

AGENDA

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

***PSS LEARNING COMMONS
WEDNESDAY, March 12, 2025, 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 February 12, 2025
4. Business Arising from the Minutes
5. Reports
 - a) Closed Meeting held February 12, 2025
6. **EDUCATION**
 - a) Indigenous Education Report
 - b) Early Learning and Child Care Report (In Person)
 - c) Inclusive Education Report
 - * d) Superintendent's Report
7. **OPERATIONS**
 - a) Riverside Learning Centre Update
8. **AUDIT AND FINANCE**
 - a) 2024 - 2025 Amended Budget Bylaw
 - b) 2025 - 2026 Preliminary Annual Budget Update

9.

POLICY

First Reading

- a) 4.10 Respectful Working Environments
- b) 4.20 Employee Recognition
- c) 4.30 Protection of Employee from Violence
- d) 4.40 Employment of Relatives
- e) 4.50 Teacher Professional Development

Second Reading

- a) 3.80 Animals in Schools
- b) 5.10 Bullying and Harassment of Students
- c) 5.20 Controlled and Regulated Substances
- d) 5.30 Weapons
- e) 5.40 Severe Allergic Reaction
- f) 5.50 Use of Physical Restraint & Seclusion
- g) 5.60 Provision of Menstrual Products

Third Reading

- a) None

Bylaw

Second Reading

- a) Appeal Bylaw 5-23

Policies Recommended for Repeal

- a) None

10.

TRUSTEE REPORTS

- * a) Student Trustee Reports (Princeton)
- * b) P.A.C. Reports
- * c) Other Reports
- * d) BCSTA AGM Motions Update (Jamie)

11.

CORRESPONDENCE

- * a) VFE Gym Rental Email

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, BOARD ROOM
WEDNESDAY, FEBRUARY 12, 2025, 6:00PM**

Success for ALL Learners Today and Tomorrow

Present:	Chairperson	G. Swan
	Vice-Chair	L. Ward
	Trustees	J. Jepsen (Absent) J. Kent-Laidlaw E. Hoisington J. Chenoweth D. Rainer
	Student Trustees	H. Clarke J. Davis (Absent)
	Superintendent	C. Lawrance
	Assistant Superintendent	J. Kempston
	Interim Secretary Treasurer	H. Cull
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	K. Buckland
	Manager of IT	E. Park

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

AGENDA

25/028 It was moved by Vice-Chair Ward and seconded By Trustee Chenoweth

 THAT the agenda be approved as presented.

MOTION CARRIED

MINUTES

25/029 It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw

 THAT the minutes of the Open Meeting held January 15, 2025, be adopted as presented.

MOTION CARRIED

Business Arising from the Minutes

None.

Report of the Closed Meeting held January 15, 2025.

Report of the Closed Trustee Meeting held January 21, 2025.

PRESENTATION TO THE BOARD

Foster Parent Recruitment (Interior Community Services)

Renata Bonthoux provided a presentation via zoom, emphasizing the importance of foster parents in helping children grow into confident adults. She highlighted the need for caregivers who can support children and youth with complex needs, diverse abilities, and those who identify as 2SLGBTQIA+. Renata also addressed myths about fostering, emphasizing that while it is not necessarily easy, it is certainly rewarding. She hopes that the School District could promote fostering through newsletters and social media. Renata Bonthoux explained to the Trustees that scanning the barcode on the poster will direct them to a page where they can request more information. This page will then connect them to the appropriate agency.

The Board agreed to coordinate the distribution of information about fostering through newsletters, website and the Facebook page.

Proposed District Calendar (Princeton District Teachers' Union -Trina Moulin)

Princeton District Teachers Union representative Trina Moulin spoke to the Trustees, advocating for the inclusion of professional development days in the regular school year while maintaining a two-week Spring Break. Ms. Moulin discussed the history of the union, the impact of a two-week Spring Break on instructional time, and the benefits of professional development days for building professional learning communities and supporting recruitment and retention. She also addressed concerns about the cost of attending professional development events and the impact on parents with childcare needs.

Vice-Chair Ward asked Ms. Moulin for clarification on whether new hires attending the Summer Institute would be paid for their time.

Superintendent Lawrance responded on the behalf of Trina Moulin, explaining that the Summer Institute in August is voluntary, and teachers can choose whether to attend or not. Pro-D Days are incorporated into the existing calendar during the second week of Spring Break. Therefore, if teachers do not attend Summer Institute, they must attend those three days during Spring Break. These days are for those teachers who started later in the school year to catch up.

Trustee Kent-Laidlaw raised concerns about the potential impact on parents for childcare if the Board approves three additional Pro-D Days within the school calendar year. She also expressed interest in researching what percentage of teachers utilize the three days during Spring Break for additional learning.

Trustee Chenoweth expressed interest in understanding whether collegiality is lost if teachers choose to do their professional development at their school instead of attending the Summer Institute. He would like to learn more from all the schools to see if they lose the sense of togetherness.

2025-2026 District Calendar:

25/030 It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw

THAT the 2025-2026 School District Calendar be approved to send to the Ministry of Education.

MOTION CARRIED

25/031 It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw

THAT the Chairperson Gordan Swan form an ad hoc committee to review the District Calendar with all parties, rightsholders, parents, teachers, and support staff for the 2026-2027 District Calendar year.

MOTION CARRIED

Chairperson Swan stated that he will organize a committee involving Trustees and senior staff to develop a timeline to have this information ready for discussion before November/December 2025, in order to make a decision in February 2026 for the 2026-2027 school year.

EDUCATION

Indigenous Education Report:

Superintendent Lawrance introduced the newly appointed District Principal of Indigenous Education Angela McIvor, highlighting her local connections and experience in the District.

Angela McIvor spoke about the Winter Celebration that she attended on January 29, 2025. She praised the outstanding work of the previous Director of Indigenous Education and all of the Indigenous Student Advocates (ISA) within the District. The celebration featured a powwow with dances and singing.

Early Learning and Child Care Report:

Superintendent Lawrance discussed the report by District Vice-Principal of Early Learning and Child Care, Daniella Bennie, highlighting that they participated in a literacy week in the Community of Merritt. The grand finale to end off the week was a free concert for children and families at the Civic Center in Merritt. Superintendent Lawrance wanted to also highlight that Daniella is organizing writing workshops throughout the District.

Inclusive Education Report:

Superintendent Lawrance discussed the report by Director of Instruction – Inclusive Education, Misty Sheldon, which highlighted the work of the District's Student Support Teachers (SSTs). The stories in her report showcase the power of collaboration, creativity, and community engagement in supporting students and their families.

Vice-Chair Ward would like to applaud Misty Sheldon for the outstanding report that she wrote. She also appreciated that Misty used the font that WorkBC has adopted for accessibility needs as she described in a pre-emptive paragraph in her report.

Superintendent's Report:

The Superintendent circulated and spoke to her report, reflecting on the District events that have taken place over the past month.

OPERATIONS

Riverside Learning Centre Update

Superintendent Lawrance discussed the Riverside Learning Center project, which has been delayed due to a lighting package supply issue. The project is now expected to open in May or June 2025 instead of the initial timeline. The Ministry has recommended that the District put in an application for additional funds, which Interim Secretary Treasurer Harold Cull has already started working on.

Trustee Rainer requested to set up a meeting with the Y.M.C.A. management group to resolve some issues.

AUDIT AND FINANCE

2024 - 2025 Amended Budget Bylaw Process

Interim Secretary Treasurer Harold Cull discussed the 2024/2025 amended budget process, which has been delayed due to the government election and the delay in receiving budget figures from the Ministry. He will bring back the Amended Budget, incorporating the actual February enrolment counts and the latest financial forecast (February 28th), and present it to the Board of Education with the Amended Budget Bylaw for their review and consideration at their March 12th meeting. Given the deadline for March 28th and not having another scheduled Board of Education meeting until April, staff will ask the Board to pass all three readings of the Bylaw on March 12th.

2025 – 2026 Preliminary Annual Budget Process

Interim Secretary Treasurer Harold Cull and the Board discussed the preliminary budget process for 2025/2026, which will involve consultation with rights holders, partners, and the administration team. The board will consider having a special meeting in May to discuss the preliminary budget.

