

AGENDA
OPEN MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)
PRINCETON SECONDARY SCHOOL
WEDNESDAY, NOVEMBER 12, 2025, 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 8, 2025
4. Business Arising from the Minutes
5. Report on Closed Meetings
 - a) October 8, 2025
6. **EDUCATION**
 - a) Inclusive Education, Early Learning/Childcare Update
 - b) Indigenous Education Update
 - c) * Superintendent's Report
7. **OPERATIONS**
 - a) Potential School Closure Community Consultation Update
8. **AUDIT AND FINANCE**
 - a) Quarterly Report
9. **POLICY**
 - a) Policies For Approval
 - Third Reading - 3.42 Selection of Learning Resources
10. **CORRESPONDENCE**

None

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, BOARD ROOM
WEDNESDAY, OCTOBER 8, 2025, 6:00PM**

Success for ALL Learners Today and Tomorrow

Present:	Chairperson	G. Swan
	Vice-Chair	L. Ward (Absent)
	Trustees	J. Jepsen J. Kent-Laidlaw E. Hoisington J. Chenoweth D. Rainer
	Student Trustees	J. Davis S. Sterling
	Superintendent	C. Lawrance
	Assistant Superintendent	M. Sheldon
	Secretary Treasurer	M. Friesen
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	K. Buckland

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

AGENDA

25/146 It was moved by Trustee Hoisington and seconded by Trustee Chenoweth
THAT the agenda be approved as presented.

MOTION CARRIED

MINUTES

25/147 It was moved by Trustee Hoisington and seconded by Trustee Chenoweth
THAT the minutes of the Open Meeting held September 10, 2025, be adopted as presented.

MOTION CARRIED

Business Arising from the Minutes

None.

Report of the Closed Meeting held October 8, 2025.

EDUCATION

Enrolment Update

Superintendent Lawrance informed the trustees that enrolment has decreased by 49 students compared to last year, although the District's numbers are still close to projected figures. Superintendent Lawrance also noted that the District's budget situation has improved over last year; however, the ongoing decline in enrolment remains a concern.

Blanketing Ceremony – Jane Kempston – Retirement

Dawn-Michelle Williams, Shelley Oppenheim-Lacerte and Paul Joe were welcomed to the Open Board Meeting with a ceremonial brushing and a blanketing ceremony in recognition of retired Assistant Superintendent Jane Kempston, honoring Kempston's 33 years of service to the District.

Indigenous Education Update

District Principal of Indigenous Education Angela McIvor presented an update, noting several accomplishments and reporting that Local Education Agreements (LEA) have now been signed with Upper Nicola Indian Band, Lower Nicola Indian Band, Nooaitch & Shackan Indian Band, and Upper Similkameen Indian Band, making a total of four signed agreements. The LEA for Coldwater Indian Band has been approved, but remains unsigned at this time.

Inclusive Education, Early Learning and Childcare Update

Superintendent Lawrance informed the Trustees that the District team and Student Support Staff successfully completed the Ministry 1701 Inclusive Education data collection. Lawrance noted that Adriane Mouland, Director of Instruction – Inclusive Education and Early Learning/Childcare, has been actively visiting schools to ensure students are placed appropriately and that the necessary supports are in place. Lawrance also reported that the District was able to hire a second English Language Learner (ELL) Teacher.

Collettsville – Quebec Trip Approval

Assistant Superintendent Sheldon provided Trustees with an overview of the proposed Collettsville Elementary French Immersion Trip to Quebec City from April 20 to 24, 2026. A total of 15 Collettsville students, comprising 13 from grade 7 and 2 from grade 6, will have the opportunity to travel.

25/148

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board supports Collettsville Elementary School's proposal for their field trip to Quebec City in April 2026.

MOTION CARRIED

Superintendent's Report

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

Assistant Superintendent Sheldon introduced the new Student Trustee, Shani Sterling, bringing a student's perspective to board discussions.

OPERATIONS

District Website Launch

Superintendent Lawrance expressed appreciation to Kassey Buckland, Executive Assistant to the Secretary Treasurer and HR, for dedicating countless hours to designing the new District website, and highlighted the positive feedback received regarding its improved appearance and user-friendly design.

