” = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Booking)

Category “C” = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Use)

MONDAY – FRIDAY RENTAL RATES		
FACILITY / ROOM	“B”	“C” <i>Hourly (Below) + Admin Fee</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)	\$ 30.82 / hour (adult) \$ 19.73 / hour (youth)	\$80.14 / hour
Cafeteria – subject to the approval of the school based administrator	\$ 30.82 / hour	\$61.65 / hour
<u>COQUIHALLA MIDDLE SCHOOL</u>		
Gymnasium (Fire Code = 675, 1268 standing only)	\$ 27.13 / hour (adult) \$ 22.19 / hour (youth)	\$80.14 / hour (Adult) \$55.48 / hour (Youth)
<u>MERRITT CENTRAL and COLLETTVILLE</u>		
Gymnasium (Fire Code: MC = 438, CV=501)	\$ 24.66 / hour (adult) \$ 20.96 / hour (youth)	\$46.85 / hour
Lunchroom & other multi-purpose rooms (140)	\$ 20.96 / hour	\$49.32 / hour
<u>BENCH/ D-VALE/ NICOLA-CANFORD/JOHN ALLISON/RIVERSIDE/VERMILION FORKS</u>		
Gymnasium (Fire Code: MB=313, NC=430, DV=427)	\$ 24.66 / hour	\$46.85 / hour
<u>CLASSROOMS / LIBRARY</u>		
All Schools	\$12.33 / Session	\$17.26 / hour

Category “A” = Hourly Custodial (\$79.12) + Admin Fee (\$40) (Per Booking)

Category “B” = Hourly Custodial (\$79.12) + Admin Fee (\$40) (Per Booking)

Category “C” = Hourly Rate (Below) + Hourly Custodial (\$79.12) + Admin Fee (\$40) (Per Use)

<i>WEEKEND/HOLIDAY RENTAL RATES</i>		
<i>FACILITY / ROOM</i>	<i>“A” & “B”</i>	<i>“C”</i> <i>Hourly (Below) + Custodial + Admin Fee</i>
<p><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)</p> <p>Cafeteria – subject to the approval of the school based administrator</p>	<p>\$79.12/ hour</p> <p>\$79.12/ hour</p>	<p>\$80.14 / hour</p> <p>\$61.65/ hour</p>
<p><u>COQUIHALLA MIDDLE SCHOOL</u> Gymnasium (Fire Code = 675, 1268 standing only)</p>	<p>\$79.12/ hour</p>	<p>\$80.14 / Hour</p>
<p><u>MERRITT CENTRAL and COLLETTVILLE</u> Gymnasium (Fire Code: MC = 438, CV=501)</p> <p>Lunchroom & other multi-purpose rooms (140)</p>	<p>\$79.12/ hour</p> <p>\$79.12/ hour</p>	<p>\$46.85 / hour</p> <p>\$49.32 / hour</p>
<p><u>BENCH/ D-VALE/ NICOLA-CANFORD/JOHN ALLISON/RIVERSIDE/VERMILION FORKS</u> Gymnasium (Fire Code: MB=313, NC=430, DV=427)</p>	<p>\$79.12/ hour</p>	<p>\$46.85 / hour</p>
<p><u>CLASSROOMS / LIBRARY</u> All Schools</p>	<p>\$79.12/ hour</p>	<p>\$17.26 / hour</p>

Category “A” = No charge except Admin Fee (\$40) (Per Booking) (Management Approval Required)

Category “B” = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Booking)

Category “C” = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Use)

<i>MONDAY – FRIDAY RENTAL RATES</i>		
<i>RIVERSIDE</i>	<i>“B”</i>	<i>“C”</i> <i>Hourly (Below) + Admin Fee</i>
<u>THEATRE</u>	\$ 30.82 / hour (adult) \$ 19.73 / hour (youth)	\$80.14 / hour
<u>KITCHEN</u>	\$ 30.82 / hour	\$61.65 / hour
<u>MEETING ROOM</u>	\$28.36/ Hour	\$49.32 / Hour

Category “A” = Hourly Custodial (\$79.12) + Admin Fee (\$40) (Per Booking)

Category “B” = Hourly Custodial (\$79.12) + Admin Fee (\$40) (Per Booking)

Category “C” = Hourly Rate (Below) + Hourly Custodial (\$79.12) + Admin Fee (\$40) (Per Use)

<i>WEEKEND/HOLIDAY RENTAL RATES</i>		
<i>RIVERSIDE</i>	<i>“A” & “B”</i>	<i>“C”</i> <i>Hourly (Below) + Custodial + Admin Fee</i>
<u>THEATRE</u>	\$79.12 / Hour	\$80.14 / Hour
<u>KITCHEN</u>	\$79.12 / Hour	\$61.65 / Hour
<u>MEETING ROOM</u>	\$79.12 / Hour	\$17.26 / Hour

ADMINISTRATION FEE

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

HOLIDAYS, WEEKENDS, OR AFTER REGULAR HOURS (10:00 PM)

- Custodial overtime costs per CUPE collective Agreement: **\$79.12/ hour** (*must be min 4 hrs.)
- Overtime rates are in effect when bookings extend past 10:00 PM on weekdays, and any bookings on a weekend or holiday.

AFTER 10:00 P.M.

- If the rental goes past 10:00 p.m., on weekdays (Monday-Friday), the group will be charged for any overtime costs incurred at the applicable overtime rate.

CATEGORIES

CATEGORY “A”

Youth Groups (comprising of children to 18 years of age). For Example: Scouts, Girl Guides, Embers, etc; Merritt Youth Resources Society, Church Youth Groups; Minor Sports.

CATEGORY “B”

All adult groups using facilities for non-profit purposes that are not covered under the provisions of a joint-use agreement.

CATEGORY “C”

For profit enterprise – where individual(s), group, and organization stand to make personal gain from such use.

Signing Officers**-POLICY-****Purpose:**

This policy outlines the procedures and authorization levels for signing non-payroll and payroll cheques to ensure proper oversight and financial control. This policy ensures a balance of efficiency and oversight in the handling of financial transactions, with particular attention to safeguarding against unauthorized expenditures.

1. For Non-Payroll Printed Cheques and/or Electronic Funds Transfer (EFT) payments:
 - 1.1 When the face value of the payment is less than \$5,000 the Secretary Treasurer and Assistant Secretary Treasurer are authorized to sign printed cheques and/or process EFT payments, with no more than one of the signatures being computer generated.
 - 1.2 When the face value of the payment is greater than \$5,000 and is represented by individual invoices that are each worth less than \$5,000, the Secretary Treasurer and Assistant Secretary Treasurer are authorized to sign printed cheques and/or process EFT payments, with no more than one of the signatures being computer generated.
 - 1.3 When the face value of the payment is greater than \$5,000 and is represented by individual invoices where at least one invoice is greater than \$5,000, the Board Chair or Trustee appointed by the Chair, and one member of the administration, consisting of the Secretary Treasurer or Assistant Secretary Treasurer, are authorized to sign printed cheques and/or process EFT payments, with no more than one of the signatures being computer generated.

2. For Payroll Printed Cheques and Electronic Funds Transfer payments:
 - 2.1 The Secretary Treasurer and Assistant Secretary Treasurer are authorized to sign payroll printed cheques and/or process EFT payments for any amount, with no more than one of the signatures being computer generated.

3. For Municipal and Provincial Utilities:
 - 3.1 The Secretary Treasurer and Assistant Secretary Treasurer are authorized to sign printed cheques and/or process EFT payments for any amount, with no more than one of the signatures being computer generated.