POLICY

First Reading

None

Second Reading

None

Third Reading

3.40 Board Authority Courses

25/032

It was moved by Vice-Chair Ward and seconded by Trustee Chenoweth

THAT the Board approved Policy 3.40, Board Authority Courses, forward for third reading as amended.

MOTION CARRIED

Policies Recommended for Repeal

Policy 300.1 - Hiring of Excluded Personnel

25/033 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 300.1, Hiring of Excluded Personnel, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 401.6 – Criminal Record Checks

25/034 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 401.6, Criminal Record Checks, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 404.2 – Bus Driver Training, Abstracts & Physical Exam

25/035 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 404.2, Bus Driver Training, Abstracts & Physical Exam, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 406.6 - Use of Alcohol and/or Illegal Drugs

25/036 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 406.6, Use of alcohol and/or Illegal Drugs, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 307.0 - Interpretation Administrative Officer's

25/037 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 307.0, Interpretation AO's, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 402.14 - Teacher Exchange

25/038 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 402.14, Teacher Exchanges, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 402.15 – Teacher Trainees

25/039 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 402.15, Teacher Trainees, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 406.5 – Dress

25/040 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 406.5, Dress, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 406.10 – Electronic Device Use

25/041 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 406.10, Electronic Device Use, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 406. 11 – Communicable Disease

25/042 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 406.11, Communicable Disease, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Policy 406.1 – Non-Sexist Environment

25/043 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington

THAT the Board approved Policy 406.1, Non-Sexist Environment, be repealed and moved to the Administrative Procedure Guide.

MOTION CARRIED

Trustee Reports:

Student Trustee Reports

Assistant Superintendent Kempston asked Student Trustees to reflect on the following: What is the biggest health and wellness challenges facing students in our School District from their perspective?

The Student Trustees highlighted the challenges students face, particularly regarding sleep and substance misuse. They noted that substance misuse is prevalent throughout MSS, including grade 8 students. Drinking is also a significant concern, as it is observed across all grades.

The Board acknowledged the need for safe and supportive environments for students and discussed the importance of peer-to-peer support and mentorship.

The conversation ended with a discussion on the need for all staff members to be equipped to support students without judgment.

Vice-Chair Ward addressed Assistant Superintendent Kempston with a question, asked what do we do when we hear substance abuse and drinking in young students? Are that certain protocols will be triggered, and steps will be taken moving forward?

Assistant Superintendent Kempston replied that she understands students need a safe place to be. Both Hayden and Jacob challenge the District to consider that students are doing the best they can. They asked what can be done to provide kids with alternatives when they find themselves in difficult and dangerous situations. As a result, senior administrators need to return to the high schools and ensure that students have access to safe adults, safe places, no shame, no blame, no judgment, and excellent education and strategies.

P.A.C. Reports

Trustee Rainer reported on John Allison Elementary. He highlighted that John Allison PAC has gone to the town of Princeton for a grant of \$10,000 to get trees for the property.

Trustee Chenoweth reported on SCIDES and Collettsville Elementary. Collettsville's PAC raised some questions for the Principal regarding communication, given the recent staffing changes. Trustee Chenoweth was impressed that the Principal was able to respect confidentiality while addressing the concerns. SCIDES is planning a sexual health seminar for students and parents. Trustee Chenoweth also mentioned that SCIDES will be spending some money on book orders and planning Spirit Week fundraisers.

Chair Swan reported on Merritt Bench that they are looking for sensory applications for their floor. Chair Swan advised the PAC that they need to meet with Operations Manager Darrell Finnigan to make sure to purchase equipment that will last. He mentioned that Bench School will be hosting a Garage Sale in April. Chair Swan also reported on Merritt Secondary School that there will be a Grad vs Teacher Hockey game on Wednesday February 19th.

Trustee Kent-Laidlaw reported on Princeton Secondary School, highlighting all of the extracurricular activities. The planning for the PSS Spain/Portugal trip is well underway, and fundraising has now started. There will be a dinner in the next couple of months as a fundraiser. Tickets will be on sale for anyone who would like to come out and explore of Spain and Portugal. The event will include a presentation on the destinations and activities planned for the trip, as well as a raffle.

Trustee Ward reported on Vermilion Forks Elementary. She highlighted that the PAC committee for that school does an amazing job fundraising.

Trustee Hoisington reported on Nicola Canford, highlighting that they had a successful volleyball season, and that the ski trip went to Harper Mountain was a success.

Trustee Jepsen was not present to report on Diamond Vale Elementary and Merritt Central Elementary.

Other Reports:

BCSTA Motions

a. Fully Funded Exempt Compensation

The Board is asking for total cost of compensation to exempt staff based on actual labor cost for the Exempt Salary Increase Report submitted to BCPSEA including increases that have already been committed to in previous budgets. Furthermore, future exempt staff salary increases should be fully funded in alignment with outcomes of the bargaining session.

This motion was voted on February 4, 2025, and put through as an emergency motion but Trustee Kent-Laidlaw got a call from BCPSEA that they will not consider this motion as emergency, but they will push it forward to the AGM.

b. Technology Security

The BCSTA requests the Minister of Finance to provide additional new funding to School Districts to cover the increasing incremental costs associated with information technology security.

25/044 It was moved by Vice-Chair Ward and seconded by Trustee Rainer

THAT the Board will bring this motion to the BCSTA AGM meeting.

MOTION CARRIED

c. Feeding Futures

The BCSTA requests the Ministry of Education and Child Care continue to provide funding to support the feeding future School food program and treat as an ongoing program past its current three-year mandate. The current funding agreement expires in June 2025.

25/045 It was moved by Trustee Rainer and seconded by Trustee Chenoweth

THAT the Board will bring this motion to the BCSTA AGM meeting.

MOTION CARRIED

CORRESPONDENCE:

None.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

25/046 Motion to adjourn was made by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw. The Open Board meeting adjourned at 8:20pm

Chairperson

Interim Secretary Treasurer

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: CLOSED MEETING February 12, 2025

DATE: March 12, 2025

**Record of Closed Meeting Held Wednesday, February 12, 2025
Merritt School Board Office**

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

**STAFF: C. Lawrance, Superintendent of Schools
H. Cull, Acting Secretary-Treasurer
J. Kempston, Assistant Superintendent
K. Buckland, Executive Assistant**

Call to Order: 4:30 p.m.

Education

- Updates provided by the Superintendent & Assistant Superintendent on educational programs and outstanding action items.

Personnel

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

Operations

- Property & Transportation updates provided by the Superintendent and Secretary Treasurer.

Finance

- The Secretary Treasurer updated trustees on the process used for the preparation of the annual budget as well as the steps leading towards the amended budget.

The Closed meeting was paused at 5:55 p.m. so the Open public meeting could commence. The Closed meeting reconvened at 8:25 p.m. Motion to Adjourn: 8:57 p.m.



CL/sc

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INDIGENOUS EDUCATION REPORT

DATE: March 12, 2025

The District Principal for Indigenous Education's monthly report is provided.



CL/sc




INDIGENOUS EDUCATION UPDATE

MARCH 12, 2025

I have officially been in my new role as District Principal of Indigenous Education for a month and two weeks! It has been a whirlwind of learning. Although this new role has been challenging, I am embracing my new opportunity and am so proud to be part of SD 58's leadership team.

First Steps:

- Meeting the ISA's in their schools, discussing their roles, schedules, their needs
 - Met with Janet Hohner to learn about Insights program that the ISA's use for their data input
 - Karen Goetz came in to go over the audit binders and do a mock audit. It was a great session. I learned a lot. Karen's response was that SD58's binders are in excellent shape.
 - Transition time with new language teachers at Nicola Canford. Demonstrated what my role was as the classroom teacher and made suggestions on how the co-teachers could work as a team to continue the language program at NC in a strong and positive way.
 - Attended the Prevention Through Connection Child and Youth Harm Reduction workshop (Sponsored by Scw'exmx Community Health) Speakers: Jim Laidlaw (Day One Society) and Janet (Merritt Infant Development), Lia Williams (Insight Support Services), Christa Russett (Complex Care Intervention Program) and Allison Howelling and Adrian Pearce (Interior Health/ Youth Harm Reduction Team)
 - Travelled to Princeton to meet Principals and ISAs at PSS, John Allison and Vermilion Forks
 - Attended Graduation Status Update Meeting
 - First Indigenous Education Leads Meeting (Insight info, Language, Attendance, Youth Engagement, Land Based Cultural Learning, IEC Councils)
 - Attended Scw'exmx Community Health Forum on Feasibility and Potential for Improving Detox and Recovery Services in Nicola Valley
- 



The highlight of my month was attending the Nooaitch Band's Token Economy Dinner. I felt like a Rockstar and was met outside the building by some former students! I got a lot of hugs and love and remembered why we do this hard work we do for our students.