School Closure Process and Meeting Dates

Superintendent Lawrance provided the Trustees with community engagement meeting dates for all the schools and five bands.

AUDIT AND FINANCE

Bylaw – Modification of Covenant (Parking)

Secretary Treasurer Friesen informed the Trustees that the owner of the property adjacent to the Princeton Skills Centre has requested that the School Board reduce the number of parking spaces to facilitate waste management and access for redevelopment of their property. To accommodate this, the existing covenant agreement with the City of Princeton for the parking lot—owned separately by the School District—must be modified. Once the covenant is updated, the developer will enter a “License to Occupy” and “Maintenance Agreement” with the School District to enable construction and ongoing access.

25/149 It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board of Education of School District No.58 Nicola Similkameen, 162 Taptan Avenue, Princeton BC, modification of covenant bylaw 2025-26 MCSD58-01, forward for first reading.

MOTION CARRIED

25/150 It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw

THAT the Board of Education of School District No.58 Nicola Similkameen, 162 Taptan Avenue, Princeton BC, modification of covenant bylaw 2025-26 MCSD58-01, forward second reading.

MOTION CARRIED

25/151 It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the Board of Education of School District No.58 Nicola Similkameen, 162 Taptan Avenue, Princeton BC, modification of covenant bylaw 2025-26 MCSD58-01, forward third and final reading.

MOTION CARRIED

POLICY

Second Reading

3.42 Selection of Learning Resources

25/152

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

THAT the Board approve Policy 3.42: Selection of Learning Resources, forward for second reading.

MOTION CARRIED

Third Reading

6.51 Disposal of Land or Improvements

25/153

It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board approve Policy 6.51 Disposal of Land or Improvements, forward for third and final reading.

MOTION CARRIED

Policies Recommended for Repeal

None.

Trustee Reports:

Student Trustee Reports

At the beginning of the Board meeting, Assistant Superintendent Sheldon introduced Student Trustee, Shani Sterling, noting that this is Sterling's first year serving in the role. Assistant Superintendent Sheldon also introduced Jacob Davis as a Student Trustee, marking Davis' second year in the position. A discussion was held with the Student Trustees on how their first month of school went.

P.A.C. Reports

Trustee Hoisington reported on Nicola Canford Elementary.

Trustee Rainer reported on John Allison Elementary.

Trustee Chenoweth reported that Superintendent Lawrance and Chair Swan attend the Collettsville Elementary PAC meeting for Trustee Chenoweth and reported on SCIDES.

Trustee Kent-Laidlaw reported on Princeton Secondary School.

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

Trustee Ward is absent for this meeting therefore cannot report on Vermilion Forks Elementary PAC meeting.

Chair Swan reported on Collettsville on the behalf of Trustee Chenoweth and reported on Bench Elementary and MSS.

Other Reports:

Chair Swan reported that he had a meeting with the Minister of Education reviewing changes to the School Act that will allow expanded childcare services throughout the school year, including on non-instructional days and weekends, and discussed the need for additional funding for regional renovations to support these changes.

CORRESPONDENCE:

Trustee Jepsen informed the Trustees that the Tumbleweed Preschool is asking for a letter of support to apply for a gaming grant. They are a non-profit organization.

25/154 It was moved by Trustee Jepsen and seconded by Trustee Chenoweth

THAT the Board will write a letter of support for Tumbleweed Preschool's gaming grant application.

MOTION CARRIED

PUBLIC QUESTION PERIOD

NONE

ADJOURNMENT

25/155 Motion to adjourn was made by Trustee Jepsen and seconded by Trustee Chenoweth

THAT the Open Board meeting be adjourned at 7:20pm

Chairperson

Secretary Treasurer

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

**RE: INCLUSIVE EDUCATION, EARLY LEARNING
& CHILDCARE REPORT**

DATE: November 12, 2025

The Director of Instruction for Inclusive Education, Childcare, and Early Learning's report is attached.



