

AGENDA

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

**PRINCETON SECONDARY SCHOOL BOARD ROOM
WEDNESDAY, May 13, 2026, 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
 - a) Open Meeting held April 8, 2026
4. Business Arising from the Minutes
5. Reports
 - a) Closed Meeting held April 8, 2026
6. Presentations to the Board
 - * a) Collettsville French Immersion – Quebec Trip (Virtual)
 - * b) Princeton Secondary School – Travel Club (In-person)
7. **EDUCATION**
 - a) Indigenous Education Report (Virtual)
 - i. Presentation from Indigenous Language Teachers
 - b) Inclusive Education, Early Learning and Child Care Report
 - c) Strategic Plan Development – Harold Cull and Jane Kempston (Virtual)
 - * d) Superintendent’s Report
8. **OPERATIONS**
 - a) Board Meeting Dates
 - b) French Immersion Program Relocation Update

- c) School Name Change – Merritt Central Elementary School to École Merritt Central Elementary School
- d) Amendment Notice – Bylaw 2.23
- e) Trustee Remuneration

9. **AUDIT AND FINANCE**

- a) 2025-2026 Q3 Quarterly Financial Update
- b) 2026-2027 Budget Development Memo
- c) 2026-2027 Annual Budget Bylaw – First Reading

10. **POLICY**

First Reading

- a) n/a

Second Reading

- a) Policy 1.31 – Role of the Superintendent
- b) Policy 1.32 – Role of the Secretary Treasurer

Third Reading

- a) n/a

Policies Recommended for Repeal

- a) None

11. **TRUSTEE REPORTS**

- * a) Student Trustee Reports (covered in Travel Trip Update)
- * b) P.A.C. Reports
- * c) Other Reports (AGM – Trustee Ward)

12. **CORRESPONDENCE**

13. **PUBLIC QUESTION PERIOD**

14. **ADJOURNMENT**

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INDIGENOUS EDUCATION REPORT

DATE: May 13, 2026

The District Principal of Indigenous Education's report is attached. We will be joined by our Indigenous Language Teachers as well as our coach who has been supporting the language teachers and program this year for a virtual presentation.



CL/sc

INDIGENOUS EDUCATION UPDATE

MAY 13, 2026

May has really snuck up! Preparations are now underway for the busy schedule of end-of-year activities and Indigenous Grad.

INDIGENOUS EVENTS AND ACTIVITIES

Elders Luncheon - April 9, 2026

On April 9 Nicola-Similkameen Indigenous Education Department honored the Elders and Knowledge Keepers who support our students across Nicola-Similkameen. Their presence was a gift—grounding our schools in language, culture, values, and lived experience that can't be found in a textbook. Knowledge keepers help our students know who they are, where they come from, and how to walk with confidence in both Indigenous and non-Indigenous worlds.



Approximately 40 elders joined us at Bench school for a lunch and a game of nte?kepmx bingo. Students from Bench school joined to drum and to play bingo and interact with the elders. This was heartwarming. So much teaching happened during our day together. We were also privileged to have Bear Dancers dance for us and brush us off.



Traditional Games - April 22, 2026

All the grade six students from the elementary schools and Band Schools, got to spend a great day at Central Elementary School to participate in the Traditional Games event. Tim Manuel spoke about how the event started in the district several years ago. The conversation started in the want and need to show who we are as Indigenous people as part of Truth and Reconciliation. Games such as knobby ball, high kick, spear throw, rock throw, hoop jump were able to showcase skills once needed to be able to contribute to community by hunting/being a warrior, and these games emphasize those skills. What a fun way to share information and a part of culture to all students. Thank you to the ISA's for organizing this amazing event.



MMIWG2S/Safety Walk - May 5, 2026

Nicola Similkameen is committed to honoring Missing and Murdered Indigenous Women, Girls, and Two-Spirit people (MMIWG2S) through learning, awareness, and action in our schools. This spring, we are supporting MMIWG2S safety walks at each school to help students and staff reflect on safety, identify areas for improvement, and strengthen a shared responsibility for caring for one another. This work is also supported through the 'Kids in the Know' program, which includes Indigenous lessons and perspectives that build understanding, confidence, and safe choices.



ISA's have a long list of the great work they are doing in schools every day, these are a snapshot:

Nicola-Canford: hoop dancing, drum club, Taekwondo, health/wellness, Jason Simon presentation.

MSS: Big buddies bake and read with NCE, junior girl's group, boy's group, lahal, haircuts for self-care, water stewardship, Motivational speaker, "Smudge the Blades," health fair on drugs and alcohol, grade 12 post-secondary Band funding packages.

John Allison: 8 sacred teachings, Metis art, safety talks, garden tour, academic support.

Vermillion Forks: weaving bracelets, MMIW2S, Moosehide Campaign, medicine wheel teachings.

Diamond Vale: 8 Sacred teachings (forgiveness), traditional games.

PSS/Bridge: beading projects, tea lessons, ribbon skirts for grad, ISPARC funded garden project.

Bench: nte?kepmxcin learning, literacy groups, Indian ice-cream, 8 sacred teachings, hand drumming.

Central: Chapperon Lake "Gathering on the land Ceremony", Jason Simon presentation, bitter root cleaning.

Colletville: girl's group, pictograph painting, Red Dress Day activities, Dennis Saddleman presentation.

CLC: visit to the Shackan nursery, learning names of plants in nte?kepmxcin.



LANGUAGE

Nicola-Canford nte?kepmxcin

Primary Language: food unit, beading, nature walks to learn about local plants.

Intermediate Language: food unit, beading, cotton bud salve making, Shackan Nursery trip to learn about plants, drying meat.

Central and MSS nsyilxən

Pronunciation, different sounds in nsyilxən for example ʔ, t, č, ǰ, kʷ. We had spent quite a bit of time on the oral articulation of the nsyilxən sound chart having students make the different sounds and identify them by going to the letter in the room. 1-10 counting, conversation and place names.

Following our traditional ways of being we use our captikʷt (creation stories) to learn. Our latest unit is greeting and emotions. "kn npiyls" (I'm happy), "kn ʔayǰʷt" (I'm tired), "ti kn ǰast" (I'm okay). These are examples but not limited to in our unit.

Central, Diamond Vale MSS nte?kepmxcin

Family vocabulary, Mother's Day vocabulary, beading, making dandelion tea, games that incorporate the language.