Working with our Indigenous Student Engagement Facilitator along with the Director of Inclusive Education to support the facilitator in this difficult position she must maneuver through. One of the challenges is connecting with students/families that are not engaging in school or do not want to be involved with the facilitator.



We are working on having the facilitator spend more time in the school building. We want to promote some positive relationships with the students on her list when they are in the classroom. We are hoping that she can become a familiar face in the building. That can look like her driving kids to and from school, sitting with the students to support their work in class, being with them during recess/lunches if needed as those can be challenging for those kids who struggle to be at school. We realize that there may be days when those students just aren't there, but this can also be a time to connect with the classroom teacher to see what type of work is missing. The facilitator is currently building a schedule that will show what days/times she will be at individual schools.

INDIGENOUS STUDENT ADVOCATE SNAPSHOTS

Grade 8 Culture Class at MSS

Made pink T-shirts. Learning the beginning of a prayer in both N'le'kepmxcin & Nsyilxcən.



N'le'kepmxcin at Nicola-Canford

The students did an ice-fishing unit. The kids learned vocabulary related to ice-fishing and made their own ice-fishing rods. They ended with a fantastic fishing trip out to Stump Lake.



Grade 11/12 MSS Activities

Youth Collaboration Luncheon, Water Presentation with Elder, 1-1 support for Bursary Applications. Girls Group, Employment & Training Presentation, Bursary Presentation by Kara.



Merritt Bench

Hand drumming Friday and Pictograph art.



Merritt Central, Diamond Vale, Nicola-Canford, Vermillion Forks, Bench and Central are all using the Seven Sacred Teachings to build positive character. NC and Shelley's team did some work to localize the teachings with N'le'kepmxcin, Nsyilxcən and Metis. (The teachings: Love, Respect, Bravery, Truth, Honesty, Humility, and Wisdom.)



MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: EARLY LEARNING AND CHILDCARE REPORT

DATE: March 12, 2025

The District Vice Principal for Early Learning and Childcare monthly report is provided.



CL/sc

Early Learning Update

March 2025



Ready Set Learn

Ready Set Learn Events have been scheduled at each Kindergarten enrolling school. This year, we worked hard to ensure that these events were scheduled within the Kindergarten Registration time frame. We invited families/caregivers with their children aged 3-5 to join us at the school for some play, an opportunity to visit classrooms, engage in a school tour and have snack time. In addition, this year, we have focused on encouraging parents to get registration forms completed to support our staff planning for the fall.

We've had a good turn out at each event with opportunities to address questions and concerns that parents have around the transition from home/childcare to school. Our last event will take place on March 13th at Nicola Canford.

A big thank you to school Principals, StrongStart Educators, Kindergarten teachers, ISA's, Lisa Nelson Smith and all other staff and teachers who helped to make these events successful. I'd like to also extend thanks to the YMCA CRR representatives, Literacy Merritt and Nicola Valley Society, and Interior Health as community partners who came to share information with parents.



After School Program

Our after school program is wrapping up at Merritt Central and will be moving to Collettville after spring break. For this session, students have had the opportunity to try out Taekwondo, bowling, swimming and skating. Thank-you to everyone who helps support the after school program.



Scissor Practice and Painting

StrongStart provides wonderful caring spaces for children to explore, play and learn. In the pictures above, on the left, you can see that Jamie is working on learning how to use scissors to practice his cutting skills. Jamie has been practicing his J's and so with Sheri's help, they sent an envelope with Jamie's J on the front addressed to me full of his cutting practice papers. To foster the love of "mail", I have sent him a letter back with some stickers and a story to share at StrongStart thanking him for showing me his learning. In the two pictures on the right, we see a wonderful example of how we can explore painting at different levels. The children are engaged and loving the opportunity to paint!

A thank-you to our StrongStart Educators, Erin, Sheri, Marni and Ewa for their work in our StrongStart Centers.

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INCLUSIVE EDUCATION REPORT

DATE: March 12, 2025

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



CL/sc

Director of Instruction – Inclusive Education Report March 2025

******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. ******

This month's report highlights the importance of professional development.

Professional development helps education assistants build their skills and stay current with best practices. Ongoing training ensures they can effectively support students and adapt to changing classroom needs. Investing in their growth strengthens school teams and enhances student learning.

February 14th was a regional professional development day, and the district hosted a variety of sessions for all CUPE staff. This could not have happened without our amazing Director of Human Resources, Barb McLean, and members of the CUPE executive. Thank you!

Education Assistants were invited to participate in professional development workshops on **Health and Wellness; Cyber Security; Indigenous Learning** and a session on:

Applying Applied Behavior Analysis (ABA) Principles & Strategies into the Classroom. This session provided an overview of key ABA principles and evidence-based strategies designed to enhance student learning and engagement.

The workshop emphasized practical applications, including classroom modifications, relationship-building through pairing, strategies for increasing motivation, the use of visual supports, reinforcement techniques, naturalistic teaching approaches, effective data collection methods, and antecedent-behavior-consequence (ABC) strategies.

By the end of the training, participants gained foundational knowledge of ABA and practical tools to integrate these strategies into the classroom, supporting student success and fostering inclusive learning environments.

The feedback on the day was overwhelmingly positive and was filled with learning, connecting and collaborating.

MEMORANDUM

TO: All Trustees

**FROM: Harold Cull
Interim Secretary Treasurer**

RE: 7A Riverside Learning Centre Update

DATE: March 12, 2025

Background

The purpose of this memo is to provide the Board of Education (BoE) with an update on the construction of the Riverside Learning Centre.

This memo is to supplement the information provided on the trustee tour of the Centre earlier on March 12.

Construction Update

Work on site continues to progress based on the revised schedule. The millwork, flooring, painting, drywall, glazing and mechanical work is expected to be completed by the end of March.

The electrical equipment package is expected to be received by the end of March and then installed. The final paving/concrete work will be finished in the spring once the weather warms up.

There are no expected impacts because of pending tariffs as most of the supplies/equipment have been received.

Financial Update

The overall budget of the project is \$10.272 m which is broken out between construction costs of \$7.438 m and soft costs of \$2.834 m. The soft costs include items such as:

- Design fees
- Civil work
- Demolition
- Permits
- Equipment
- Project management

As with most construction projects, the budget is tight but staff feel there are adequate resources to complete the project. Staff will continue to monitor the budget over the remaining months of the project.

Looking Ahead

Based on progress to date, staff are expecting to reach substantial completion of the project by the end of April with the Centre operational by the end of May. Staff will continue to keep the BoE updated on progress and if these proposed dates are anticipated to change.

Prepared by:

Harold Cull

Interim Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

FROM: Harold Cull
Interim Secretary Treasurer

RE: 8A: 24/25 Amended Budget Bylaw

DATE: March 12, 2025

Background

The purpose of this memo is to provide the Board of Education (BoE) with the support required to pass the 24/25 Amended Budget Bylaw.

The BoE discussed, at their February 2025 meeting, passing the 24/25 Amended Budget Bylaw on March 12, 2025 allowing for the updated operating grant amounts from the Ministry of Education and Child Care (MECC) based on actual September and February enrolment to be included in the amounts.

Since the February meeting, staff have updated the 24/25 financial forecast with the actual enrolment amounts noted above.