CL/sc

Director of Instruction – Inclusive Education &
Early Learning Child Care Report
November 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. **

Here are a few updates and highlights from last month:

- **Building Language and Literacy Foundations with *Story Champs***
Over two engaging evenings, I had the opportunity to facilitate *Story Champs* training for some of our Kindergarten and Grade 1 teachers, along with our Speech Language Assistants. *Story Champs*, developed by the Language Dynamics Group, is an evidence-based program that supports the development of students' oral language, storytelling, and comprehension skills. This collaborative learning experience will help strengthen early literacy instruction across our classrooms and empower educators to nurture confident, expressive young storytellers.

- **Supporting Safety and Care through CPI Training**
During our October Professional Development Day, a group of our Education Assistants came together to participate in *Crisis Prevention Intervention (CPI)* training. This important learning focused on strategies to prevent and safely de-escalate challenging situations, while emphasizing care, dignity, and respect for all students. Providing our staff with these skills helps ensure safe and supportive learning environments across our schools. The next group of Education Assistants will have the opportunity to complete their CPI training in February.

- **ERASE Critical Incident Response & Management Training**

This month, Asst. Superintendent Sheldon and I completed the *Safer Schools Together: ERASE Critical Incident Response & Management* training. This comprehensive program equips school and district leaders with the knowledge and tools to effectively respond to and manage critical incidents that may impact our schools or broader community. The training emphasized proactive planning, coordinated communication, and trauma-informed approaches to ensure the safety and well-being of students and staff. Strengthening our district's capacity in this area is essential for maintaining calm, coordinated responses during high-stress situations and for supporting recovery in the days that follow.

- **Provincial Safer Schools Together Meeting**

I recently attended the provincial *Safer Schools Together* meeting, which brought together educational and community leaders from across British Columbia to discuss emerging safety concerns and proactive strategies for schools. Key topics included an analysis of current trends in digital and online behaviours among youth, confronting the growing issue of sex trafficking in schools, and moving from awareness to action in identifying and responding to racism and hate. The meeting also explored the safety risks associated with artificial intelligence and the importance of educating students and families about digital citizenship. As a result of this important work, a number of resources and tools will be shared with school administrators to distribute to families across our community, supporting awareness, prevention, and safety for all.

Looking forward, my focus will continue to be on supporting literacy instruction across our schools and providing ongoing guidance to Student Support Teachers in the effective case management of CBIEPs. I'll also be working alongside teachers and Education Assistants to strengthen collaboration and role clarity, ensuring both teams can work together efficiently and effectively to support student success.

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INDIGENOUS EDUCATION REPORT

DATE: November 12, 2025

The District Principal of Indigenous Education's report is attached.



CL/sc



NOVEMBER 12, 2025

INDIGENOUS EDUCATION UPDATE

October has proven to be another busy month. Time was spent buttoning up: meeting with ISA's, working on the Indigenous Ed. Website, supporting planning for events, working on audit binder information, supporting new ISA's.

INDIGENOUS EVENTS AND ACTIVITIES

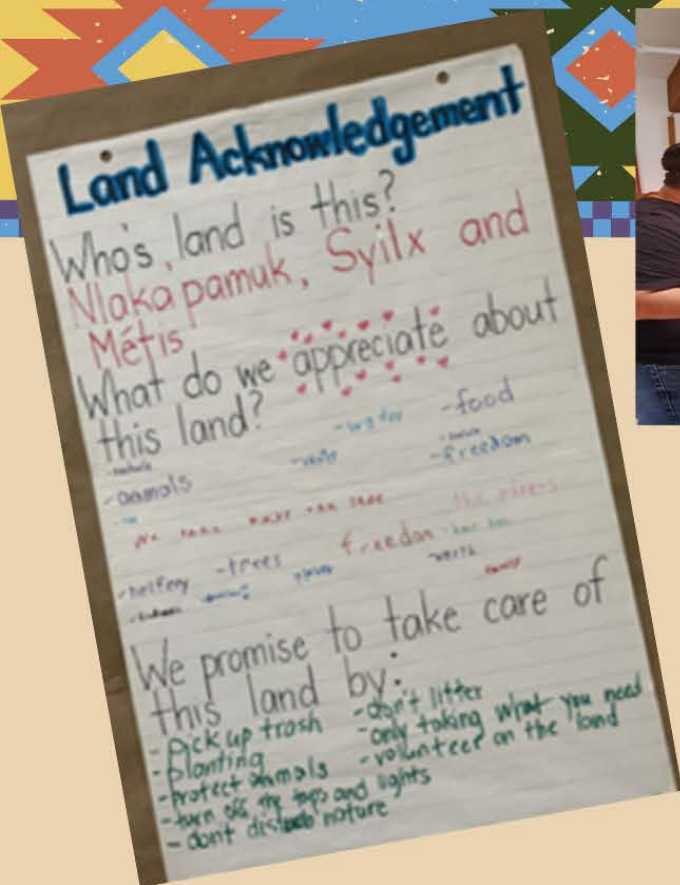
We were happy to provide teachers, school board staff and community partners the "Coldwater Culture Camp" on the October Pro-D Day. It was a beautiful day where we got to learn from local elders about the pit house, hide tanning, storytelling, residential school experiences and the effects of generational trauma.