UPCOMING EVENTS

May 14, 2026

Language & Culture Camp

Shulus Arbor

10:00 am to 1:30 pm

June 3, 2026

Indigenous Graduation Celebration

Merritt Arena



MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

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

DATE: May 13, 2026

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
May 2026**

**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. **

Over the past month there are two important highlights to share:

Provincial Outreach Program for the Early Years (POPEY)

Assistant Superintendent, Misty Sheldon and I attended the *Working Together for Early Literacy Success* session hosted through the Provincial Outreach Program for the Early Years. This full-day session brought together literacy leads and instructional leaders from across the province to strengthen early literacy practices.

The session emphasized the value of cross-district collaboration and provided practical strategies to refine early literacy instruction and assessment. Moving forward, these insights will support continued development of cohesive, evidence-informed approaches to early literacy across our district, with a focus on strengthening both classroom instruction and targeted interventions.

Supporting Student Safety in Digital Spaces

In alignment with our commitment to student well-being, I also attended a SaferSchools workshop: *Nihilistic Violent Extremism: Protecting Children & Youth from Evolving Online Threats*, offered through the Ministry of Public Safety and Solicitor General as part of the erase strategy.

The session, delivered in collaboration with the RCMP National Security Program, highlighted emerging online risks affecting children and youth, along with key warning signs educators and counsellors

should recognize. It deepened understanding of risk factors linked to online radicalization and harmful content, while emphasizing the importance of early identification, prevention, and timely intervention within school communities.

Strengthening Protective Factors for Students

A consistent theme across both learning opportunities is the importance of strengthening protective factors that support student well-being and resilience.

Key areas include:

- *Healthy Activities & Social Engagement* – Builds connections and supports overall well-being.
- *Involved Family Members and Caring Adults* – Strong relationships and home-school communication are critical.
- *Strong Sense of Self* – Developed through strength-based approaches, student voice, and inclusive practices.
- *Sense of Belonging and Purpose* – Connection to school and community increases engagement and reduces risk.
- *Human Interaction Over Digital Media* – Face-to-face connection supports healthy development and balance.

These professional learning opportunities reinforce a clear and consistent message: early intervention, strong relationships, and intentional systems of support are essential to both academic success and student well-being. By continuing to strengthen early literacy practices and proactively address emerging online risks, the district remains well-positioned to support students in developing the skills, resilience, and sense of belonging necessary for long-term success.

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: STRATEGIC PLAN DEVELOPMENT

DATE: May 13, 2026

Please see the attached report for the Strategic Plan Refresh Project.

Harold Cull and Jane Kempston are facilitating the process for the working committee and will present at our meeting tonight to give the Board an update and seek direction as we move forward in our refresh of the Strategic Plan.



CL/sc



School District 58 – Nicola Similkameen

Strategic Plan Refresh Project

Initial BoE Update

May 13, 2026

Background

Based on the background and experiences with the District, Jane Kempston and Harold Cull were engaged by Superintendent Courtney Lawrance to assist in the refresh of the School District's Strategic Plan. The current plan, developed in 2021, is scheduled to conclude at the end of the current school year.

Through initial discussions with staff, it is felt the direction and intent of the current Strategic Plan is still relevant and continues to provide the roadmap for the District to follow towards student success. A Strategic Plan Working Committee (SPWC) of trustees, senior staff, Rightsholders and partner groups has been formed to help facilitate the refreshing of the Strategic Plan for the next four years (2026 to 2030).

This update is being provided to the Board to reflect the work of the SPWC after their first two meetings discussing the current Vision, Mission and Values statements (April 24th) as well as beginning the development of Priority Areas and Goals (May 1st) for the next four years.

The Committee meetings have been well attended, and members are engaged and supportive of the process. Trustees Swan and Chenoweth have opened the meetings on a positive note and Trustee Hoisington has participated in the discussions at both meetings.

Feedback Received to Date

MEETING #1: For the review of the current Vision and Mission statements and the list of Values (VMV), the SPWC undertook a Keep/Change/Gap process to identify and recommend changes to the existing statements. The following is a summary of those reviews with additional details included in the feedback provided to the SPWC.

Vision

Vision: Success for all learners, today and tomorrow

The feedback received on the existing Vision statement was minimal and reflected support for the concise and direct statement already in place. The statement combines a focus on student success and the need to be focused on the present and future. Consistent with earlier feedback received, the current Vision has been well received and still relevant.

Mission

Mission: To foster a safe, inclusive learning community that inspires excellence, curiosity, and personal growth in every student and staff member, while valuing diversity, strengthening partnerships, and supporting continuous improvement (summarized)

The current Mission is a set of bullet points to reflect the Board's statement of why the organization exists, presenting the purpose and direction of the District. These bullet points have been summarized, using AI, to reflect the mission statement noted above with the intent that the bullets can be converted into a statement for the refreshed Strategic Plan.

The following is a summary of the feedback from the SPWC.

- Keep:**
- 1) Safe & nurturing learning environments
 - 2) Excellence in teaching & learning
 - 3) Challenge students and staff to explore by inspiring
- Change:**
- 1) Combine and make less wordy
 - 2) Direct reference to numeracy & literacy
- Gap:**
- 1) Collective responsibility of community and families

Based on this feedback, there are some minor changes that the Board can consider to the existing Mission Statement but it does not require a full rewrite. Adding a reference to learning (recommendation is to keep the reference at learning vs. detailing numeracy and literacy and missing out on social emotional) and the important role community and families play while making it a more concise statement, will address the feedback received.

Values

The **Values** of the existing plan are not clearly labeled and are imbedded throughout the document. Direct feedback on these Values was not provided by the SPWC and it is recommended that the Board consider developing a concise list of Values to share with this system.

MEETING #2: The SPWC’s second meeting was focused on discussing priority areas (one-word concepts) and then developing these priority areas into Goal statements. Based on the feedback received at the first meeting, the following concepts were identified to begin the priority/goal discussions:

- 1) Teaching and Learning Excellence
- 2) Well-being and Safe Environments
- 3) Belonging, Identity and Relationships
- 4) Communication and Transparency

The SPWC then worked through a potential impact and prioritization process based on estimated low impact (1) to high (5). Committee member assessed each concept against the 4 lenses in the first column of the table below. Here are the results of the group prioritization exercise:

	Teaching & Learning Excellence	Well-being & Safe Environments	Belonging, Identity & Relationships	Communication & Transparency
Impact on student success	4 4 5 4 3 5 3 5 3 5 4 5 4 5 4 5 4 = 67	5 5 5 5 5 5 5 5 5 5 5 5 4 5 5 5 5 = 84	5 5 5 5 5 5 5 5 5 5 5 5 3 5 5 3 4 = 80	5 4 4 5 1 3 2 2 3 2 5 5 4 5 4 2 4 = 60
Impact on equity and inclusion	5 3 4 3 4 5 4 4 4 4 5 4 5 4 4 4 3 = 64	5 5 5 5 5 3 5 5 5 5 5 4 4 4 5 5 4 = 79	5 5 5 5 3 5 5 5 5 5 5 5 4 5 5 5 4 = 81	5 5 5 3 3 3 1 1 3 2 4 3 5 5 4 2 3 = 57
Urgency – what can’t wait	5 3 3 5 2 5 3 3 4 5 5 5 2 5 5 4 3 = 67	5 5 3 5 5 4 5 5 5 5 5 5 2 4 5 5 5 = 78	5 5 4 5 5 4 4 5 5 5 5 5 2 4 5 4 4 = 76	5 3 4 4 5 3 2 1 3 2 4 3 2 5 4 1 3 = 54
Leverage – does this cluster in fact impact multiple areas	5 3 4 3 2 5 4 4 3 5 5 5 3 5 4 4 3 = 67	5 3 4 5 5 5 4 5 5 5 4 5 5 4 5 5 4 = 78	5 5 4 4 5 5 5 5 5 5 5 5 5 5 5 4 4 = 81	5 3 4 4 3 4 1 1 4 2 4 4 3 4 3 3 4 = 56
Total	19 13 16 15 11 20 12 16 16 19 19 19 14 19 17 17 13 = 275	20 18 17 20 18 19 19 20 20 20 18 19 15 18 20 20 18 = 319	20 20 18 19 18 19 19 20 20 20 20 20 14 19 20 16 16 = 318	20 15 17 16 11 13 6 5 13 8 17 15 14 19 15 7 14 = 225

The results show strong support for all 4 areas which begins to shape the frame of the refreshed Strategic Plan. It is recommended that the discussion, **at the concept level**, continues to allow for feedback to flow in. The risk becomes when we begin to wordsmith the priorities/goals too early in the process taking away from the focus of the discussion and stalling the rhythm and momentum of the Committee.

The following is a summary of the rankings and key insights on each concept.

Overall Prioritization Summary

Across all criteria (student success, equity & inclusion, urgency, and leverage), the clusters rank as follows:

1. Well-being & Safe Environments – 319 (Highest Priority)
2. Belonging, Identity & Relationships – 318 (Very Close Second)
3. Teaching & Learning Excellence – 275 (Moderate Priority)
4. Communication & Transparency – 225 (Lowest Priority)

Key Insights by Theme:

1. Well-being & Safe Environments

- Consistently scored the highest across all categories.
- Particularly strong in **student success and urgency**, indicating immediate and broad impact.
- Seen as foundational to all other areas.

2. Belonging, Identity & Relationships

- Nearly tied for highest overall.
- **Top scores in equity and inclusion and leverage**, showing it is critical for supporting diverse learners and influencing multiple outcomes.
- A major driver of inclusive school culture.

3. Teaching & Learning Excellence

- Solid but more variable scores.
- Strong impact on **student success**, but slightly lower in urgency and leverage compared to top clusters.
- Important, but not viewed as the most immediate lever for change.

4. Communication & Transparency

- Lowest scoring across all categories.
- Notably weaker in **urgency and leverage**, suggesting it is seen as supportive rather than a primary driver.
- Still relevant, but less critical for immediate prioritization.

Big Picture Takeaway:

The data clearly shows that **student well-being, safety, and belonging** are the most critical priorities, with the strongest perceived impact across all dimensions. These areas should be the **primary focus for strategic action**, while **teaching and learning** remains important but secondary, and **communication** functions as a supporting priority rather than a central driver.

Student Voice – during discussions with students from one school about priorities for their school and education, students clearly prioritized relationship, safety, respect and supportive learning environment as essential for their well-being and for their success in school. We believe these priorities are representative of the students across the District.

Initial Conclusions & Recommendations

Conclusions

Based on the first two meetings of the SPWC, here are the following conclusions that are bubbling to the top:

- ✓ The current VMV statements still resonate with the system, and small tweaks can be made to refresh them for the next four-year term;

- ✓ There is strong support for doing our work well (**teaching and learning excellence**) in **safe environments** while focusing on **relationships to create and maintain a sense of belonging and identity**.
- ✓ Student success and a sense of urgency to see immediate impacts are important.
- ✓ The Plan and its components need to be concise with direct reference to Truth and Reconciliation.

With teaching and learning still our core business, we are hearing that delivering those services while focusing on student well-being, safety and belonging is key. As expected, this work and creating a positive learning/working environment requires strong communication and engagement.

Recommendations

Initial recommendations include:

- 1) Continue the strong feedback and energy created by the SPWC – the feedback has been invaluable and the capacity being created by individuals on the Committee will serve the District well into the future;
- 2) Continue the discussions at the concept level rather than beginning to focus on the words and risk interrupting the flow and momentum of the Committee;
- 3) Keep the intent and feel of the current VMV with minor tweaks to make them more current;
- 4) Develop a specific list of Board Values (4-5) that are relevant for the entire District; and
- 5) Begin to narrow down the priority areas into 3 key words such as:
 - a. **Learning** - which includes literacy, numeracy and social emotional
 - b. **Well-Being** – which includes student/staff well-being and safe learning/working environments
 - c. **Connection** – which includes strategies to support Truth & Reconciliation and relationships.

Definitive strategies to support the District’s work on Truth and Reconciliation are hugely important and will transcend all Priority Areas. Trustee Chenoweth did an excellent job of highlighting the important difference between Policy and Protocol and the need for a balance of both. The bottom line is doing the right thing.

The challenge becomes how does the refreshed Strategic Plan act as a vehicle to allow for the shift from Policy to Protocol and to eventually Practice? Explicit strategies can be developed under a Priority Area to continue that shift and position our District as provincial leader in this area. Because it’s the right thing to do and will benefit all learners.

Next Steps

The next steps, as shared with the SPWC, include a Board check-in on May 13th on the work to date with the VMV and Goals. The next check-in is scheduled for June 10th at which time it is expected that the conceptual framework of the refreshed Strategic Plan will be available for the Board to review.

The framework will then be flushed out to a draft Strategic Plan for the Board’s consideration at the September 9th Board meeting.

Strategic Plan Component	SPWC Meeting	Board Meeting
Vision/Mission/Values	April 24	May 13
Goals	May 1	May 13
Strategies	May 22	June 10
Performance Measures	May 29	June 10
Full Strategic Plan	TBD	June 10/Sept 9

Board Consideration

The feedback, conclusions and recommendations included in this report are provided to the Board for their review and consideration. A decision is not required at this time, but staff are looking for initial Board feedback to ensure the process and feedback received from the refresh project is heading in the direction that trustees support. Adjustments can be made to align the work with the expectations of the Board.

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: 2026-2027 BOARD MEETING DATES

DATE: May 13, 2026

Trustees will be provided with an opportunity to discuss and provide direction on the proposed Board Meeting dates for the 2026-2027 school year.

September 16, 2026	Princeton
October 14, 2026	Merritt
November 4, 2026	Princeton
December 9, 2026	Merritt
January 13, 2027	Princeton
February 10, 2027	Merritt
March 10, 2027	Princeton
April 14, 2027	Merritt
May 12, 2027	Princeton
June 9, 2027	Merritt

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: FRENCH IMMERSION PROGRAM RELOCATION

DATE: May 13, 2026

Classrooms have been assigned at Central for both English and French Immersion classrooms. Facilities and the schools have created a labeling system to ensure that furniture and resources are moved and placed in the correct classroom.

We will have a second library for French Immersion. This way we will be able to keep all of our resources in circulation. We are also in the process of weeding our library collections across the district to ensure that we are not moving redundant or outdated materials. We have also invested \$5500 for new library resources for French Immersion and English programming.

Reassignments and staffing have been completed for 2026-2027 for our dual track school.

Five exciting events are planned to bring the two schools together, promoted through social media and school posters.

Plans are in progress for a farewell at the end of June at Collettsville.



CL/sc

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: School Name Change

DATE: May 8, 2026

With the relocation of the elementary school French Immersion program to Merritt Central Elementary School effective September 1, 2026, the Board is seeking to change the name of the school to the following:

École Merritt Central Elementary School

Once the name change has been formally approved by the Board, changes of signage for the school will be initiated as well as communication with the Ministry of Education and Child Care.

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: Amendment Notice Bylaw No. 2-23

DATE: May 8, 2026

Background

In accordance with Bylaw No 2-23 Procedural Bylaw clause 1.2, notice of intention must be given in a previous meeting for amendments to any rules contained in this Bylaw. This memo serves to satisfy that notice for the following proposed amendment which will be brought as a bylaw to the Board's Open meeting in June 2026.

New Clause:

11.5 To ensure that Open Board Meetings are not used to promote political candidates in an upcoming school trustee election, the Board may choose to suspend delegation presentations between the start of the nomination period and general voting day.

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: Trustee Remuneration

DATE: May 8, 2026

Under Board Policy 1.70 *Trustee Remuneration and Expenses*, trustee remuneration is adjusted every January using the Consumer Price Index (CPI) of the prior month (December).

This adjustment has not yet been applied to either the 2025 or 2026 calendar years. The CPI data shown below will be used to recalculate remuneration for trustee positions as follows (source: BC Stats Release Consumer Price Index (CPI) Data Tables and Highlights):

December 2024 CPI: 2.40%

December 2025 CPI: 2.10%

Position	Annual Remuneration		
	Current	Jan 1, 2025	Jan 1, 2026
Board Chair	\$ 24,143.12	\$ 24,722.55	\$ 25,241.73
Board Vice-Chair	\$ 22,584.62	\$ 23,126.65	\$ 23,612.31
School Trustee	\$ 21,026.12	\$ 21,530.75	\$ 21,982.89

Trustee positions will be adjusted to January 1, 2026, effective immediately and appropriate retro pay will be applied back to the respective dates as shown above.

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: Q3 Quarterly Report

DATE: May 8, 2026

Trustees will find enclosed a copy of the quarterly financial update for the period, July 1, 2025–March 31, 2026. 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. Q3 Operating Budget Update

School District No. 58 (Nicola-Similkameen)

Quarterly Budget Report - Operating Fund

For the Period Ended March 31, 2026

	Amended Budget	July - March Expenses	Remaining	25/26 %	24/25 %	+/_ %	Outstanding Purch Orders
<u>Salaries & Benefits</u>							
Salaries - Teachers	\$ 9,456,861	\$ 6,497,127	\$ 2,959,734	69%	70%	-1%	
Salaries - Principals and VP	2,049,514	1,539,009	510,505	75%	74%	1%	
Salaries - Support Staff	3,403,634	2,241,880	1,161,754	66%	69%	-3%	
Salaries - Educational Assts	3,104,648	2,069,581	1,035,067	67%	64%	3%	
Salaries - Other Professionals	1,553,224	1,086,557	466,667	70%	75%	-5%	
Salaries - Repl TTOC	779,743	480,704	299,039	62%	53%	9%	
Salaries - Repl CUPE	465,057	326,900	138,157	70%	64%	6%	
Total Salaries:	\$ 20,812,681	\$ 14,241,758	\$ 6,570,923	68%	69%	0%	
200 Benefits	4,767,561	3,283,783	1,483,778	69%	66%	2%	
Total Salaries & Benefits:	\$ 25,580,242	\$ 17,525,541	\$ 8,054,701	69%	68%	0%	
	22.91%	23.06%					
<u>Services & Supplies</u>							
Professional Services	\$ 1,703,317	\$ 1,253,567	\$ 449,750	** 74%	76%	-2%	\$ 55,903
Student Transportation	318,056	171,631	146,425	54%	46%	8%	
Professional Dev & Travel	341,532	195,051	146,481	57%	70%	-13%	
Rentals and Leases	43,091	22,258	20,833	52%	49%	3%	
Dues and Fees	118,302	100,379	17,923	** 85%	74%	10%	
Insurance	93,387	85,796	7,591	** 92%	98%	-6%	
Supplies	1,569,585	858,630	710,955	55%	58%	-3%	\$ 75,078
Utilities	884,503	558,092	326,411	63%	72%	-9%	
Total Services & Supplies:	\$ 5,071,773	\$ 3,245,403	\$ 1,826,370	64%	67%	-3%	
Grand Total	\$ 30,652,015	\$ 20,770,944	\$ 9,881,071	68%	68%	0%	

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

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

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: 2026-2027 Budget Development Memo

DATE: May 8, 2026

Attached is a comparison of changes for Operating revenue and expenses between the 2025-26 Amended budget and the proposed 2026-27 Preliminary budget. This memo provides support to the upcoming bylaw readings for the 2026-27 Annual (Preliminary) budget.

The preliminary budget reflects a decrease in Ministry revenue due to a projected drop in enrolment in both brick and mortar and on-line students. In response to lower revenue, the budget has been adjusted to show a decrease in staffing levels. At the same time, supplies and services have increased due to inflation and to invest in literacy and numeracy resources which support the goals of the Board's strategic plan.

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

Encl. SY27 Preliminary Budget Summary

Nicola-Similkameen School District

Comparative Budget

OPERATING FUND	Preliminary 2026/27	Amended 2025/26	Difference Increase (Decrease)	
REVENUE				
Provincial Grants, Ministry of Education	25,919,235	27,171,606	(1,252,371)	-4.6%
LEA/Direct Funding From First Nations	3,257,160	3,257,160	-	0.0%
Provincial Grants, Other	67,259	67,259	-	0.0%
Other Revenue	150,000	150,000	-	0.0%
Rentals & Leases	282,180	258,355	23,825	9.2%
Investment Income	191,954	149,205	42,749	28.7%
Total Revenue	29,867,788	31,053,585	(1,185,797)	-3.8%
EXPENSE				
Salaries				
Teachers	8,878,820	9,456,861	(578,041)	-6.1%
Principals & Vice-Principals	1,912,517	2,049,514	(136,997)	-6.7%
Education Assistants	2,917,936	3,104,648	(186,712)	-6.0%
Support Staff	3,255,296	3,403,634	(148,338)	-4.4%
Other Professionals	1,515,680	1,553,224	(37,545)	-2.4%
Substitutes	1,207,456	1,244,800	(37,344)	-3.0%
Total Salaries	19,687,704	20,812,681	(1,124,977)	-5.4%
Employee Benefits	4,517,916	4,767,561	(249,645)	-5.2%
Total Salary & Benefits	24,205,620	25,580,242	(1,374,622)	-5.4%
Services & Supplies	5,119,513	5,071,773	47,740	0.9%
Total Expense	29,325,133	30,652,015	(1,326,882)	-4.3%
Net Revenue (Expense)	542,655	401,570	141,086	
Restricted Fund Transfers	180,539	297,427	(116,888)	
Local Capital Refresh	(530,455)	(599,336)	68,881	
Transfer from Capital Reserves	-	-	-	
Addition to (use of) reserve	192,739	99,661	93,079	
<i>policy check</i>			2.23%	

MEMORANDUM

TO: All Trustees

**FROM: Mark Friesen
Secretary Treasurer**

RE: 2026/27 Annual Budget Bylaw

DATE: May 8, 2026

Background

Having been provided an explanation of the operational changes to the annual operating budget, the Board is now being asked to give first reading to the 2026/27 Annual Budget Bylaw. Staff are recommending that the Board defer second and third reading of the bylaw to the Board's June meeting to allow for reflection and any new information that may come to light which may require further adjustments to the budget.

Staff would ask the BoE to consider the following motion towards passing the annual budget bylaw:

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) give first reading to the 2026/27 Annual Budget Bylaw specifying a total budget of \$40,573,111.

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

Encl: 2026-27 Annual Budget template

Annual Budget

School District No. 58 (Nicola-Similkameen)

June 30, 2027

School District No. 58 (Nicola-Similkameen)

June 30, 2027

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2026/2027 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw for fiscal year 2026/2027.
3. The attached Statement 2 showing the estimated revenue and expense for the 2026/2027 fiscal year and the total budget bylaw amount of \$40,573,111 for the 2026/2027 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2026/2027.

READ A FIRST TIME THE 13th DAY OF MAY, 2026;

READ A SECOND TIME THE _____ DAY OF _____, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2026;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw 2026/2027, adopted by the Board the _____ DAY OF _____, 2026.

Secretary Treasurer

School District No. 58 (Nicola-Similkameen)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	2,086,500	2,201,560
Adult	15,000	22,750
Total Ministry Operating Grant Funded FTE's	2,101,500	2,224,310
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	33,011,996	34,875,230
Other	99,207	92,191
Other Revenue	4,442,660	4,496,558
Rentals and Leases	282,180	258,355
Investment Income	229,454	178,331
Amortization of Deferred Capital Revenue	1,639,123	1,544,959
Total Revenue	39,704,620	41,445,624
Expenses		
Instruction	29,761,250	31,227,308
District Administration	2,327,665	2,526,347
Operations and Maintenance	6,638,844	6,780,990
Transportation and Housing	1,274,897	1,425,767
Total Expense	40,002,656	41,960,412
Net Revenue (Expense)	(298,036)	(514,788)
Budgeted Allocation (Retirement) of Surplus (Deficit)	180,539	297,427
Budgeted Surplus (Deficit), for the year	(117,497)	(217,361)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	192,739	99,661
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(310,236)	(317,022)
Budgeted Surplus (Deficit), for the year	(117,497)	(217,361)

School District No. 58 (Nicola-Similkameen)

Annual Budget - Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	29,325,133	30,652,015
Special Purpose Funds - Total Expense	8,124,709	8,777,954
Special Purpose Funds - Tangible Capital Assets Purchased	40,000	40,000
Capital Fund - Total Expense	2,552,814	2,530,443
Capital Fund - Tangible Capital Assets Purchased from Local Capital	530,455	599,336
Total Budget Bylaw Amount	40,573,111	42,599,748

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

School District No. 58 (Nicola-Similkameen)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(298,036)</u>	<u>(514,788)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(40,000)	(40,000)
From Local Capital	(530,455)	(599,336)
From Deferred Capital Revenue	(2,436,619)	(2,986,561)
Total Acquisition of Tangible Capital Assets	<u>(3,007,074)</u>	<u>(3,625,897)</u>
Amortization of Tangible Capital Assets	<u>2,552,814</u>	<u>2,530,443</u>
Total Effect of change in Tangible Capital Assets	<u>(454,260)</u>	<u>(1,095,454)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>(752,296)</u>	<u>(1,610,242)</u>

School District No. 58 (Nicola-Similkameen)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	25,919,235	27,171,606
Other	67,259	67,259
Other Revenue	3,407,160	3,407,160
Rentals and Leases	282,180	258,355
Investment Income	191,954	149,205
Total Revenue	29,867,788	31,053,585
Expenses		
Instruction	21,760,145	22,649,144
District Administration	2,327,665	2,526,347
Operations and Maintenance	4,197,027	4,329,703
Transportation and Housing	1,040,296	1,146,821
Total Expense	29,325,133	30,652,015
Net Revenue (Expense)	542,655	401,570
Budgeted Prior Year Surplus Appropriation	180,539	297,427
Net Transfers (to) from other funds		
Local Capital	(530,455)	(599,336)
Total Net Transfers	(530,455)	(599,336)
Budgeted Surplus (Deficit), for the year	192,739	99,661

School District No. 58 (Nicola-Similkameen)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	28,745,288	29,282,081
ISC/LEA Recovery	(3,257,160)	(3,257,160)
Other Ministry of Education and Child Care Grants		
Pay Equity	120,216	120,216
Funding for Graduated Adults	133,093	133,093
Student Transportation Fund	170,292	170,292
Foundation Skills Assessment (FSA) Scorer Grant	7,506	7,506
ICY Clinical Counsellor Funding		80,539
Feb/May Enrolment Count Adjustment (Online Learning)		537,289
Inclusive Education Enrolment Growth - Feb Enrol Count		97,750
Total Provincial Grants - Ministry of Education and Child Care	25,919,235	27,171,606
Provincial Grants - Other	67,259	67,259
Other Revenues		
Funding from First Nations	3,257,160	3,257,160
Miscellaneous		
Miscellaneous Revenue	150,000	150,000
Total Other Revenue	3,407,160	3,407,160
Rentals and Leases	282,180	258,355
Investment Income	191,954	149,205
Total Operating Revenue	29,867,788	31,053,585

School District No. 58 (Nicola-Similkameen)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Salaries		
Teachers	8,878,821	9,456,861
Principals and Vice Principals	1,912,517	2,049,514
Educational Assistants	2,917,936	3,104,648
Support Staff	3,255,293	3,403,634
Other Professionals	1,515,679	1,553,224
Substitutes	1,207,456	1,244,800
Total Salaries	19,687,702	20,812,681
Employee Benefits	4,517,918	4,767,561
Total Salaries and Benefits	24,205,620	25,580,242
Services and Supplies		
Services	1,607,809	1,703,317
Student Transportation	313,056	318,056
Professional Development and Travel	327,118	341,532
Rentals and Leases	48,263	43,091
Dues and Fees	120,395	118,302
Insurance	93,082	93,387
Supplies	1,752,260	1,569,585
Utilities	857,530	884,503
Total Services and Supplies	5,119,513	5,071,773
Total Operating Expense	29,325,133	30,652,015

School District No. 58 (Nicola-Similkameen)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2027

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	8,264,051	143,802	47,698	150,533		777,399	9,383,483
1.03 Career Programs							-
1.07 Library Services				27,213			27,213
1.08 Counselling	202,325			13,401			215,726
1.10 Inclusive Education	293,808		2,171,571		65,479	175,942	2,706,800
1.30 English Language Learning	118,637						118,637
1.31 Indigenous Education			688,722		92,771	16,115	797,608
1.41 School Administration		1,768,715	9,945	700,568		48,000	2,527,228
Total Function 1	8,878,821	1,912,517	2,917,936	891,715	158,250	1,017,456	15,776,695
4 District Administration							
4.11 Educational Administration					458,234		458,234
4.40 School District Governance					158,768		158,768
4.41 Business Administration				216,190	497,709		713,899
Total Function 4	-	-	-	216,190	1,114,711	-	1,330,901
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				30,614	173,889	4,000	208,503
5.50 Maintenance Operations				1,526,908		106,000	1,632,908
5.52 Maintenance of Grounds				130,237			130,237
5.56 Utilities							-
Total Function 5	-	-	-	1,687,759	173,889	110,000	1,971,648
7 Transportation and Housing							
7.41 Transportation and Housing Administration				30,614	68,829		99,443
7.70 Student Transportation				429,015		80,000	509,015
Total Function 7	-	-	-	459,629	68,829	80,000	608,458
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	8,878,821	1,912,517	2,917,936	3,255,293	1,515,679	1,207,456	19,687,702

School District No. 58 (Nicola-Similkameen)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2027

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	9,383,483	2,163,886	11,547,369	1,404,816	12,952,185	13,284,000
1.03 Career Programs	-		-	81,200	81,200	81,200
1.07 Library Services	27,213	6,259	33,472	48,518	81,990	84,375
1.08 Counselling	215,726	49,617	265,343	4,524	269,867	535,085
1.10 Inclusive Education	2,706,800	600,071	3,306,871	370,171	3,677,042	4,062,248
1.30 English Language Learning	118,637	50,008	168,645	2,750	171,395	211,508
1.31 Indigenous Education	797,608	183,450	981,058	391,872	1,372,930	1,427,306
1.41 School Administration	2,527,228	583,522	3,110,750	42,786	3,153,536	2,963,422
Total Function 1	15,776,695	3,636,813	19,413,508	2,346,637	21,760,145	22,649,144
4 District Administration						
4.11 Educational Administration	458,234	106,254	564,488	93,726	658,214	717,326
4.40 School District Governance	158,768	23,815	182,583	169,080	351,663	495,677
4.41 Business Administration	713,899	165,057	878,956	438,832	1,317,788	1,313,344
Total Function 4	1,330,901	295,126	1,626,027	701,638	2,327,665	2,526,347
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	208,503	47,983	256,486	76,877	333,363	337,407
5.50 Maintenance Operations	1,632,908	369,503	2,002,411	751,056	2,753,467	2,856,978
5.52 Maintenance of Grounds	130,237	27,978	158,215	94,452	252,667	250,815
5.56 Utilities	-		-	857,530	857,530	884,503
Total Function 5	1,971,648	445,464	2,417,112	1,779,915	4,197,027	4,329,703
7 Transportation and Housing						
7.41 Transportation and Housing Administration	99,443	22,872	122,315		122,315	122,315
7.70 Student Transportation	509,015	117,643	626,658	291,323	917,981	1,024,506
Total Function 7	608,458	140,515	748,973	291,323	1,040,296	1,146,821
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	19,687,702	4,517,918	24,205,620	5,119,513	29,325,133	30,652,015

School District No. 58 (Nicola-Similkameen)

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2027

	2027 <u>Annual Budget</u>	2026 Amended <u>Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	7,092,761	7,703,624
Other	31,948	24,932
Other Revenue	1,035,500	1,089,398
Investment Income	4,500	
Total Revenue	<u>8,164,709</u>	<u>8,817,954</u>
Expenses		
Instruction	8,001,105	8,578,164
Operations and Maintenance	123,604	125,854
Transportation and Housing		73,936
Total Expense	<u>8,124,709</u>	<u>8,777,954</u>
Net Revenue (Expense)	<u>40,000</u>	40,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(40,000)	(40,000)
Total Net Transfers	<u>(40,000)</u>	<u>(40,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 58 (Nicola-Similkameen)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2027

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	2,150	831,095	-	39,368			-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	123,604	99,502			102,000	14,700	80,946	322,729	344,347
Provincial Grants - Other									
Other				1,000,000					
Investment Income									
	123,604	99,502	-	1,000,000	102,000	14,700	80,946	322,729	344,347
Less: Allocated to Revenue	123,604	99,502	2,150	1,000,000	102,000	54,068	80,946	322,729	344,347
Deferred Revenue, end of year	-	-	-	831,095	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	123,604	99,502	2,150		102,000	54,068	80,946	322,729	344,347
Provincial Grants - Other									
Other Revenue				1,000,000					
Investment Income									
	123,604	99,502	2,150	1,000,000	102,000	54,068	80,946	322,729	344,347
Expenses									
Salaries									
Teachers							24,756		79,316
Principals and Vice Principals								37,092	25,000
Educational Assistants		76,616			68,829				51,000
Support Staff									72,000
Other Professionals									
Substitutes							1,240		
	-	76,616	-	-	68,829	-	25,996	37,092	227,316
Employee Benefits		22,886			15,831		5,979	9,273	48,522
Services and Supplies	123,604		2,150	1,000,000	17,340	54,068	48,971	276,364	28,509
	123,604	99,502	2,150	1,000,000	102,000	54,068	80,946	322,729	304,347
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	40,000
Interfund Transfers									
Tangible Capital Assets Purchased									(40,000)
	-	-	-	-	-	-	-	-	(40,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 58 (Nicola-Similkameen)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2027

	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children (CR4YC)	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Professional Learning Grant	National School Food Program
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	12,769	50,000	24,000	350,000	100,000	100,000	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	5,000,416	55,000					350,000		97,860
Provincial Grants - Other									
Other									
Investment Income									
	5,000,416	55,000	-	-	-	-	350,000	-	97,860
Less: Allocated to Revenue	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
Deferred Revenue, end of year	-	-	-	1,630	-	175,000	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
Provincial Grants - Other									
Other Revenue									
Investment Income									
	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
Expenses									
Salaries									
Teachers	4,000,186						42,013	81,300	
Principals and Vice Principals						142,276			
Educational Assistants				39,325					
Support Staff									
Other Professionals									
Substitutes									
	4,000,186	-	-	39,325	-	142,276	42,013	81,300	-
Employee Benefits	1,000,230			9,045		32,724	9,663	18,700	
Services and Supplies		55,000	12,769		24,000		398,324		97,860
	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased									
	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 58 (Nicola-Similkameen)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2027

	Charitable Society	ASSAI	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	347,000	24,000	1,880,382
Add: Restricted Grants			
Provincial Grants - Ministry of Education and Child Care			6,591,104
Provincial Grants - Other		15,000	15,000
Other	35,000		1,035,000
Investment Income	4,650		4,650
	<u>39,650</u>	<u>15,000</u>	<u>7,645,754</u>
Less: Allocated to Revenue	40,000	31,948	8,164,709
Deferred Revenue, end of year	<u>346,650</u>	<u>7,052</u>	<u>1,361,427</u>
Revenues			
Provincial Grants - Ministry of Education and Child Care			7,092,761
Provincial Grants - Other		31,948	31,948
Other Revenue	35,500		1,035,500
Investment Income	4,500		4,500
	<u>40,000</u>	<u>31,948</u>	<u>8,164,709</u>
Expenses			
Salaries			
Teachers			4,148,255
Principals and Vice Principals			221,592
Educational Assistants			246,862
Support Staff		21,375	72,375
Other Professionals			72,000
Substitutes			1,240
	<u>-</u>	<u>21,375</u>	<u>4,762,324</u>
Employee Benefits		4,073	1,176,926
Services and Supplies	40,000	6,500	2,185,459
	<u>40,000</u>	<u>31,948</u>	<u>8,124,709</u>
Net Revenue (Expense) before Interfund Transfers	<u>-</u>	<u>-</u>	<u>40,000</u>
Interfund Transfers			
Tangible Capital Assets Purchased			(40,000)
	<u>-</u>	<u>-</u>	<u>(40,000)</u>
Net Revenue (Expense)	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

School District No. 58 (Nicola-Similkameen)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2027

	2027 Annual Budget			2026 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		33,000	33,000	29,126
Amortization of Deferred Capital Revenue	1,639,123		1,639,123	1,544,959
Total Revenue	1,639,123	33,000	1,672,123	1,574,085
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,318,213		2,318,213	2,325,433
Transportation and Housing	234,601		234,601	205,010
Total Expense	2,552,814	-	2,552,814	2,530,443
Net Revenue (Expense)	(913,691)	33,000	(880,691)	(956,358)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	40,000		40,000	40,000
Local Capital		530,455	530,455	599,336
Total Net Transfers	40,000	530,455	570,455	639,336
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	530,455	(530,455)	-	
Total Other Adjustments to Fund Balances	530,455	(530,455)	-	
Budgeted Surplus (Deficit), for the year	(343,236)	33,000	(310,236)	(317,022)

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

**RE: POLICY RECOMMENDATIONS
AND ADMINISTRATIVE PROCEDURES**

DATE: May 13, 2026

Recommendations:

There are two policies being brought forward for Second Reading on the Role of the Superintendent and the Role of the Secretary Treasurer as these roles are prescribed in the *School Act*. BCSTA has recommended that boards have policies in place. The district has not received any feedback after the first reading.

First Reading

- a) n/a

Second Reading

- a) Policy 1.31 – Role of the Superintendent
- b) Policy 1.32 – Role of the Secretary Treasurer

Third Reading

- a) n/a

Policies Recommended for Repeal

- a) n/a

Administrative Procedures (Information Only)

- a) n/a



CL/sc

POLICY 1.31 ROLE OF THE SUPERINTENDENT

Background

The Superintendent is the Chief Executive Officer of the District. The Superintendent reports directly to the Board and is accountable to the Board of Education for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent. Whereas Section 77 of the [Freedom of Information and Protection of Privacy Act](#) of British Columbia requires that the Board of Education name an official corporate head, the Board of Education names the Superintendent of Schools as the official head of the School District for the purposes of the Act.

Specific Areas of Responsibility

1. Leadership Practices

- 1.1. Practices leadership consistent with the District's core values and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board of Education and the Minister of Education and Child Care.

2. Policy/Administrative Procedures

- 2.1. Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- 2.2. Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

3. Superintendent/Board Relations

- 3.1. Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 3.2. Provides the information and counsel which the Board requires to perform its role.
- 3.3. Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

4. Strategic Planning and Reporting

- 4.1. Leads the development and implementation of the strategic planning process.
- 4.2. Works closely and collaboratively in the development of the Board's [Strategic Plan](#) (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
- 4.3. Reports annually, at a minimum, on accountability measures.

5. Educational Opportunities

- 5.1. Vision:
 - 5.1.1. An innovative, inspiring and unified learning community.
- 5.2. Goal:
 - 5.2.1. Accomplish the objectives of the Framework for Enhancing Student Learning.

6. Student well-being

- 6.1. Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- 6.2. Ensures the safety and welfare of students, both physically and emotionally, while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- 6.3. Ensures the facilities safely accommodate District students.

7. Community Partnerships

- 7.1. Vision:
 - 7.1.1. The Superintendent will work with community partners to help each student reach their full potential.
- 7.2. Goal:
 - 7.2.1. To strengthen relationships and communication with community groups while providing opportunities for students to contribute to the community.
 - 7.2.2. Demonstrate a commitment to Truth and Reconciliation and an appreciation of working in a culturally responsive environment.
- 7.3. The Superintendent will maintain and strengthen relationships with Local Rights Holders and Education Governance Partners, including First Nations, Local Education Agreement partners, Metis, and Indigenous Education Councils, ensuring that commitments to Truth and Reconciliation are operationalized through shared decision-making, accountability, and improved outcomes for Indigenous Learners.

8. Finance & Facilities Planning

8.1. Vision:

- 8.1.1. The Superintendent will utilize financial resources and School District facilities to support and improve student achievement.

8.2. Actions:

- 8.2.1. Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the [School Act](#) or any other Act or regulation.
- 8.2.2. Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 8.2.3. Prepares and presents a budget which reflects Board priorities.
- 8.2.4. Ensures the Board has current and relevant financial information.

9. Human Resources

- 9.1. Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

9.2. Vision

- 9.2.1. The Superintendent will continue to create a supportive and positive culture with employees to enhance both individual and collective influence on student achievement.

9.3. Goals

- 9.3.1. Be proactive and innovative in attracting and retaining exemplary staff.
- 9.3.2. Establish and maintain equity and diversity in hiring.
- 9.3.3. Promote and support the physical, emotional and mental well-being of all school district staff in a respectful and safe working environment.
- 9.3.4. Promote excellence in best practice for all employee groups through ongoing professional development.
- 9.3.5. Effectively communicate with our Rights Holders, communities, staff, parents/caregivers, and Stakeholders with respect to the District [website](#).

POLICY 1.32 ROLE OF THE SECRETARY TREASURER

Background

Guided by the District's vision, principles, mission and values and our goals, the Secretary-Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the [School Act](#) and [Board Policy](#).

The Secretary-Treasurer is the corporate financial officer who is responsible for complying with the accounting and administrative procedures prescribed by the Minister of Education and Child Care. The Secretary-Treasurer is empowered by law to carry out all the duties assigned to a Secretary-Treasurer under the [School Act](#) and [Regulation](#).

Procedures

The Secretary-Treasurer is directly responsible and accountable to the Superintendent as well as an officer to the board.

The Secretary-Treasurer will have specific responsibilities as/for:

1. Corporate Secretary

- 1.1 Arranges and provides notice for all Board meetings, including committee and public meetings.
- 1.2 Ensures accuracy of recording of Board proceedings at meetings (minutes).
- 1.3 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
- 1.4 Ensures appropriate insurance policies are in place for the District.
- 1.5 Ensures the maintenance, access and protection of records in accordance with the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) and Regulations.
- 1.6 Provides for the interpretation of legislation affecting the operation of the District, as directed by the Superintendent.
- 1.7 Acts as District's electoral officer for the election of trustees.

2. Corporate Treasurer

- 2.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received.
- 2.2 Ensures the operation of the District is fiscally responsible.

- 2.3 Designs budget cycles which meet provincial requirements and provide for Right Holder and stakeholder input.
- 2.4 Prepares the draft budget, aligned with the Strategic Plan, for the Superintendent's consideration.
- 2.5 Acts as the District's purchasing agent.
- 2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent's directives.
- 2.7 Assists school sites with preparation of budgets and the management of their financial affairs.
- 2.8 In collaboration with the Assistant Superintendent, Human Resources, provides support to the Board's negotiating committees.

3. Facilities and Property Management

- 3.1 Provides leadership in the development of annual updates to the Capital Plan and of a Facilities Master Plan, including provisions for instructional and support services.
- 3.2 Ensures that building assets are maintained according to Occupational Health and Safety as well as applicable legislation.

4. Student Transportation

- 4.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the District.

5. Human Resources Management

- 5.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Superintendent.
- 5.2 Provides input to the Superintendent with regard to the recruitment and appointment of District Office and Facilities support personnel.
- 5.3 Provides support to the Superintendent in the provision of learning opportunities for bus drivers, facilities and maintenance personnel and District Office support staff and for business functions for school personnel.

6. Administrative Procedures

- 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- 6.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.

7. Organizational Management

- 7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent's directives.

- 7.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations

- 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in their area of responsibility.
- 8.2 Ensures parents/guardians and staff have a high level of satisfaction with the services provided and the responsiveness of the department.
- 8.3 Investigates, and facilitates resolution of concerns, and conflicts.
- 8.4 Demonstrates a commitment to Truth and Reconciliation and an appreciation of working in a culturally responsive environment.
- 8.5 The Secretary-Treasurer will work in collaboration with Local Rights Holders and Fiscal Accountability Partners, including First Nations, Local Education Agreement partners, Metis, and Indigenous Education Councils, to ensure transparent, equitable, and accountable allocation of resources that support improved outcomes for Indigenous learners and uphold commitments to Truth and Reconciliation.

9. Superintendent Relations

- 9.1 Establishes and maintains positive professional working relations with the Superintendent.
- 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 9.3 Provides the information which the Superintendent requires to perform their role in an exemplary fashion.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.
- 10.3 Other duties as assigned by the Superintendent.