Statement 2

Attached is a copy of Statement 2 of the Ministry's budget template package that outlines the budget bylaw amounts for the following funds:

Operating Fund – Total Expense	\$31,752,431
Special Purpose Funds – Total Expense	\$8,203,968
Special Purpose Funds – Tangible Capital Assets	\$105,447
Capital Fund – Total Expense	\$2,567,072
Capital Fund – Tangible Capital Assets	<u>\$430,962</u>
Total Budget Bylaw Amount	\$43,059,880

Motions Requested

Given the Amended Budget Bylaw is required by March 28, 2025, staff are asking the BoE to pass all three readings of the bylaw at their March 12th meeting and therefore the following motion is required and needs to be passed unanimously:

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) allow all three readings of the 2024/25 Amended Budget Bylaw at their March 12, 2025 meeting.

If the above noted motion is passed, staff would ask the BoE to consider the following motion in order to pass the amended budget bylaw:

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) give first, second and third readings to the 2024/25 Amended Budget Bylaw specifying a total budget of \$43,059,880.

Prepared by:

Harold Cull

Interim Secretary Treasurer/CFO

Nicola-Similkameen School District

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 58 (Nicola-Similkameen) Amended Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$43,059,880 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 12th DAY OF MARCH, 2025;

READ A SECOND TIME THE 12th DAY OF MARCH, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF MARCH, 2025;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 58 (Nicola-Similkameen) Amended Annual Budget Bylaw 2024/2025, adopted by the Board the _____ DAY OF _____, 2025.

Secretary Treasurer

SD 58 Nicola-Similkameen
MECC Grant Revenue Reconciliation from Preliminary to Amended Budget
Fiscal Year 2024/2025

	Prelim Budget	Amend Budget	Difference	Variance Explanation
K-12 (Standard & Alt Schools)	16,811,344	16,410,286	- 401,058	Reduction of 45 FTE's
Distance Learning	1,022,850	1,563,300	540,450	Increase of 75 FTE's
Home Schooling	4,000	5,750	1,750	
Course Challenges	6,975	6,975	-	
Total Enrolment - September	17,845,169	17,986,311	141,142	
Level 1	50,730	50,730	-	
Level 2	3,056,890	3,249,450	192,560	Increase of 8 FTE's
Level 3	182,400	121,600	- 60,800	Decrease of 5 FTE's
ELL	-	70,005	70,005	Increase of 39 FTE's
Indigenous Education	1,447,860	1,433,700	- 14,160	Decrease of 8 FTE's
Adult Education	55,478	41,608	- 13,870	Decrease of 2.44 FTE's
Equity of Opportunity	156,898	158,892	1,994	
Supplement for Unique Student Needs	4,950,256	5,125,985	175,729	
Salary Differential	-	199,742	199,742	Variance from Prov Avg @ \$1,505
Supplement for Unique Geographic Needs	4,280,355	4,280,355	-	
Curriculum and Support Learning Fund	18,353	18,353	-	
September 2024 Enrolment Count Total	27,094,133	27,610,746	516,613	
July 2024 Enrolment Count				
Cross Enrolment	27,775	45,955	18,180	
February 2025 Enrolment Count				
K-9 School Aged FTE - Online	36,000	126,000	90,000	
Gr 10-12 School Aged FTE - Online	509,040	873,576	364,536	
Adult FTE - Online Learning	28,450	75,393	46,943	
Level 1	-	-	-	
Level 2	12,035	132,385	120,350	
Level 3	6,080	-	6,080	
February 2025 Enrolment Count Total	591,605	1,207,354	615,749	
May 2025 Enrolment Count				
K-9 School Aged FTE - Online	2,400	2,400	-	
Gr 10-12 School Aged FTE - Online	201,600	201,600	-	
Adult FTE - Online Learning	17,070	17,070	-	
May 2025 Enrolment Count Total	221,070	221,070	-	
Indigenous Education Councils	98,646	98,646	-	
Estimated 2024/25 Operating Grant from ISC	3,179,245	3,037,321	- 141,924	
Estimated 2024/25 Operating Grant from MECC	24,853,984	26,146,450	1,292,466	
Other MECC Grant Funding				
Pay Equity	120,216	120,216	-	
Funding for Graduated Adults	53,674	112,021	58,347	
Student Transportation funds	170,292	170,292	-	
Support Staff Benefits Grant	30,025	30,025	-	
ICY Grants		64,448	64,448	
FSA Scorer Grant	7,506	7,506	-	
Labour Settlement Grant	114,500	261,110	146,610	
Subtotal - Other MECC Grant Funding	496,213	765,618	269,405	
Budget Adjustments to Block Funding				
May 1701 - Online Learning	301,000	149,400	- 151,600	Forecast based on enrolled FTE's at Mar 4 (48.75 x 7200)
ELL Enrolment	45,000	-	45,000	
LEA Adjustment	- 305,927		305,927	
September 1701 - Online Learning	360,000	-	360,000	
Subtotal - Budget Adjustment to Block	400,073	149,400	- 250,673	
Total Provincial Grants	25,750,270	27,061,468	1,311,198	

School District No. 58 (Nicola-Similkameen)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	2,275,330	2,235,374
Adult	23,563	35,750
Total Ministry Operating Grant Funded FTE's	2,298,893	2,271,124
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	34,587,900	32,010,733
Other	100,210	76,485
Other Revenue	4,249,599	4,686,672
Rentals and Leases	224,594	181,688
Investment Income	404,880	402,746
Amortization of Deferred Capital Revenue	1,336,345	1,346,516
Total Revenue	40,903,528	38,704,840
Expenses		
Instruction	31,964,016	29,987,809
District Administration	2,106,861	1,868,437
Operations and Maintenance	6,894,701	6,395,404
Transportation and Housing	1,557,893	1,629,124
Total Expense	42,523,471	39,880,774
Net Revenue (Expense)	(1,619,943)	(1,175,934)
Budgeted Allocation (Retirement) of Surplus (Deficit)	827,705	525,678
Budgeted Surplus (Deficit), for the year	(792,238)	(650,256)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(792,238)	(650,256)
Budgeted Surplus (Deficit), for the year	(792,238)	(650,256)

School District No. 58 (Nicola-Similkameen)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	31,752,431	30,440,903
Special Purpose Funds - Total Expense	8,203,968	7,209,420
Special Purpose Funds - Tangible Capital Assets Purchased	105,447	155,143
Capital Fund - Total Expense	2,567,072	2,230,451
Capital Fund - Tangible Capital Assets Purchased from Local Capital	430,962	438,125
Total Budget Bylaw Amount	43,059,880	40,474,042

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

DRAFT

MEMORANDUM

TO: All Trustees **FROM: Harold Cull**
Interim Secretary Treasurer

RE: 8B: 25-26 Preliminary Annual Budget Update **DATE: March 12, 2025**

Background

The purpose of this memo is to provide the Board of Education (BoE) with an update on the 25/26 Preliminary Budget development process in the areas of:

- a) Strategic Priorities;
- b) Budget Pressures; and
- c) Consultations to date

This memo is consistent with the information provided to staff at the March 4th all-staff meeting and follow up discussing the 25/26 budget model, pressures and priorities.

Strategic Priorities

As identified during the budget development discussion at the February 12th BoE meeting, staff will make budget recommendations to the Board based on the Strategic Plan. During discussions with Rights Holders, partners and staff, the focus has been on using the three strategic goals of the District (Meaning & Purpose, Appreciation & Respect and Connection) as the basis for next year's priorities.

These groups have been asked to identify the priority objectives under each goal and this information will be summarized and provided to the BoE during the April public budget meetings. This analysis will give a strong indication of the work that needs to be done next year and therefore the financial/human resources required to do it.

Budget Pressures

Through financial analysis of this year's budget and review of provincially identified pressures, staff have developed the following list of potential budget pressures facing the District in the 25/26 school year. Other than the forecasted deficit for the year of \$.865 m, the list of pressures are provincial wide and are not unique to our District.

The following is a list of the estimated costs that will need to be addressed to present a balanced budget for the BoE's consideration:

Provincial pressures currently identified:

Structural shortfall from 24/25 Q2 forecast	\$.865 m
Decrease in Enrolment	\$.500 m
Teacher Increments	\$.100 m
Increased Benefits (5%)	\$.240 m
Increased Replacement Costs (10%)	\$.120 m
Inflationary Costs (legal, insurance, digital)	\$.175 m
Other	??????
Total Budget Pressures	~\$2.000 m or 6%

Staff will continue to refine this list but for planning purposes, the budget reduction target has been set at \$2.000 m.