Teachers' strong understanding of local Indigenous cultures, histories, and perspectives is essential for student success. This knowledge helps create inclusive classrooms, fosters belonging, and supports authentic integration of Indigenous content.

ISAs have a long list of the great work they are doing in schools every day:

- Nicola-Cantford: Drumming sessions for students every Wednesday with Paul Joe.
- MSS: Ensuring student attendance at career fairs and post-secondary tours; smudging ceremonies every Monday and Friday. The most recent tour was to UBCO.
- John Allison and Vermillion Forks: Providing strong literacy and math support; engaging students in garden activities.
- Diamond Vale: Welcoming and greeting students each day; offering volleyball support.
- PSS: Teaching about pictographs, red ochre, and Medicine Pouches.
- Bench: Supporting literacy; introducing students to nte?kepmxcin.
- Central: Focusing on literacy and math support in October; teaching land acknowledgements.
- Collettville: Learning about traditional plants and medicines, and the 8 Sacred Teachings.
- CLC: Exploring kece tea and nsyilxcən.

This list represents just a small sample of the many great initiatives happening in schools every day.



Community News

We have all been working hard in the last month getting out to school and the community to be a part of the Rights Holders and School Consultation meetings. Making sure voices are heard and supported in each Band is essential. I was able to support at some school meetings and attended LNIB and Coldwater Band's meeting so far.

Supporting Schools

Working with and creating good communication with school administration has been a high priority. Ensuring we all work together as a team is so important. Keeping admin informed and up to date on our programs and services and ISA jobs and expectations keeps us all on the same page for supporting our students.

BC Superintendents Association (BCSSA)

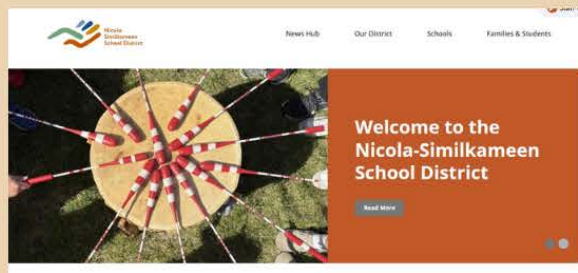


I attended the BC Superintendent's Gathering. It is a great place to connect and learn from other District Leads. Some of the learning that I am appreciative of is the Competency statements that are used to support leadership in their own professional development. The Leadership Competency Advisory Committee and the BC Indigenous Leaders' Group led the development.

The Perspectives and Considerations reflect the 5Rs of Indigenous Leadership, an approach originally based on the work of Kirkness and Barnhardt (1991). The five Rs include: respect, relevance, reciprocity, responsibility, and relationships.

The competencies are: Stewardship for the Future of All Children, Fostering a Culture of Curiosity and Inquiry, Growing the Capacity of Self and Others, Contextual Literacy, Aligning Structures with Vision for Learning.

I am happy to be continuing learning and growing, and will be partaking in an Indigenous Leadership Series offered by the Indigenous Chapter in BCSSA.