Consultations to Date

Based on the following table, staff have conducted initial consultation sessions with Rights Holders and partners with an all-staff meeting held on March 4th which had approximately 140 staff members tuning in. The focus of the conversations to date has been on the overall budget model with specific dialogue on priorities and pressures.

It is the intent to re-engage with Rights Holders and partners later in March to begin the discussions around possible mitigation strategies required leading to a final check-in with these groups in April prior to the BoE's public budget meetings on April 16th and 17th.

School District #58 (Nicola-Similkameen)
25/26 Budget Development Timelines

Phase	Rights Holders (Review & Input)	Partner Presidents (Review & Input)	Staff (Review)	Public (Review & Input)
Budget Priorities	Budget Model, Priorities & Pressures Feb 18 2:00	Budget Model, Priorities & Pressures Feb 20 8:00	Budget Model & Pressures prior to Mar 4 by Teams	
Budget Pressures				
Mitigation Strategies	Mar 19	Mar 13		
Budget Plan	Apr 10-14	Apr 10-14		April 16 – Merritt (TBC) April 17 – Princeton (TBC)

Next Steps

Staff will continue working through the defined budget development process creating multiple touch points for Rights Holders and partners to provide input. The BoE has committed to creating a clear and transparent budget process and staff will continue to deliver on this commitment.

Prepared by:

Harold Cull

Interim Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

**RE: POLICY RECOMMENDATIONS, REVIEWS,
AND REPEALS**

DATE: March 12, 2025

Recommendations:

Our policy committee's next meeting is April 15, 2025. Additional administrative procedures will be presented at the April board meeting. The following policies are presented for the first and second readings as well as the second reading of Appeal Bylaw 5-23.

Policies:

First Reading

- a) 4.10 Respectful Working Environments
- b) 4.20 Employee Recognition
- c) 4.30 Protection of Employee from Violence
- d) 4.40 Employment of Relatives
- e) 4.50 Teacher Professional Development

Second Reading

- a) 3.80 Animals in Schools
- b) 5.10 Bullying and Harassment of Students
- c) 5.20 Controlled and Regulated Substances
- d) 5.30 Weapons
- e) 5.40 Severe Allergic Reaction
- f) 5.50 Use of Physical Restraint & Seclusion
- g) 5.60 Provision of Menstrual Products

Third Reading

- a) None

Bylaw

Second Reading

- a) Appeal Bylaw 5-23

Policies Recommended for Repeal

- a) None



CL/sc



POLICY 4.10 RESPECTFUL WORKING ENVIRONMENTS

The Board of Education recognizes a fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board's commitment to delivering high quality public education and cultivating a reputation of excellence. The Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying, where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.

Everyone has a responsibility to create and sustain a respectful workplace.

1. The Board is responsible for:
 - 1.1. Supporting an environment respectful of human rights and free from bullying and harassment; and
 - 1.2. Understanding and communicating with members of the community about the Workers' Compensation Act.
 - 1.3. Ensuring that the policy is periodically reviewed and updated.
2. The Superintendent is responsible for:
 - 2.1. Implementing the Workers' Compensation Act and ensuring that the provisions of this policy are communicated to all stakeholders such that:
 - 2.1.1. A consistent understanding and expectation is developed regarding respectful and appropriate behaviour in dealing with others, including the ability to speak or act without offending;
 - 2.1.2. If bullying or harassment occurs, the process to resolve it is understood and utilized to resolve the problem in a timely and effective manner.
 - 2.2. Ensuring appropriate training is provided to all employees on the *Workers' Compensation Act*.
 - 2.3. Determining if the complaint is best handled under this policy, or if it is a matter better dealt with through other Board Collective agreement processes such as, but not limited to, performance management, professional misconduct and progressive discipline or harassment complaints under the teacher collective agreement.
 - 2.4. Conduction/assisting in investigations and the administration of corrective disciplinary action as appropriate.
 - 2.5. Reviewing and recommending updates to the policy on an annual basis.

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 1 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



3. Principals and Vice-Principals are responsible for:
 - 3.1. Communicating and reviewing this policy and related procedure with the staff they supervise or manage;
 - 3.2. Formulating, communicating and enforcing work requirements and behavioral expectations;
 - 3.3. Conducting or arranging for investigations into complaints under the *Workers' Compensation Act*;
 - 3.4. Mediating or arranging for mediation for resolution of complaints as appropriate, and;
 - 3.5. Administering corrective disciplinary action.
4. All employees are responsible for:
 - 4.1. Being aware of, and sensitive to issues of bullying and harassment, and taking proactive steps to encourage respectful, courteous behaviour with staff and students;
 - 4.2. Demonstrating professional and positive behavior consistent with individuals who are responsible for the safety, learning and well-being of staff and students;
 - 4.3. Conducting themselves in a professional manner that meets the accepted standards of practice and the spirit and intent of this policy, including in the use of electronic communication;
 - 4.4. Accessing the complaint procedure if they observe or experience bullying or harassment in the working or learning environment; and
 - 4.5. Co-operating in the investigating of complaints, and working to achieve resolution at the earliest possible stage.
5. Definitions:

The following definitions shall apply:

 - 5.1. **Bullying and Harassment** - WorkSafeBC's OHS policies use the phrase "bullying and harassment" as a single term, which:
 - 5.1.1. Includes any inappropriate, frivolous or vexatious conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated, or offended or intimidated. It may include discriminatory harassment, personal harassment (both verbal and visual), and retaliation.
 - 5.1.2. It excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Managers and supervisors need to ensure performance problems are

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 2 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



identified and addressed in a constructive, objective way that does not humiliate and intimidate.

- 5.1.3. Examples of bullying and harassment may include, but are not limited to: verbal aggression or insults, vandalizing personal belongings, sabotaging someone's work, physical or verbal threats, aggressive or threatening gestures, and spreading malicious gossip or rumours.
- 5.2. **Mediation** – Involves an unbiased third party acting as facilitator in direct communication between the parties who voluntarily agree to this process. It is an opportunity to resolve disputes in a mutually respectful manner at the Early/Site based resolution phase of a complaint.
- 5.3. **Confidentiality** – Information about a complaint will be shared only with those who need to know in order to facilitate the investigation process. The respondent(s) will be provided with a copy of the complaint and both parties will be provided with a copy of the findings at the end of the investigation. All participants in the investigation process are to keep the information in the process confidential and not disclose it to anyone other than their union representatives.
- 5.4. **Standard of Proof** – The standard of proof to be applied is the balance of probabilities. This means that on the evidence provided, the occurrence of the event was more likely than not.
6. Application:
 - 6.1. This policy covers all individuals involved in the working or learning environment regardless of their role or function. This includes School District employees, students, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District. It is the expectation of the School District that all employees and persons invited to or visiting Board property, will strive to maintain the highest level of professional and personal courtesy when interacting with board employees.
 - 6.2. For School District employees, this policy does not supersede any provision of an applicable Collective Agreement.
 - 6.3. Inappropriate behavior by an adult toward a student is not covered by this policy. The *School Act*, The Ministry of Education – Teacher Regulation Branch, Child, Family



- and Community Service Act and the District's Collective Agreements will define and govern the standard of behavior required by adults when dealing with students.
- 6.4. The policy is not intended to address issues where the cause of the conflict or behavior is based on a personal characteristic that is protected under the *BC Human Rights Code*, such as homophobic or racist views.
 - 6.5. This policy excludes the legitimate exercise of management rights and any reasonable action taken by the District or supervisor relating to the management and direction of employees or the place of employment including supervisory decision involving work direction, evaluation, investigations and disciplinary action.
 - 6.6. This policy excludes the reasonable exercise of parent and student rights in bringing forward concerns about the treatment of students by employees when done in a respectful manner.
 - 6.7. The policy does not cover interpersonal conflicts or interpersonal relations, unless they are threatening or abusive.
7. Expected Respectful Behaviour:
- 7.1. We respect and value the contributions of all members of our community, regardless of status or role in the organization;
 - 7.2. We treat one another with the respect, civility and courtesy;
 - 7.3. We work honestly, effectively and collegially with employees and others;
 - 7.4. We respond promptly, courteously, and appropriately to request from others for assistance or information;
 - 7.5. We use conflict management skills, together with respectful and courteous verbal communication, to effectively manage disagreements among employees;
 - 7.6. We encourage and support all employees in developing their individual conflict management skills and talents;
 - 7.7. We have an open and cooperative approach in dealings with employees, recognizing and embracing individual differences;
 - 7.8. We recognize that differing social and cultural standards may mean that behavior that is acceptable to some may be perceived as unacceptable or unreasonable to others;
 - 7.9. We abide by applicable rules, regulations, legislation, policies and collective agreement provisions, and address any dissatisfaction with, or violation of these policies and procedures through appropriate channels;
 - 7.10. We demonstrate commitment to a culture where all employees cooperate and collaborate in using best practices to achieve high work-related outcomes;
-

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 4 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



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

Success for All Learners ~Today and Tomorrow

- 7.11. If we are in leadership positions, we model civility for others and clearly define expectations for how employees treat each other, and are responsive to complaints when they are brought forward.
8. Annual Review:
- 8.1. This policy statement will be reviewed on an annual basis. All workers will be provided with a copy.

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 5 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



POLICY 4.20 EMPLOYEE RECOGNITION

The Board of Education believes that employee recognition, both formal and informal, is integral to supporting, valuing and retaining staff .

The Board will formally recognize length of service for employees with 5, 10, 20, 30, 35, 40, and 45 years of service to the district.

Retirement recognition will be provided by the Board for employees who are retiring from the district each school year.

Guidelines

1. For purposes of service recognition, service will be determined by the anniversary date of the employee's appointment to the district (most recent if applicable), and honoured within the year the employee achieves the service recognition.
2. Service is defined as all service with the Board – including interrupted service.



POLICY 4.30 PROTECTION OF EMPLOYEES FROM VIOLENCE

The Board of Education recognizes that employees have the right to a safe and secure environment free from violence. Violence means the attempted or actual exercise by a person, other than another worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury.

Any act or threat of violence directed toward an employee shall not be tolerated. The Superintendent will establish Administrative Procedures to identify the potential sources of violence and work to eliminate or minimize the risks to employees.

Employees are to follow the procedures implemented for their protection and immediately report all incidents of violence.

Success for All Learners ~Today and Tomorrow

POLICY 4.40 EMPLOYMENT OF RELATIVES

The Board of Education believes that employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, are not to be placed in a direct reporting relationship to one another.

The Board further believes that employment shall be based on merit.

For purposes of this policy, a direct relative is defined as a spouse (including a common law spouse), parent, grand-parent, brother, sister, son or daughter. A person married (or common-law) to one of the above is considered a direct relative. Further, informal living arrangements, or custody situations that resemble the relationships described above, may be considered as those of a direct relative, for purposes of this policy.

Guidelines

1. A supervisor-subordinate relationship is considered to exist where one level of supervision does not intervene between the direct relatives.
2. No employee with hiring authority may employ their own direct relatives defined above.

No employee with hiring authority shall knowingly employ a person, as a favour, or as part of a staffing scenario, that involves collusion or reciprocation.

3. Employment of direct relatives is possible within the same department or school, provided that:
 - 3.1. a supervisor-subordinate relationship is not created; or
 - 3.2. the relative is not appointed, transferred or promoted where the supervisor is a direct relative; or
 - 3.3. a reporting relationship does not exist where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, benefits, special permissions, conditions of work and similar matters; or
 - 3.4. the working relationship would not afford an opportunity for collusion between the two employees that would have a detrimental effect on the employer's and employee's interests.



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

Success for All Learners ~Today and Tomorrow

- 3.5. no special consideration or privileges are granted with regard to vacation time, time-off or shift schedules.
4. Where the supervisor is a step in the grievance or discipline procedure affecting a direct relative, the supervisor shall be excluded from that case and the District shall designate an alternate for that purpose.
 5. Subject to the terms of collective agreements, the Superintendent or designate may direct and organize staff of the District to minimize a close working association of direct relatives.
 6. Employees are to disqualify themselves as participants in personnel processes and decisions when their objectivity may be compromised for any reason in accordance with these guidelines or that a benefit or perceived benefit could accrue to them.
 7. These guidelines may be waived provided that the Board is satisfied that sufficient safeguards are in place to ensure that the employer's and employees' interests are not compromised.



POLICY 4.50TEACHER PROFESSIONAL DEVELOPMENT

The Board of Education believes that the professional development of teachers is an integral part of the educational program and should provide opportunities which will enable and motivate teachers to maintain a high level of professional competence.

The objectives of Professional Development in the district are:

1. To establish an ongoing needs assessment process.
2. To ensure that Professional Development activities are supported within the limits of the budget in terms of personnel, materials, release time and money.
3. To provide Professional Development activities to meet the needs of individual teachers, specific disciplines, special interest groups, individual schools and the district as a whole.
4. To encourage the establishment of long-term priorities for the Professional Development Program.
5. To ensure that Professional Development resources are used in the most efficient way.
6. To encourage communication on Professional Development matters that is effective within the district.



POLICY 3.80 ANIMALS IN SCHOOLS

The Board of Education believes that with regard to animals in schools or offices, it is important to recognize that the school district is first and foremost a learning environment and workplace.

Animals may be brought into schools for instructional purposes; as a school support service; or when identified within an individual student's Support Plan or an employee's approved accommodation plan. Assistance dogs are accommodated within the *Guide Dog and Service Dog Act*.

Under no circumstances shall animals that pose actual or potential safety risks and/or health risks to students and/or employees be allowed in schools or classrooms.



POLICY 5.10 BULLYING AND HARASSMENT OF STUDENTS

The Board of Education recognizes the importance of learning environments that contribute to healthy and positive relationships among students. No student shall bully, or attempt to intimidate, harass, threaten, defame, or ridicule any person in a manner, including but not limited to, physical conduct, violent behaviour, verbal, written or visual communication, including cyberbullying.

The Board will support all reasonable and fair measures, both proactive and in response to an incident, taken by staff to respond to acts of bullying and harassment. It is expected that all schools will offer proactive programs to inform and educate students and parents about bullying.

The Board shall consider any act of bullying and harassment, whether it occurs going to and from school, on school premises, in the vicinity of the school, at any school-sponsored activity, and behaviours that occur within the community, that impact the school learning environment to be a serious violation of district expectations for student conduct.



POLICY 5.20 CONTROLLED AND REGULATED SUBSTANCES

The Board of Education recognizes that to provide the greatest opportunity for healthy student growth and development, the school environment must be free from controlled and regulated substances including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes.

The Board will support students by providing informed, age-appropriate education and information. The Board encourages efforts to prevent and intervene in substance misuse among students, including the development and delivery of resources, the promotion of prevention programs, and the implementation of school and community-based efforts aimed at supporting students.

Use and/or possession of controlled and regulated substances, on school property or during school-authorized trips or activities represents a serious violation of the code of conduct, and violations will be subject to disciplinary action and, if necessary, police involvement.



POLICY 5.30 WEAPONS

The Board recognizes its responsibility to provide a secure and safe environment for members of the school community. The Board considers the possession or use of a weapon on or near school property or during school-sponsored functions and activities as a serious threat to the safety and security of students and staff and strictly prohibits it.

Any student found to have used or be in possession of a weapon will be subject to appropriate disciplinary action and/or criminal charges.

Definitions:

"Weapon" means anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person. This includes any firearm, whether loaded or unloaded; replicas and toys; any chemical or substance; or a device or instrument designed to be used or intended for use in causing death or bodily harm.



POLICY 5.40 SEVERE ALLERGIC REACTION

The Board of Education recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The Board also recognizes that this responsibility is shared among the student, parents, the school system and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

While the Board cannot guarantee an allergen-free environment, the Board will take reasonable steps to provide an allergen-safe and allergen-aware environment for students with life-threatening allergies.