Our new Indigenous website will have a better summary of each school's activities for all to see. (Under ISA Updates)

www.nssd.ca

MEMORANDUM

TO: All Trustees **FROM: Courtney Lawrance**
Superintendent of Schools

RE: Potential School Closure Community **DATE: November 12, 2025**
Consultation Update

We have a dedicated webpage on our District website called “Potential School Closure.” We will continue to post as we move through the process.

We have completed 8 community consultations to date at:

- Central Elementary – October 20, 2025
- Lower Nicola Indian Band – October 28, 2025
- Collettville Elementary – October 28, 2025
- Bench Elementary – October 29, 2025
- Diamond Vale Elementary – October 29, 2025
- Nicola-Canford Elementary – October 30, 2025
- Merritt Secondary School and Community Learning Center – October 30, 2025
- Coldwater Indian Band – November 4, 2025

There are 3 more scheduled this year:

- Upper Nicola Indian Band – November 18, 2025
- Princeton Schools (All) – December 1, 2025
- Nooaitch and Shackan Indian Bands – December 3, 2025

Summaries of the meetings held have been posted to our Website. We are working on another Question and Answer document based on questions asked at the community consultation meetings. A full report will be created in December and posted to our website once all of the first round of meetings have been completed.

Attendance was strongest at Central (36), Collettville (53) and Coldwater’s (43) Community Consultations. We have seen smaller numbers at the other school and community meetings: Lower Nicola (2), Merritt Bench (4), Diamond Vale (6) Nicola-Canford (2) and Merritt Secondary/CLC (6). We have had some parents and stakeholders attend multiple meetings. We have had trustees from both Merritt and Princeton who have supported the meetings.

A second round of consultation meetings will be scheduled for January and February 2026. We are currently working on a draft schedule.

As previously mentioned, Senior Staff are working on another Questions and Answers document. Below is a sampling of questions being asked. The summary of each meeting includes the questions asked at each meeting to date.

- Why were Central and Collettsville chosen? Why not Bench or Diamond Vale?
- What is the cost of deferred maintenance at each school? Not just Central and Collettsville
- How did we get to this point financially?
- What are the “How’s” of a school population moving?
 - Does signage move?
 - Classroom resources?
 - Playground Equipment
 - Student Prep
- How many students are currently out of catchment?
- Why don’t we cut at District Office?
- Who would be Principal of a combined school?
- Would there be a Principal and Vice-Principal at a Dual-Track school?
- What happens to the existing staff of the school if it closes?
- Where would the students go if their school closes?
- Why were these three scenarios chosen?
- Why table discussion and not general questions?

Timeline of Process:

- Data Analysis – December 2025
- Release of Summary Reports to facilitate School Closure, Strategic Plan & Budget Secondary Consultation processes – January 2026
- Secondary Community Consultation on all 3 Processes – Winter 2026
- Board Decisions on School Closure and Strategic Plans Goals & Objectives – March 2026
- BoE Decision on 26/27 Budget – April 2026



CL/sc

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: Q1 Quarterly Report

DATE: November 7, 2025

Trustees will find enclosed a copy of the quarterly financial update for the period, July 1, 2025–September 30 2025. An overview of the report will be provided followed by an opportunity for questions and discussion.

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

Encl. Q1 Operating Budget Update

School District No. 58 (Nicola-Similkameen)