The Superintendent will establish Administrative Procedures designed to ensure that:

- students at risk are identified,
- records are kept for each identified anaphylactic student,
- emergency procedure plans and education plans are established,
- strategies are in place to minimize the potential for accidental exposure,
- storage and medication administration processes are established
- staff and key volunteers are trained consistent with the Anaphylactic Framework
- processes are in place for principals to monitor and report information about anaphylactic incidents to the board in aggregate form



POLICY 5.50 USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board of Education has a responsibility to maintain a safe, orderly, caring and secure environment for students and staff. The Board recognizes its responsibility to deal with students in a manner which is similar to that of a kind, firm and judicious parent/caregiver.

The Board believes that behaviour interventions for all students should promote prevention, de-escalation, and positive behaviour supports, with every effort made to employ preventative actions that preclude the need for the use of physical restraint or seclusion.

The Board recognizes that the use of emergency physical restraint or seclusion procedures may be necessary when a student presents imminent danger to themselves or others. However, every effort should be made to structure learning environments and learning supports so that responses like physical restraint and seclusion are unnecessary.

The Superintendent will establish Administrative Procedures in accordance with guidelines issued by the Ministry of Education and Child Care.



POLICY 5.60 PROVISION OF MENSTRUAL PRODUCTS

The Board of Education is committed to make menstrual products available to students of all gender identities or expressions who may require them in a manner that protects student privacy.

The Board will provide for barrier-free, easily accessible menstrual products at no cost to students in school washrooms and will consider student feedback with respect to the provision of menstrual products.

The Superintendent may establish Administrative Procedures to support the implementation of this policy.

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

BYLAW NO. 5-23

SCHOOL ACT APPEALS

A Bylaw of the Board of Education of School District No. 58 (Nicola-Similkameen), hereinafter called "the Board", to establish procedures governing *School Act* Section 11 appeals to the Board.

WHEREAS Section 11 of the *School Act* provides that a parent/guardian and/or student in the School District may appeal a decision of an employee or employees of the Board if that decision significantly affects the education, health or safety of the student;

AND WHEREAS the Board wishes to enact the process for the conduct of such appeals;

AND WHEREAS the Board believes that the resolution of concerns is best addressed at the point the concern occurred and encourages students or parents/guardians to bring concerns forward with the staff member who made the decision prior to accessing the appeal process.

AND WHEREAS the Board recognizes that decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent.

NOW THEREFORE the Board of Education of School District No.58 (Nicola-Similkameen) in an open meeting, hereby **ENACTS AS FOLLOWS**:

1. CITATION

This bylaw may be cited as School District No. 58 (Nicola-Similkameen) ***School Act*** Appeals Procedure 5-23

2. DEFINITIONS

- 2.1 The terms used in this Bylaw have the meanings assigned by *the School Act* and Regulations made thereunder, except as when the context indicates otherwise.
 - 2.1.1 For greater clarity, a parent is defined as one who usually has the care and control of the student or child.
- 2.2 For purposes of this Bylaw, the student or parent/guardian filing the appeal can be referred to as the "Appellant".

3. FAIRNESS PRINCIPLES

- 3.1 Students/parents/guardians can expect fairness in the appeals process, including:
 - 3.1.1 the right to be heard,
 - 3.1.2 the right to adequate notice and timely receipt of relevant information,
 - 3.1.3 being provided with reasons for decisions,
 - 3.1.4 an impartial decision maker, and
 - 3.1.5 a respectful process, free from retaliation.

4. DECISIONS WHICH MAY BE APPEALED

- 4.1 The Board of Education recognizes the right of a student and/or parent/guardian of a student under Section 11 of the *School Act* to appeal a decision of an employee of the Board where such decision significantly affects the education, health or safety of the student.
- 4.2 A decision for the purposes of this Bylaw includes the failure of an employee to make a decision.
- 4.3 Examples of grounds for appeal include, but are not limited to:
 - 4.3.1 disciplinary suspension from school;
 - 4.3.2 suspension from an educational program, if no other educational program is provided by the Board;
 - 4.3.3 expulsion from an educational program;
 - 4.3.4 refusal to offer an educational program to a student who is sixteen (16) years of age or older;
 - 4.3.5 requirement to complete all or part of an educational program by distributed learning, or in an alternate program, as a disciplinary measure, where space and facilities are available in a school;
 - 4.3.6 exclusion from school for a health condition;
 - 4.3.7 failure to provide an Individual Education Plan to a student with special needs;
 - 4.3.8 failure to offer to consult with a parent/guardian regarding the placement or Individual Education Plan of a student with special needs;
 - 4.3.9 denial of an educational program by failure to take action in respect of a complaint of bullying, intimidation, harassment, racism or threat or use of weapons or violence by one or more students against another student; and
 - 4.3.10 any other decision that, in the opinion of the Board, significantly affects the education, health or safety of a student.

5. BEFORE FILING AN APPEAL

- 5.1 Before an appeal is filed, the Board encourages the Appellant to discuss (present the concern verbally or in writing) the issue in dispute in a constructive manner with those responsible at the school or district level. In this regard, the Board suggests, the following steps before an appeal is filed:
 - 5.1.1 Step 1: The Appellant discuss the issue with the principal where the decision was made at the school level, or the responsible administrator, where the decision was made at the district level; or
 - 5.1.2 Step 2: The Appellant discuss the issue with a district administrator

6. REFUSAL TO HEAR APPEALS

- 6.1 The Board may refuse to hear an appeal where:
 - 6.1.1 the appeal has not been filed within the time limits set out in paragraph 7.1 below;
 - 6.1.2 the Appellant has not first discussed the decision being appealed with any persons identified by the Board; and/or
 - 6.1.3 the Board determines that the decision does not significantly affect the student's education, health or safety.

7. FILING AN APPEAL

- 7.1 If the steps taken in section 5.1 above are unsuccessful, the Appellant may file a formal appeal by preparing a Notice of Appeal and submitting it to the Secretary Treasurer, or designate, within thirty (30) calendar days of the date the Appellant was informed of the final decision.
- 7.1.1 If the Appellant can demonstrate that there are reasonable grounds to extend this time limit, the Board will consider whether to extend the time limit.
- 7.2 An appeal to the Board commences with submission of a written Notice of Appeal to the Secretary Treasurer.
- 7.3 The Notice of Appeal must include the following information:
- 7.3.1 the name, address, email address (if applicable), and phone number of the Appellant, including the student's name, school, grade level
 - 7.3.2 a description of the decision that is being appealed and its effect on the education, health or safety of the student;
 - 7.3.3 the name of the employee who made the decision;
 - 7.3.4 the date the Appellant was informed of the decision being appealed;
 - 7.3.5 the grounds of the appeal and the action requested;
 - 7.3.6 the steps that the Appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees; and
 - 7.3.7 if the Notice of Appeal is filed outside the 30 day time limit, the reasons the Notice of Appeal were not filed within the time limit.
- 7.4 The District will offer assistance in preparing an appeal.
- 7.4.1 An Appeal form is available, but not mandatory, provided the information in 7.3 is provided.
 - 7.4.2 The services of an uninvolved staff member as a navigator.
 - 7.4.3 Accommodations, such as interpretive services or visual aids, when needed.
- 7.5 The District encourages Appellants to receive the support of other local, regional, or provincial organizations to prepare an appeal.
- 7.5.1 Indigenous students and/or parents/guardians are encouraged to access supports that may include: district Indigenous Education staff or advocacy services available to them from the local First Nations, Métis Associations or other local, regional, or provincial supports.
- 7.6 The Secretary Treasurer, or designate, will, upon receiving the Notice of Appeal:
- 7.6.1 promptly provide a copy of the Notice of Appeal and any other information the Appellant submits in support of their appeal to: the Board, the Superintendent or designate, and, the employee whose decision is being appealed.
 - 7.6.2 confirm with the Appellant, in writing, receipt of the Notice of Appeal. In accordance with section 10.3, the Board shall make a decision within 45 days from the date the Notice of Appeal was received.
- 7.7 The Appellant may withdraw their appeal at any time.

8. PRE-HEARING

- 8.1 The Secretary Treasurer or their designate is responsible for reviewing the Notice of Appeal and for communicating with the Appellant and others on matters related to the appeal.
- 8.2 Where, in the opinion of the Secretary Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the *School Act*, the Secretary Treasurer shall refer the preliminary matter to the Board for a determination.
- 8.3 The Board shall make a preliminary decision, if required, within 10 working days of receipt of the appeal.
 - 8.3.1 The Board shall inform the Appellant and the Superintendent or designate in writing, of the preliminary decision and provide reasons for the decision, including a refusal to hear the appeal.
- 8.4 Where there is no preliminary matter to be determined, arrangements will be made for hearing of the appeal by the Board.
- 8.5 The Board may make any interim or procedural decision it considers necessary pending the disposition of the appeal.

9. BOARD HEARING

- 9.1 The Board shall provide directions to the Appellant and the Superintendent or designate, concerning:
 - 9.1.1 whether it requires written submissions and if so, the deadlines and any other directions concerning the written submissions; and/or
 - 9.1.1.1 Where a written submission is provided by the Superintendent or designate, the Appellants and the employee whose decision is being appealed shall receive a copy of the submission.
 - 9.1.1.2 Where a written submission is provided by the Appellant, the Superintendent or designate and the employee whose decision is being appealed shall receive a copy of the submission.
 - 9.1.2 whether it will hold a meeting for the purpose of hearing oral submissions and if so, the date, place, time and location of the meeting and any time limits or other directions concerning oral submissions to be made at the meeting.
 - 9.1.2.1 Consideration will be given regarding the location of the hearing.
- 9.2 The purpose of the submissions is to:
 - 9.2.1 allow the Superintendent or designate an opportunity to explain the decision giving rise to the Appeal, the reasons for the decision and to respond to information presented by the Appellant; and
 - 9.2.2 allow the Appellant to explain their appeal and respond to the information presented by the Superintendent or designate.
- 9.3 The Board may ask questions of clarification of the parties before deciding the appeal and may adjourn any meeting of the Board held to consider the appeal for the purpose of obtaining further information.

- 9.4 An Employee shall have the opportunity to provide a written reply to any allegations contained in the Notice of Appeal and may attend any meeting of the Board held in respect of the appeal where the Appellant is present.
- 9.5 During the appeal process, the Appellant may be represented by an advocate, support person of their choosing and/or interpreter/translator, who may make submissions on behalf of the Appellant.

10. DECISION

- 10.1 The Board shall make any decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters.
- 10.2 The Board shall decide the appeal based only on the submissions presented to it in accordance with this Bylaw.
- 10.2.1 As a fairness principle, decision maker(s) for an appeal must be impartial to the parties to the appeal and the issue to be decided. Therefore, those involved making a decision will have had no prior involvement with the original decision. Any staff involved in the original decision shall not attend or participate in appeal deliberations.
- 10.3 The Board shall make a decision within 45 days from the date the Notice of Appeal was received in an acceptable form.
- 10.3.1 Whenever possible appeal decisions will be made as expeditiously as the circumstances of the appeal dictate.
- 10.4 The Board shall promptly notify the Appellant, the Superintendent or designate and the employee whose decision was appealed of the decision of the Board and shall provide written reasons for the decision.
- 10.5 An Appellant may have a right to appeal a decision of the Board made under this Bylaw to the Student Appeals Branch of the Ministry of Education and Child Care.

Postal Address: Registrar, Student Appeals
Ministry of Education and Child Care, Student Appeals Branch
620 Superior St
PO Box 9146 Stn Prov Govt Victoria BC V8W 9H1

Email EDUC.studentappeals@gov.bc.ca
Telephone 1-877-387-8037 or 250-387-8037
Website <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-disputes-and-appeals#appeals>

11. REPEAL

- 11.1 School District No. 58 (Nicola-Similkameen) Appeal Procedure Bylaw 500.0 dated February 13, 2013 and any previous Appeal Procedure Bylaws, including and amendments thereto, are hereby repealed.

Read a First Time	this	11 th	day of	December 2024
Read a Second Time	this	xx th	day of	xxx 2023

Read a Third Time	this	day of	2023
ADOPTED	this	day of	2023

Chair

Secretary Treasurer

Kassey Buckland

Subject: FW: VFE Gym Rental

From: Emily Wolbeck <emilywolbeck@gmail.com>

Sent: Monday, March 3, 2025 6:51:51 PM

To: Darrell Finnigan <dfinnigan@sd58.bc.ca>

Cc: Bill Lawrence <blawrence@365.sd58.bc.ca>; Monica Juneau <mjuneau@365.sd58.bc.ca>; trennamacleod <trennamacleod@gmail.com>; Leah Ward <lward@sd58.bc.ca>; Gordon Swan <gswan@sd58.bc.ca>; Hallie Willis <halliewillis@yahoo.ca>; Crystal Rogers <canaliax2@hotmail.com>; tjfalumni@gmail.com <tjfalumni@gmail.com>; jen.wollman82@gmail.com <jen.wollman82@gmail.com>

Subject: Re: VFE Gym Rental

Good evening, Darrell,

Upon meeting with the parents of the VFE PAC, we still have concerns about the rental fee of \$316.48 that we would be charged by the District to host our annual Spring Garage sale. As we are solely a volunteer parent group, 100% of the proceeds of the garage sale go directly towards VFE children.

Each year, approximately 12 parent volunteers, plus an equal amount of student volunteers, commit two days - between set-up, running the event and doing an extensive clean post-sale - upwards of 12 hours each, totalling up to 288 volunteer hours to raise funds for student enrichment.

We would like to officially request the District to waive the fee completely for our PAC. To be clear, our PAC consists of a very small but dedicated group of parents, and unfortunately this feels like a deterrent to attract new PAC parents and also retain the existing few.

Leah, as our VFE Trustee, could you please bring this up for review and action at this week's Board meeting that will be held in Princeton?

Best regards,
Emily

On Tue, Feb 25, 2025 at 11:19 AM Darrell Finnigan <dfinnigan@sd58.bc.ca> wrote:

Hi Emily,

We'd be happy to offer the Vermilion Forks gym for your sale! There are just a few requirements to keep in mind: a staff member will need to be on site for the duration of the event, the sale can't interfere with school activities on Friday, and nothing can be brought on-site until 4 PM or later. Additionally, a custodian will need to clean for four hours on Sunday to ensure everything is ready for Monday, which comes to a total cost of \$316.48.

Bill mentioned that since this is part of a district-approved function, liability insurance won't be necessary.

If you'd like to avoid the additional costs, you're welcome to use the parking lot and the covered area at the front entrance free of charge.

Let me know what works best for you!

Darrell Finnigan
Operations Manager
School District #58 (Nicola-Similkameen)

-----Original Message-----

From: Emily Wolbeck <emilywolbeck@gmail.com>

Sent: February 24, 2025 4:24 PM

To: Darrell Finnigan <dfinnigan@sd58.bc.ca>

Cc: Bill Lawrence <blawrence@365.sd58.bc.ca>; Monica Juneau <mjuneau@365.sd58.bc.ca>; trennamacleod <trennamacleod@gmail.com>

Subject: Re: VFE Gym Rental

[You don't often get email from emilywolbeck@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good afternoon, Darrell,

Hope you're doing well and had a wonderful weekend.

Thought I should touch base and see if you had a chance to review my request regarding the gym rental? If you have any questions I'd be happy to answer them.

Kindly,
Emily

Sent from my iPhone

> On Feb 19, 2025, at 2:37 PM, Emily Wolbeck <emilywolbeck@gmail.com> wrote:

>

>

> Good afternoon, Darrell,

>

> I hope this email finds you well.

>

> Each Spring, the Vermilion Forks PAC rents the VFE gym on a Friday/Saturday in April or May to host our annual PAC garage sale - all funds raised go towards student enrichment for VFE children. This year, I reached out to Monica Juneau to book the VFE gym for Friday, May-02 and Saturday, May-03 and she let me know that there is now a charge to rent the gym of approximately \$79/hr which includes a custodian.

>

> I'm wondering if there would be a way that the District could waive the fee for our PAC group to rent the gym? If not, the event may not be viable.

>

> Thank you for your consideration and any insight you can provide.

>

> Kind regards,

> Emily Wolbeck

> VFE PAC Treasurer

> 250-305-8390