Quarterly Budget Report - Operating Fund

For the Period Ended September 30, 2025

	Annual Budget	July - Sept Expenses	Remaining		25/26 %	24/25 %	+/_ %	Outstanding Purch Orders
<u>Salaries & Benefits</u>								
Salaries - Teachers	\$ 9,496,385	\$ 954,937	\$ 8,541,448		10%	12%	-2%	
Salaries - Principals and VP	2,348,962	543,161	1,805,802	*	23%	24%	-1%	
Salaries - Support Staff	3,127,338	502,940	2,624,398		16%	17%	-1%	
Salaries - Educational Assts	3,129,355	237,479	2,891,876		8%	8%	0%	
Salaries - Other Professionals	1,429,943	359,151	1,070,792	*	25%	23%	3%	
Salaries - Repl TTOC	964,422	56,249	908,173		6%	9%	-3%	
Salaries - Repl CUPE	560,227	35,218	525,009		6%	12%	-5%	
Total Salaries:	\$ 21,056,632	\$ 2,689,136	\$ 18,367,496		13%	14%	-1%	
200 Benefits	4,897,484	603,756	4,293,728		12%	12%	0%	
Total Salaries & Benefits:	\$ 25,954,116	\$ 3,292,891	\$ 22,661,225		13%	14%	-1%	
	23.26%	22.45%					0%	
<u>Services & Supplies</u>								
							0%	
Professional Services	\$ 1,663,090	\$ 678,223	\$ 984,867	**	41%	39%	2%	\$ 44,337
Student Transportation	404,866	24,421	380,445		6%	6%	0%	
Professional Dev & Travel	406,466	36,077	370,389		9%	18%	-9%	
Rentals and Leases	46,393	10,472	35,921	*	23%	25%	-3%	
Dues and Fees	116,400	39,498	76,902	**	34%	41%	-8%	
Insurance	113,507	10,712	102,795	**	9%	31%	-21%	
Supplies	1,654,353	305,535	1,348,818		18%	22%	-4%	\$ 84,646
Utilities	893,240	106,554	786,686		12%	18%	-6%	
Total Services & Supplies:	\$ 5,298,315	\$ 1,211,492	\$ 4,086,823		23%	26%	-3%	
							0%	
Grand Total	\$ 31,252,431	\$ 4,504,383	\$ 26,748,048		14%	16%	-1%	

The majority of school district expenses are incurred during the School Year, September - June.

** Expenses Are Represented By Three Months of Costs.*

*** Expenses Are Represented By Front-End Loaded Expenses For The School Year.*

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

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

DATE: November 12, 2025

Recommendations:

We continue to work on our Administrative Procedures, which is the next step in the policy review process. The following policy is presented for third reading:

Policies:

First Reading

a) n/a

Second Reading

a) n/a

Third Reading

a) 3.42 Selection of Learning Resources

Policies Recommended for Repeal

a) None

Administrative Procedures (For Information Only)

a) Critical Incidents - Memorials in Schools



CL/sc

POLICY 3.42 SELECTION OF LEARNING RESOURCES

1. Board Responsibilities

- 1.1 Board of Education may only use educational resource materials (i.e., learning resources) that the board considers appropriate, specific in an educational program guide, or are recommended by the Minister of Education from time to time.
- 1.2 The Ministry of Education no longer conducts evaluation processes to recommend learning resources. Boards must have policies and procedures for approving the learning resources chosen for use in schools. See Administrative Procedure – Selection of Learning Resources.
- 1.3 Districts are required to establish a process for ensuring the list of recommended learning resources is up to date and aligned with the changes in the curriculum.

2 Concerns or Challenges – Learning Resources

- 2.1 Any concerns or challenges to the use of Learning Resources should be dealt with at the District level. See Administrative Procedure – Learning Resources – Challenged Materials.

Administrative Procedure		Nicola Similkameen School District
Section:	Students, Instruction & School Operations	
Title:	Critical Incidents – Memorials in Schools	Pending

Background

The Board of Education recognizes that the loss of a member of the school community is deeply felt by students, staff, and families. Following the death of a Nicola-Similkameen School District student or staff member, the primary focus of staff will be on supporting those affected and connecting them with appropriate school and community resources.

Memorials can set lasting precedents and must be approached with fairness and care. The District believes that remembering a student or staff member whose life ended during their time in the Nicola-Similkameen School District should be handled with consistency, equity, and compassion—honouring the individual while respecting the grieving process of family and friends. Memorials must also be engaged in accordance with Board policies and procedures.

In the immediate aftermath of a loss, proposals for memorials may arise without full consideration of their long-term impact on students, staff, families, and the wider community. Research supports that the *how* a memorial is planned often matters more than *what* is created. For this reason, it is essential that students, staff, and families play a central role in any planning process. It is equally important to allow time and space for reflection, ensuring that members of the school community can process their emotions and thoughts surrounding the loss.

This Administrative Procedure establishes clear parameters to guide decision-making related to school-based memorials.

Guiding Principles

1. *Normalize Grief While Preserving Routine:* Memorials and events will support emotional processing without excessively disrupting the normal function and activity of the school
2. *Voluntary participation:* Participation of both students and staff in any remembrance activities must be voluntary and consensual.
3. *Temporary, Inclusive, and Compassionate:* Best-practice memorials are time-limited and accessible to all, while respecting the privacy and preferences of the family.
4. *Equity and Consistency:* Every loss will be treated with the same level of care and intention, regardless of circumstances or visibility.
5. *Respect for the Family:* Memorial efforts will respect the family's wishes and cultural values, while also aligning with District protocols and the well-being of students and staff.
6. *Avoiding Re-Traumatization:* Decisions about memorialization will consider the emotional safety of both those impacted by the loss and the broader school population.

Procedures

1. Memorial activities that take place at school must be approved and coordinated through the School Principal. In consultation with the Superintendent of Schools or designate and the District Critical Incident Response Team (DCIRT), and with reference to these procedures. The Principal will assist families and students in selecting memorial activities that are appropriate for the school community and will assist students in healthy bereavement.
2. In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorialization of students or staff.
3. Temporary school memorials, as approved by the School Principal, may be displayed until the day of the funeral, or within one week following the death, after which time they will be given to the family or charity as determined by the family and designated district officials.
 - 3.1 Allowable temporary memorials include flower arrangements, banners, pictures, notes, and locker and student desk displays.
 - 3.2 Any plans to sell memorial items must receive prior approval of the Principal.
4. The School District reserves the right to accept or decline permanent memorials.
 - 4.1 Permanent legacy memorials for deceased students and staff are limited to endowments, scholarships, or items with educational significance.
 - 4.1.1 Scholarship and endowment memorials may be established either as onetime or perpetual awards, with a description of the purpose of the endowment or scholarship.
 - 4.2 In general, the school district will avoid legacy memorials such as placing a plaque in the hallway or planting a tree. These are precedents that the school may not be able to apply consistently to all possible future deaths.
5. Dedications in the school yearbook are subject to the approval of the School Principal and Superintendent or Designate.
6. Memorials following a death from suicide or accidental drug poisoning must not glamorize, romanticize, or stigmatize the act of suicide.
7. School district facilities will not be used for memorial services or funerals.
 - 7.1 Exceptions may be made for rental of school facilities, on non-instructional days, by private parties with the approval of the Superintendent or Designate.
 - 7.2 In addition, the Superintendent or Designate, in consultation with the DCIRT, has the discretion to approve school-wide memorial activities in certain rare and extenuating circumstances. Due to the varying needs of students and staff, students and staff would not be required to participate in any school-wide memorial events.
8. School staff will monitor anniversary dates and may provide small group or individual counselling and/or other supportive activities to friends of the deceased in order to assist with grief recovery.
 - 8.1 School-wide recognition of anniversary dates will not occur.
9. Memorials established prior to the initial adoption of this administrative procedure are not affected.

A Note on GoFundMe and Similar Fundraising Platforms

In the event of a loss affecting the school community, the District maintains the following position regarding crowdfunding initiatives:

1. School staff and the District will not create or manage GoFundMe or similar fundraising pages in response to a death in the District community.
2. If individuals choose to contribute in a personal capacity to an established crowdfunding initiative, particularly within the context of their professional role, it is strongly recommended that donations be made anonymously, to maintain boundaries, preserve a sense of equity, and protect privacy.
3. Equity considerations must guide all responses—fundraising efforts may unintentionally create disparities in how different losses are perceived or supported.
4. All activities must comply with Canada Revenue Agency (CRA) guidelines, particularly regarding charitable giving and the use of public resources.

References: Memorials in Schools Central Okanagan Public Schools
 Critical Incidents – Memorials in Schools New Westminster Schools
 Managing Memorials Safer Schools Together

Date of Original Superintendent Approval: November 12, 2025

Date Amended:

Cross Reference: