

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
REGULAR BOARD MEETING
AGENDA**

Wednesday, January 29, 2025, 6:00 PM

BOARD ROOM

395 Wakesiah Avenue

Nanaimo, BC V9R 3K6

Policy 2.4 Role of the Chair and Vice-Chair

The Chairperson, or designate, shall be the official spokesperson to the news media for the Board.

Pages

1. CALL TO ORDER

The Chair will call the meeting to order. The southeastern part of Vancouver Island, the Gulf Islands and the lower Fraser River are the traditional territories of the Coast Salish Peoples. For thousands of years, the Coast Salish people have lived in, travelled and fished the waterways of the Salish Sea. The hul'q'umi'num language is the language of this land. Hul'q'umi'num traditionally, and to this day, unites the Snaw Naw As, Snuneymuxw and Stz'uminus peoples as one family and on whose territories we stand today. We also give thanks to the ancestors, hereditary leaders, matriarchs and creatures big and small for looking after the rich resources and cultural teachings of this land.

2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

3. ADDITIONS

4. DELETIONS

5. CHANGE IN ORDER

6. APPROVAL OF THE AGENDA

That the Agenda be approved.

7. APPROVAL OF THE MINUTES

That the minutes from the Regular Board of Education meeting held on December 18, 2024, be adopted.

8.	SECTION 72(3) REPORT	
8.1	Section 72(3) Report	11
	<i>That the Section 72(3) Report from the Closed Board of Education meeting on December 18, 2024, be received.</i>	
9.	ANNOUNCEMENTS AND REMINDERS	
	Strategic Directions Committee: February 12, 2025 (online)	
	Board of Education Meeting: February 26, 2025	
	Statutory Holiday (Family Day): February 17, 2025 (Schools Closed)	
	Non-Instructional Days: February 3 and 4, 2025 (Schools Closed)	
10.	PRESENTATIONS	
11.	CORRESPONDENCE	
11.1	Ministry of Education and Child Care and Ministry of Infrastructure	12
	Re: Ministry of Infrastructure Update	
	<i>That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from the Ministry of Education and Child Care and the Ministry of Infrastructure to be received and filed.</i>	
11.2	Canadian Parents for French Nanaimo-Ladysmith Chapter	14
	Re: Thank you for Supporting Late French Immersion	
	<i>That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from Canadian Parents for French Nanaimo-Ladysmith Chapter to be received and filed.</i>	
12.	COMMITTEE REPORTS	
12.1	Strategic Directions Committee	16
	<i>That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Revised Policy 205 – Trustee Code of Conduct and Conflict Resolution and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.</i>	
13.	SENIOR STAFF REPORTS	

13.1	Shawn Johnston, Executive Director of HR and Zoe Mikelic-Strazza, Manager Health & Wellness	22
	Re: Health & Wellness	
13.2	Mark Walsh, Secretary-Treasurer and Zeyad Merchant, Director of Information and Technology	25
	Re: Cyber Security	
13.3	Laura Tait, Assistant Superintendent	32
	Re: The Aboriginal: How Are We Doing Report (ABHAWD 2023/2024)	
13.4	Mark Walsh, Secretary-Treasurer	33
	Re: School Site Acquisition Charge Update	
13.5	Robyn Gray	
	Re: Superintendent's Reel	
14.	UNFINISHED BUSINESS	
15.	NEW BUSINESS	
15.1	Trustee Pellegrin	
	Re: Letter of Support for Options for Sexual Health	
	<i>That the Board of Education of School District No. 68 (Nanaimo- Ladysmith) write a letter to local MLAs urging them to support the request from the Board for Options for Sexual Health for additional funding for Options for Sexual Health.</i>	
16.	FOR INFORMATION	
16.1	Board Motions Report	34
16.2	Trustee Committee Reports	

17. QUESTION PERIOD

Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item.

Individuals wishing to ask questions of the Board upon completion of Committee and Board sessions shall do so in writing on the form provided which includes their name, street address and email address. The individual will be asked to verify his/her self and be afforded the opportunity to read out their own question. Each individual shall be limited to one follow-up question upon receiving a response. Forms are available in the information rack near the entrance of the Board Room.

If the meeting is being held online, individuals wishing to ask questions of the Board shall type their question in the Q&A compose box on the right side of the screen and then select send. Your question will be read by the Board or Committee Chair.

Questions and responses will be included in the video of the meeting and the meeting minutes and will be part of the public record.

18. ADJOURNMENT

That the meeting be adjourned.



THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE REGULAR BOARD MEETING

December 18, 2024

Trustees	G. Keller, Vice Chair N. Bailey, Vice Chair T. Brzovic T. Harris L. Lee	C. Morvay L. Pellegrin T. Rokeby M. Robinson
Staff	R. Gray, Superintendent/CEO M. Walsh, Secretary-Treasurer	K. Matthews, Manager Admin. Services G. Robinson, Ex. Dir. Communications

1. CALL TO ORDER

The Chair called the meeting to order at 6:00 pm.

2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

There were none.

3. ADDITIONS

Trustee Keller presented a Notice of Motion for New Business.

4. DELETIONS

There were none.

5. CHANGE IN ORDER

That New Business be moved to follow Announcements and Reminders.

6. APPROVAL OF THE AGENDA

R24/12/18-01

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Robinson

That the Agenda be approved.

CARRIED UNANIMOUSLY

7. APPROVAL OF THE MINUTES

R24/12/18-02

IT WAS MOVED BY Trustee Lee

IT WAS SECONDED BY Trustee Harris

That the minutes from the Regular Board of Education meeting held on November 27, 2024, and the Annual General Meeting held on December 4, 2024, be adopted.

CARRIED UNANIMOUSLY

8. SECTION 72(3) REPORT

8.1 Section 72(3) Report

R24/12/18-03

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Lee

That the Section 72(3) Report from the Closed Board of Education meeting on November 27, 2024 and the Special Closed Board of Education meetings held on December 4, 2024, be received.

CARRIED UNANIMOUSLY

9. ANNOUNCEMENTS AND REMINDERS

Winter Break - Schools closed from December 21- January 5, 2025

Next Public Board of Education Meeting: January 29, 2025

10. NEW BUSINESS

R24/12/18-04

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Rokeby

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to promote enrolment of Late French Immersion for the 2025-2026 school year and to report back to the Board in the fall of 2025 for review and further consideration.

CARRIED UNANIMOUSLY

11. PRESENTATIONS

11.1 NDTA, Jo Cornthwaite and Megan Simmer

Re: Late French Immersion Program

Jo Cornthwaite expressed support for the Late French Immersion Program and thanked the Board for their decision.

12. CORRESPONDENCE

12.1 NALT, Nanaimo & Area Land Trust

Re: School Water Stewards Program & Environmental Stewardship Action Plan

R24/12/18-05

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from NALT to the Environmental Stewardship and Sustainability Advisory Committee for discussion.

CARRIED UNANIMOUSLY

12.2 Late French Immersion

Correspondence from: S. Smith; W. Litchfield; R. Mann; A. Capadouca; A. Lee; N. Jensen; K. Collins; Student Email; M. Bodie; D. Ruffell; J. Ruffell P. Leather; L'Association des francophones de Nanaimo; C. Haley; M. Fukunaga; R. West; A. Vanin; A Hughes (President of Canadian Parents for French); C. Meunier; C. Wakely; D. Boulton; D. Redden; E. Foster; J. Stanley; L. Gilfoy; N. Dickson; S. Madjzoub; T. Fontaine; T. Oke; R.Boar; M. Dubois (President La Federation des francophones de la Colombie-Britannique)

R24/12/18-06

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Harris

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence regarding Late French Immersion to be received and filed.

CARRIED UNANIMOUSLY

13. COMMITTEE REPORTS

13.1 Business Committee

R24/12/18-07

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Lee

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the School District Statement of Financial Information (SOFI Report), as presented, for the year ending June 30, 2024.

CARRIED UNANIMOUSLY

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Keller

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the temporary suspension of the Business Committee and Education Committee to be replaced with a single once a month public Committee of the Whole entitled “Strategic Directions Committee” and a monthly Board working session entitled “Professional Learning Working Group” effective January 2025 and that the Board review the temporary structure in May 2025.

R24/12/18-08

IT WAS MOVED BY Trustee Morvay

IT WAS SECONDED BY Trustee Harris

Motion to Amend:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the temporary suspension of the Business Committee and Education Committee to be replaced with a single once a month public Committee of the Whole entitled “Strategic Directions Committee” and a monthly Board working session entitled “Professional Learning Working Group” effective January 2025 and that the Board review the temporary structure in May 2025 and to accept the temporary amendment to Policies 2.5. and 2.6

CARRIED UNANIMOUSLY

R24/12/18-09

ON THE MOTION AS AMENDED:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the temporary suspension of the Business Committee and Education Committee to be replaced with a single once a month public Committee of the Whole entitled "Strategic Directions Committee" and a monthly Board working session entitled "Professional Learning Working Group" effective January 2025 and that the Board review the temporary structure in May 2025 and to accept the temporary amendment to Policies 2.5. and 2.6.

CARRIED UNANIMOUSLY

R24/12/18-10

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the joint agreement with the City of Nanaimo to use the Multi-Purpose Space and washrooms at Ecole Hammond Bay Elementary on a non-exclusive basis for community purposes, and that the Secretary-Treasurer is authorized to execute the documents including such terms as the Secretary-Treasurer may consider advisable.

CARRIED UNANIMOUSLY

13.2 Education Committee

There were none.

14. SENIOR STAFF REPORTS

14.1 Robyn Gray

Re: Superintendent's Report

Robyn Gray presented her Superintendent's report and acknowledged the hard work of staff in the busy weeks leading up to winter break. Robyn also acknowledged the work and thanked the volunteers of the Christmas Toy Drive.

15. UNFINISHED BUSINESS

16. FOR INFORMATION

16.1 Board Motions Report

The Board Motions Report was received as information.

16.2 Trustee Committee Reports

17. **QUESTION PERIOD**

There were two questions this evening:

1. Will there be consultation with Quarterway parents about promotion of the program and value of the program? Answer: Given the emergent nature of the motion, staff have not had a chance to consider what the consultation would look like and will commit to talking to the school and parents so they are aware of what that process will look like.

2. Is the NDTA invited to the new committee meetings and to the PLWG? Answer: The Strategic Directions Committee will be inclusive of the education and business committees so the regular seats of the NDTA would be included as they always have been. In regard to the PLWG, this working group is about professional learning of the Board. Possibly at a future meeting the NDTA would be invited to share their processes and procedures with regards to how the Union serves its members with the Board.

18. **ADJOURNMENT**

The meeting adjourned at 6:46 pm.

R24/12/18-11

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Brzovic

That the meeting be adjourned.

CARRIED UNANIMOUSLY

Mark Walsh, Secretary-Treasurer

Naomi Bailey, Chair

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68
(NANAIMO-LADYSMITH)**

Report of the Closed Board Meeting held on December 18, 2024

Minutes – Section 72(3) Report

(3) A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Trustees

T. Brzovic
N. Bailey
T. Harris
L. Lee
L. Pellegrin
G. Keller
C. Morvay
M. Robinson
T. Rokeby

Absent

N/A

General Decisions Made by the Board

- Personnel Matters
- Asset Management

General Matters Discussed by the Board

- Personnel Matters
- Asset Management



December 16, 2024

Ref: 303523

Dear Board Chairs:

We are writing to update you on the establishment of the Ministry of Infrastructure and what it will mean for your school district at this time.

On November 18, 2024, Premier David Eby appointed a new provincial cabinet that is ready to deliver on the core challenges people are facing throughout our province. Our government's top priorities include bringing down costs for families, strengthening health care, making communities safer, and growing the economy so everyone feels the benefits of helping build a more prosperous BC for future generations.

As a part of the cabinet announcement, the Ministry of Infrastructure was created. Governments worldwide are facing challenging construction markets and cost pressures on major capital projects. This new ministry is responsible for overseeing land acquisition as well as project planning, procurement, and delivery for vertical provincial capital projects such as schools, hospitals, post-secondary institutions, and other public buildings that BC communities need to continue to thrive. This does not include transportation infrastructure, which remains the purview of the Ministry of Transportation and Transit.

By assembling responsibility for vertical capital projects across the provincial government into the Ministry of Infrastructure, our provincial government is better able to improve the coordination and delivery of important community infrastructure that provincial services are delivered from, to people throughout BC.

For greater clarity, the Ministry of Infrastructure primarily deals with vertical projects requiring capital funding and will not be involved in the disbursement of any operating funding to partners. Operating funding that supports the delivery of your services will continue to come from the Ministry of Education and Child Care.

The changes being shared with you today are internal to the organization of our government ministries and do not change your role as an integral partner in the delivery of critical services. We will continue to communicate with you as we implement the new Ministry of Infrastructure. In the meantime, there should not be any interruption to how you engage with our government. Please continue reaching out to your existing contacts with any questions and/or feedback that you may have and be assured that our ministries will be working closely together to serve you well.

.../2

We are excited by the opportunities the new ministry provides and will ensure that our ministries work closely together to share information about your needs and how best to support you. Together, we will continue to build our province so British Columbians have the opportunity to grow, thrive and prosper for many generations to come.

Sincerely,



Lisa Beare
Minister of Education and Child Care



Bowinn Ma
Minister of Infrastructure

cc: District Superintendents

From: [Karen Matthews](#)
To: [Karen Matthews](#)
Subject: FW: Thank You for Supporting Late French Immersion
Date: January 6, 2025 4:13:51 PM

From: CPF Nanaimo-Ladysmith <cpfnanaimoladysmith@gmail.com>
Sent: Tuesday, December 31, 2024 8:50 AM
To: Greg Keller <Greg.Keller@sd68.bc.ca>; Naomi Bailey <Naomi.Bailey@sd68.bc.ca>; Tania Brzovic <Tania.Brzovic@sd68.bc.ca>; Tim Harris <Tim.Harris@sd68.bc.ca>; Leanne Lee <leanne.lee@sd68.bc.ca>; Chantelle Morvay <Chantelle.Morvay@sd68.bc.ca>; Leana Pellegrin <Leana.Pellegrin@sd68.bc.ca>; Mark Robinson <Mark.Robinson@sd68.bc.ca>; Tom Rokeby <Tom.Rokeby@sd68.bc.ca>; District Administration Centre Manager <DistrictAdministrationCentreManager@sd68.bc.ca>
Cc: Kar Yan Ng <KarYan.ng@cpf.bc.ca>
Subject: Thank You for Supporting Late French Immersion

Some people who received this message don't often get email from cpfnanaimoladysmith@gmail.com. [Learn why this is important](#)

CAUTION: External Message

Dear Nanaimo-Ladysmith School District Trustees

On behalf of the Canadian Parents for French (CPF) Nanaimo-Ladysmith chapter, I want to sincerely thank you for supporting the motion to keep Late French Immersion (LFI) during the board meeting on December 18, 2024. Your support for this invaluable program means so much to our families and community members who believe in the lifelong benefits of bilingualism.

While we appreciate you moving the decision regarding continuing the program to September 2025, the BC Ministry of Education and Child Care's French Immersion policy states that districts should give **at least one year's notice** before making changes to allow for full discussion and alternative solutions.

We also value that you will be promoting the program in hopes to increase enrollment and awareness of the program. **Should you have any promotional materials, we would be happy to promote these on our social media platforms.**

We are grateful for your advocacy and hope you will continue to speak up to support French Immersion in our school district. Canadian Parents for French is committed to working with the district to explore ways to strengthen and promote Late French Immersion for current and future students.

If you need additional information or resources to support your position, we are here to help. Thank you again for standing up for equitable access to French language education.

Sincerely,
Emily Barnewall

President, Canadian Parents for French Nanaimo-Ladysmith Chapter
cpfnanaimoladysmith@gmail.com | 250-739-4163

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205 – Trustee Code of Conduct and Conflict Resolution

205 Trustee Code of Conduct and Conflict Resolution

Purpose

The Board believes that individual Trustees must adhere to a Trustee Code of Conduct which reflects the Board's recognition and respect of the public's trust in the Board as elected representatives of the community. It is the Board's expectation that each Trustee will adhere to the highest ethical standards in their dealings with fellow Trustees, the school community and all citizens of the District. The Board also believes in proactive resolution of conflict and a Trustee's commitment to working together for the best interest of students.

Objectives

This policy, in alignment from guidance from the Ministry of Education and Child Care, is intended to provide Trustees a clear guide on the expectations of conduct in the exercise of their duties. It also will provide the procedural framework for the investigation, the informal and/or formal resolution of code of conduct complaints including strategies for restoring relationships following a breach. Finally, the policy will provide for the resolution of conflicts that may not rise to the level of a breach of the Code of Conduct (the "Code").

Application

This Policy applies to behaviours and/or actions of Trustees individually, Trustee to Trustee behaviour and Trustee behaviour directed to the Superintendent.

1. Conduct Expectations

In carrying out the role of Trustee, the Board expects a Trustee to:

1.1. Comply with legal and policy requirements by:

- a. Conducting business in accordance with the Rules of Order, the policies of the District, and the laws and regulations governing public education in B.C. including but not limited to the *School Act*, *Human Rights Code* and the *Freedom of Information and Protection of Privacy Act*.
- b. Abiding by and upholding District Values, Mission, Vision and decisions of the Board while respecting diversity and inclusion.

- c. Keeping in confidence any personal or confidential information obtained in his or her capacity as a Trustee and not disclose the information except when required by law or authorized by the Board to do so.
- d. Declaring any conflict as required by the School Act and or the common law with respect to conflicts of interest.

1.2. Perform their duties diligently by:

- a. Devoting time, thought, and study to the duties of a Board member in order to ensure the District is well governed and work carefully to ensure that it is well maintained, fiscally secure, and operating in the best interests of those we serve.
- b. Considering information received from all sources and basing individual decisions upon all available facts while maintaining the confidentiality of privileged information obtained in their role as a Trustee.
- c. Not withhold or conceal information that may have a material impact on the deliberations of the Board or Administration of the District.

1.3. Represent the interests of the entire District by:

- a. Discharge the responsibility of being an advocate for children by always making fair and inclusive decisions free of bias that are in the best interests of children and resist every temptation and outside pressure to benefit either oneself or any other individual or agency apart from the total interest of the District.
- b. Understanding that individual Trustees have no legal authority outside the meeting of the Board, and therefore relationships with the District staff, the community and all media of communication should be conducted on this basis of fact.

1.4. Behaving Respectfully by:

- a. Representing the Board responsibly in all Board-related matters with proper decorum and respect for others and work respectfully with other Trustees and staff in both formal and informal settings.
- b. Recognizing the role of a Trustee by attending to the governance role of the Board avoiding involvement in District operations as required by Policy 202.

2. Process to Address a Breach of the Code of Conduct

2.1. Notification of an Alleged Breach of the Code of Conduct

- 2.1.1. A Trustee or the Superintendent shall in confidence bring the alleged breach of the Code to the attention of the Board by notifying the Chair or, in the absence of the Chair or if

the alleged breach has been made by or about the Chair, the Vice Chair who in such instances shall undertake the responsibilities of the Board Chair.

- 2.1.2. Notification of the Board Chair shall be made in a reasonable time from when the Trustee or Superintendent first becoming aware that the alleged breach has occurred. The notification shall be complete in writing in the form appended to this Policy.

2.2. Informal Code of Conduct Enforcement Procedures

- 2.2.1. The Chair, on their own initiative, or at the request of the individual who alleges a breach of the Code has occurred, may meet confidentially and informally with the Trustee who is alleged to have breached the Code, to discuss the breach. The Chair shall bring the allegation of the breach to the attention of the Trustee and discuss measures to correct the alleged offending behaviour which may include sanctions.
- 2.2.2. The sanctions or measures to address the alleged breach as an infraction may include a warning, an apology, or an agreed-upon consequence which may include that the Trustee engage in professional development.
- 2.2.3. If a Trustee does not agree that a breach occurred but is willing to take remedial steps in section 2.2 the Chair may report the outcome to a closed meeting of the Board and the matter will be considered closed.
- 2.2.4. In the event the Trustee does not acknowledge the breach and/or is unwilling to take remedial steps the Chair may elevate the allegation of the breach of the Code to the Formal Code of Conduct Enforcement Procedures.

2.3. Formal Code of Conduct Enforcement Procedures

- 2.3.1. In the absence of informal resolution of the alleged breach and within 14 days of receiving the notification of the alleged breach, the Chair shall compile the information obtained in the originating notification of the alleged breach and any actions the Chair may have taken to address the allegation, and make a confidential report to the Board in a closed meeting or closed session.
- 2.3.2. The Chair's report to the Board shall include the Chair's recommendation in respect to the merits of the Board conducting an investigation into the alleged breach of the Code. The report may include a recommendation to address the matter through the Resolution of Conflicts
- 2.3.3. The Board, by motion, shall within 14 days of receiving the report of the Chair, confirm or reject the recommendation of the Chair to conduct an investigation of the alleged breach of the Code.
- 2.3.4. Where the Board determines that an investigation should be made into the alleged breach of the Code, within 28 days of receiving notification from the Chair of the alleged breach, the Board shall by any appropriate means, including engagement of an independent investigator by the Superintendent, make inquiries into the alleged breach. On the basis of the results of the inquiry, the Board shall by motion decide whether the

Trustee has breached the Code and impose sanctions appropriate to the severity of the breach.

- 2.3.5. The Trustee alleged to have breached the Code shall not vote in respect to a motion to undertake an investigation of the alleged breach nor vote in respect to a motion to confirm the alleged breach or impose sanctions.

2.4. Sanctions for Breach of the Code of Conduct

Where the Board determines that a Trustee has breached the Code, the Board may censure the Trustee or, where the infraction includes the failure to maintain the necessary confidentiality of information, bar the Trustee from attending all or part of a meeting of the Board or a Committee of the Board and the Trustee shall not receive any materials that relate to that meeting that are not available to the public. These sanctions are not intended to limit any other response, action or remedy that the Board may decide to take or pursue.

- 2.4.1. Upon the Board determining that a Trustee has breached the Code and any sanctions to be imposed:

- a. The Board shall give the Trustee written notice of the determination and sanctions;
- b. Provide the Trustee with 14 days to make written submissions to the Board regarding the determination and/or sanctions;
- c. After considering the submissions, the Board shall confirm or revoke a determination within 14 days of receiving the submissions;
- d. If the determination is revoked, the sanctions are revoked; and
- e. If the determination is confirmed, the Board shall confirm, vary or revoke the sanctions.

- 2.4.2. Where a breach of the Code has occurred, sanction of a Trustee shall be undertaken by the Chair writing a letter of censure marked “personal and confidential” to the Trustee in question. This action shall be reported at the next open meeting of the Board.

- 2.4.3. In the event that the behaviour associated with the censure creates an unsafe work environment for a worker the Board may add steps to ensure its compliance with the Workers’ Compensation Act from the first occurrence.

- 2.4.4. For a second occurrence, a motion of censure shall be presented against the Trustee in question, at an open meeting of the Board, unless to do so would require a disclosure of confidential information other than a previous letter of censure.

- 2.4.5. For a third and subsequent occurrence, a motion to remove the Trustee in question from one, or more, or all Board appointments shall be presented at an open meeting of the Board including the limiting of attendance at open Board meetings for a period of time.

- 2.4.6. Where there has been a breach associated with the failure to maintain the confidentiality of information, in addition to the above sanctions, the Board may bar a Trustee from attending all or part of a meeting of the Board or a Committee of the Board. When a

sanction has been imposed that bars a Trustee from attendance at a meeting of the Board it is considered to be an absence authorized by the Board.

2.5. Restorative Justice

Following the conclusion of a Code of Conduct complaint the Chair shall work with the impacted individuals to determine whether a restorative process is appropriate including:

- a. Mediation
- b. Facilitated Meetings; or
- c. Other appropriate restorative justice strategies

3. Resolution of Non-Code of Conduct Conflicts

Disputes occur regularly and are an expected part of human interaction. Disagreements among Trustees and with the Superintendent similarly occur from time to time. Left unattended, disputes may lead to conflict that interferes with Board governance and Board/Superintendent relations. The Board regards conflicts as normally occurring and as opportunities to increase understandings of differences, enhance working relationships and improve individual performance.

3.1. Collaborative, inclusive, fair and developmental conflict resolution processes are based on the following interpersonal relational norms:

- a. Appreciation for the contributions of others
- b. Openness to diverse views and new ideas
- c. Respectful and emotionally safe interpersonal relationships
- d. Open and honest contributions to discussions
- e. Positive group dynamics (tone, body language), and
- f. Focus on the group task

3.2. Conflict Resolution Expectations

The Board has determined the following conflict resolution expectations. These expectations are intended to encourage learning, flexibility and responsiveness, and to avoid procedural rigidity.

3.2.1. Understanding

Disagreements present opportunities to seek additional information and create new understandings. Processes need to encourage inquiry, development of new and shared perceptions, and agreement.

3.2.2. Timeliness

Conflicts should be addressed as soon as possible and not left unattended to grow and impact unnecessarily on others and the work of the Board.

3.2.3. Fairness

Processes need to be open and equitable extending opportunities for participation in problem identification and generation of solutions.

3.2.4. Focus

Resolution processes and communications need to focus on issues and outcomes not people. The expectation is to build the team and enhance Board governance.

3.2.5. Respect

Interactions must be characterised by care and regard for the individual, empowerment and appropriate confidentiality.

3.3. Conflict Resolution Procedure

Trustees and the Superintendent are encouraged to adhere to the conflict resolution expectations:

3.3.1. Attend to the conflict, disagreement or dispute as soon as possible of becoming aware of the issue.

3.3.2. Address the issue with the individual directly with a view to resolving the matter privately.

3.3.3. Where a resolution is not found privately or the individual does not feel comfortable approaching an individual directly and there continues to be merit in seeking resolution, bring the matter to the attention of the Chair or, where the Chair is absent or the conflict involves the Chair, the Vice Chair, who shall:

- a. Within 14 days, take steps personally to inquire about the conflict with each individual involved;
- b. Seek to resolve the conflict in consultation with the individuals involved; and
- c. Treat the conflict and information surrounding the conflict confidentially.

3.3.4. Where the Chair is unable to resolve the conflict, there continues to be merit in seeking resolution. With the agreement of the involved individuals in respect to timing and external consultant, the Chair may engage an external consultant to resolve the conflict. The Chair shall report to the Board that an external consultant has been retained to assist.

Legal References:

Monitoring Method: *Internal Reports/Board and Superintendent*

Monitoring Frequency: *Annual*

Adopted: April 28, 2010 *Amended* 2012.08.29; 2012.12.10 202X.xx.xx

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
PUBLIC MEETING
INFORMATION SHEET**

DATE: January 29, 2025
TO: Board of Education
FROM: Shawn Johnston, Ex. Director of HR and Zoe Mikelic-Strazza, Manager Health & Wellness
SUBJECT: Employee Wellness Strategy Update

Background

The NLPS Strategic Plan is committed to Student and Employee Wellness. The Board is committed to “increase the number of employees who feel valued and/or engaged”.

To meet this goal, the District has initiated a process to create an overarching Employee Wellness Strategy that contains short, medium and long term strategies to address the Board’s commitment to its employees. For instance, recent shifts in surplus allocations approved by the Board provided additional hours to employees to engage with their colleagues, feel valued and ultimately serve employee wellness which will ultimately lead to student success.

This information sheet is intended to provide an update on the next action that will be part of the overall strategy for the District.

Discussion

As the Board is aware, the District’s recently conducted Employee Engagement Survey identified the need for the District to provide employees with greater access to resources to support their wellness. The District has a robust Employee and Family Assistance Plan that provides a variety of services. However, District staff identified a gap in service. Specifically, the gap was associated with proactive tools for employees with respect to employee health and wellness.

In trying to address this gap, in the context of the overall Employee Wellness Strategy, District staff have sourced and obtained a suite of products to advance our support of employees driving their wellness forward.

For the current year, the District will reallocate appropriate budgets to fund the program. In subsequent years, the District is examining the manner to appropriately resource the program but have targeted a number of budgets that we anticipate will be positively impacted by improved access including our employee benefits balance and possibly our staff replacement budget – one of the fastest growing areas of expenditure in the District over the last few years.

In addition, the District is going to be providing basic mental health training for District management to ensure that management have the tools to recognize mental health issues in the workforce. It is also intended to align with the District’s commitment to a culture of caring and compassion throughout our District.

The supports the District is engaging are as follows:

LifeSpeak

LifeSpeak is a suite of accessible mental health, resilience, and life skills education designed to empower employees in advancing their wellness. It includes access to expert videos, video series, and written content on topics related to:

- Mental Health
- Resilience and Mindfulness
- Physical Health
- Relationships
- Parenting and Eldercare
- Financial Health
- Personal and Professional Development
- Diversity, Equity, Inclusion, and Belonging
- Parents and children

This product will provide all employees and their families with 24/7/365 access to over 315 series and 1900 individual training sessions across the eight main topic areas, identified above. The content is produced by world renowned experts, in English and French, with subtitles available in Spanish, and over 500 subtitled into 11 other languages. Additionally, LifeSpeak includes an interactive ask the expert feature, and regular blog entries.

Our subscription provides unlimited usage to employees and their family members.

We note that the District has received positive feedback with respect to the services and results from other districts.

Wellbeats Wellness

Wellbeats Wellness is the physical health side of LifeSpeak, providing expert content on exercise, nutrition, and mindfulness for all ages, interests, and ability levels. This includes a robust library of on demand video classes and goal-based programs. It includes access to points-based challenges as well.

Both products are user friendly, and interface with Outlook so that users can schedule custom wellness breaks or time into their busy lives.

The package includes supports for implementation, account management, and member support, as well as marketing and communications tools, which will help maximize employee uptake and utilization.

We will receive ongoing reporting and analytics to assist us in gauging the value of this suite of products in supporting our employees to maximize their personal wellness.

Mental Health Training

The District will lead training and learning with all managers on managing Mental Health. The training series is available through Homewood Health in their Leadership Training Course library, and includes four modules:

1. Mental health concerns among Canadians
2. Managing mental health concerns in the workplace
3. Supporting employee success
4. Organizational strategies for supporting mental health

This learning will also include group debrief and discussion, and is intended to assist all District managers to have the knowledge, skills, and confidence to understand and effectively help manage the mental health concerns affecting employees.

Conclusion

The District is currently in the process of engaging with out employee partners with respect to the process of implementation but felt it was important to bring the strategy before the Board for an update in a timely manner to illustrate the proactive measures being taken to support employee wellness.

Staff will begin implementing LifeSpeak and Wellbeats Wellness in February, at which time they will become fully available for use by all employees and their family members. Further, staff are collaborating with management groups to determine the best timing for mental health training.

Finally, as noted an overarching Employee Wellness Strategy is currently being produced that will include LifeSpeak and Wellbeats Wellness as one aspect of a strategy intended to be responsive to the Board's goals as well as the clear need as provided by feedback from employees.

NANAIMO LADYSMITH PUBLIC SCHOOLS
STRATEGIC DIRECTIONS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET

DATE: January 29, 2025
TO: Strategic Directions Committee
FROM: Mark Walsh, Secretary-Treasurer and
Zeyad Merchant, Director of Information Technology
SUBJECT: Updates and Progress on Cybersecurity

Background

This information sheet provides an update on cybersecurity measures being undertaken by the District following the October 2024 Business Committee presentation (attached as Appendix A) on the District's state of cybersecurity risk and the need to continue and accelerate efforts to enhance our threat preparedness, awareness, and response. These updates reflect the District's progress in addressing vulnerabilities and goals highlighted in the October discussion.

Discussion

1. Multi-Factor Authentication (MFA) Implementation

- **Status:** MFA implementation is in its final preparation stages and directly addresses vulnerabilities identified in October, such as the need for stronger authentication mechanisms to reduce account compromises.
- **Testing:** Various MFA methods (authentication apps, SMS codes, phone calls, hardware tokens) and conditional access policies are being tested on different devices and in different scenarios (e.g. on internal vs external networks).
- **Support Resources:** Documentation and support resources are being developed for staff to ensure a smooth transition.
- **Engagement with Stakeholders:** Meetings with HR and labour stakeholders are underway to secure support and inform staff about this critical initiative.
- **Rollout Plan:**
 - IT are the first group to have MFA policies enforced (underway)
 - Following this, enforcement will occur in a phased, site-by-site approach to ensure manageable scaling.
 - District-wide enforcement is scheduled for Spring Break 2025 or shortly thereafter.

2. Incident Response Retainer

- **Partnership:** The District has signed up for an incident response retainer with professional security consulting firms through a master services agreement negotiated by Focused Education.
- **Funding:** The retainer is funded by the BC Digital Services Board. Services consumed in the event of an incident will be borne by the district.
- **Benefits:**
 - Pre-arranged access to expert consultants in case of a major cybersecurity incident.

- Onboarding ensures the consultants are familiar with district systems, enabling faster and more predictable recovery during incidents.
- **Alignment with October cybersecurity discussion:** This retainer directly addresses the need for improved incident response capabilities, as emphasized in the discussion of operational and reputational risks.

3. DNS Firewall Implementation

- **Service:** The District has subscribed to a DNS firewall service to add an additional layer of protection against known malicious websites from user web browsing while on the district network, as well as from user-browsing off the network from district-issued computers.
- **Activation:** The service will be activated on all district networks by Spring Break 2025.
- **Purpose:** This service will complement the existing Internet security and filtering tools, enhancing the district's ability to protect staff and students from malicious online activities.
- **Direct Response to Risks:** The October report highlighted phishing and malicious websites as key threats. The DNS Firewall addresses these risks by enhancing the prevention of access to such sites.

4. Cybersecurity Awareness Program

- **Launch Plan:** The District will roll out a cybersecurity training and awareness program in 2025. The program selected has consists of content curated for the Canadian K-12 sector.
- **Content:** The program will include:
 - General cybersecurity best practices.
 - K-12-specific scenarios to enhance staff awareness and proactive defense.
- **Alignment with the October cybersecurity discussion:** This program directly tackles the concern over the risk from a lack of cybersecurity awareness and the critical need for a vigilant and informed user population, as highlighted in the October discussion.

5. IT Department Review

- **Objective:** The IT department is conducting a comprehensive review of its structure and capacity to address gaps in expertise and resources related to cybersecurity.
- **Rationale:**
 - Legacy IT systems and processes were designed for a less complex environment. Today's interconnected, cloud-based systems require newer sets of tools, resources, and expertise to manage cybersecurity effectively.
 - The October report identified the increasing sophistication and frequency of attacks as a significant risk. Addressing these risks requires adequately skilled personnel and sufficient resources.
- **Focus Areas:**
 - Proactive cybersecurity measures.
 - Enhanced response capabilities for modern threats.
 - Alignment of tools, resources, and personnel to meet current and future challenges.

Action: The current gaps in in-house expertise and available personnel-hours for cybersecurity planning and operations represent a significant risk area that needs attention and resourcing. Investments in staff and training are critical to closing this gap.



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: October 9, 2024
 TO: Business Committee
 FROM: Zeyad Merchant, Director of Information Technology
 Mark Walsh, Secretary-Treasurer
 SUBJECT: Confronting Today's Real Challenge of Cybersecurity Risk

Background

October is Cyber Security Awareness Month in Canada. This report is to give the Board a high-level overview of the cybersecurity challenges facing our school district, the current state of the District's defenses, and some of the ongoing and planned work to improve security. The report seeks to shine a light on the need for an increased focus on awareness and actions on cybersecurity.

Discussion

Introduction

Over the last 10-15 years, matters of cybersecurity have moved out from the confines of those directly managing and supporting Information Technology into the main stream. Significant and highly publicized and impactful security breaches began catching the attention of the media and public in the last 5-10 years. These incidents have now become frequent and normalized enough and are now regarded as an expected reality of our digital lives. Today, only the most sensational events attract the attention of the public and then only the attention of the local communities in which they take place. Matters of cybersecurity are no longer of interest to IT leadership, they belong in the forefront of risk management activities of public institutions, private enterprise, governments, law enforcement, and indeed of every end-user of digital technology. If you are using or applying technology today, either in your personal or professional life, you are constantly at a real and increasing risk of a cybersecurity breach that threatens aspects of your life, family, business and well being.

Cyber Risk and the Evolving Threat Landscape

Over 15 years ago, cyber criminals were motivated mainly by the value of stolen military, government or corporate secrets for political gain or for trade advantage, and often simply for the thrill of disrupting electronic operations and/or communications.

Today, cybercrime is a major income generator for organized crime and state sponsors. Any organization or individual holding information of value is a potential victim. A ransomware attack is when a criminal gains access to your or your organization's digital data files, locks your access out, threatens to delete, or worse, publicly release the data, with a ransom demand for its release back to you (extortion).

80 percent of schools across 14 nations were the target of ransomware attacks in 2022. K-12 was the single most targeted industry, edging out higher-education, and surpassing government, construction and healthcare.¹ Why? Schools are data-rich environments. Schools and school districts are uniquely susceptible to pressure to bend to ransom demands and are exceptionally vulnerable from their historic under investment in the security of their digital infrastructure.

Present and Increasing Risks

- Data Breaches: Sensitive data like student records, staff information, and financial data are prime targets.
- Ransomware: Increasingly common in schools, where attackers encrypt data and demand a ransom for its release.
- Phishing: A growing threat through deceptive emails that target staff, students, and administrative systems.
- Denial-of-Service (DoS) Attacks: Disrupting access to critical educational platforms and networks.

With the criminal success of attacks against K-12, the criminals are highly motivated. This is evidenced by:

- The rise in sophistication: Cybercriminals are using more advanced tactics like AI-driven attacks and targeted spear-phishing campaigns.
- The increase in frequency: Cyberattacks on educational institutions have spiked in the last few years, exacerbated by remote learning and hybrid working models.
- Criminals leveraging exposure resulting from broader technology adoption: As technology continues to offer digital solutions to age-old problems, continued pressure for their rapid adoption by school districts often leaves security behind as an afterthought, with criminals taking advantage of the gaps - e.g. with the implementation of IoT ("Internet of Things"). IoT are commonly specialized, Internet-connected devices that often replace older, non-networked technology in modern automation tools for facilities maintenance and operations areas, like HVAC, security and cameras in schools, but that also then leave significant security exposure entry points into the local networks.

What's at Stake for NLPS - Our District's Digital Assets

Today, our district spans almost 40 buildings in which users, devices and storage are connected to each other and to internet. There are currently over 15,000 district-owned devices connected to the network, including iPads, laptops, Chromebook, servers, surveillance cameras, phone systems, HVAC, earthquake and vaping sensors and much more. Each day, an additional 7,000 personal (BYOD) devices also connect to our infrastructure. All of these devices carry, transmit, or store some information of value. In its custody, our district holds the personal and sensitive data of today's 16,000 students and 2,200 staff, that of their families, and a vast collection of financial, payroll and HR data. We host multiple websites and dozens of software programs internally. Additionally, due to data retention policies, we hold data on students and staff from the past. Furthermore, we have rapidly adopted 21st century learning and

¹ <https://www.forbes.com/sites/frederickhess/2023/09/20/the-top-target-for-ransomware-its-now-k-12-schools/>

productivity platforms with dozens of web-based programs that are hosted in the 'cloud', completely eliminating the access boundaries that our previous district's virtual perimeters confined us to. As the region's largest employer, it isn't much of a stretch to speculate we hold the data of more people in our community than almost any other single organization in the region. This makes us a valuable target.

While most school districts make sound emergency preparations for the physical safety of students and staff, e.g. for natural disasters, etc., very little focus is placed on the impact of a cyber event on operations. Victims of cyber events are usually caught off guard on how reliant they are on technology for everything they do. A significant cybersecurity breach event would most likely take every technology system offline, and there would be a number of associated costs or damages:

- Financial:
 - Ransoms (Extortions): Centre for Internet Security (CIS) and the Multi-State Information Sharing and Analysis Center (MS-ISAC), which works closely with US school districts, reported that the average ransom demand for K-12 institutions was **typically between US\$100,000 and US\$1 million**, depending on the district size and attack severity.²
 - Incident Response and Forensics: School districts often rely on external cybersecurity vendors for response and forensic investigation. These services typically cost **between \$5,000 to \$25,000 daily**.
 - Remediation and Infrastructure Hardening: Post-attack remediation often includes system upgrades and hardening, **which could cost \$10,000 to \$25,000 daily for several days or weeks** as systems are brought back online with enhanced security measures.
 - Downtime and Lost Learning Time: The cost of downtime, especially during school hours, can be significant. Daily costs for K-12 schools could range from **\$5,000 to \$50,000** for disruptions in learning, teacher productivity, and administrative functions.
 - Communication and Public Relations: Addressing public relations and stakeholder communication often involves specialized teams, **costing \$2,000 to \$10,000 daily**.
 - The IBM Cost of a Data Breach Report 2024 reported that the average cost of a data breach globally reached **US\$4.88 million**, a new record high.³
- Disruption to Learning Continuity, affecting students' education and access to critical resources.
- Disruption to families/community/communications.
- Lasting impacts from identity theft and the exposure of private and sensitive info potentially released to the public.
- Disruption to Operations/Administration.
- Impact to the District's reputation in the local and wider community.
- Sanctions from failing to meet FIPPA obligations: FIPPA requires a public body to provide appropriate and reasonable physical and procedural security measures to protect personal information in its custody or under its control by preventing unauthorized access to personal information in its custody or control both from within and outside the public body.

² <https://www.cisecurity.org/ms-isac>

³ <https://www.ibm.com/reports/data-breach>

Current State of Cybersecurity in the District [and recent improvements]

The District's digital assets are managed and supported by the IT department with a constant security-forward approach. This culture has been developed more from a collective sense of professional care than from a requirement to comply with cybersecurity standards (there are no such compliance standards that apply today for BC School Districts). These are some examples of worthwhile security practices and proactive defense measures currently in place [recent initiatives highlighted]:

- Latest generation firewalls at every district site with advanced filtering to minimize malware threats attempting to cross into our trusted networks designed for appropriate separation of network traffic (e.g. separating BYOD traffic from internal, trusted networks). [recent reviews and security enhancements made in 2023/24].
- Replacement of end-of-life network equipment at all district sites (a security risk) with new, supported gear and threat reporting and protection capability [ongoing, through NLPS Data Infrastructure Upgrade Project].
- Endpoint security (antimalware and other device protection on devices) [recently upgraded].
- Regular updating and software patching of all our managed devices.
- Controls placed on end-user devices to minimize unauthorized or malicious software installation or system reconfigurations.
- Local data and server backup and restore procedures [recent improvements to resiliency].
- Shared resources locked down to authorized users.
- Adherence to Role Based Access Controls (RBAC) where users (staff, students, contractors) are only given access to systems and files they are authorized to by way of their job title and/or assignment – we strive to apply the Principle of Least Privilege, where a user is given the minimum level of access they need to perform their job duties [work underway to tighten this up further].
- Antimalware and anti-phishing policies and configurations on email systems [recent enhancements added].
- [New mandatory Privacy Impact Assessment practices for any new initiative and program – includes security]
- Cybersecurity awareness, 'Spot the Scam' campaign targeting all staff via email, newsletters and posters.

Next Critical Steps

The most first step today is to bring the awareness and responsibility for the significant threats and risks of Cybersecurity incidents out from the exclusive domain of the IT Department and into each and everyone's portfolio of responsibilities, as a necessary part of living and working in and around technology. Effectively keeping our students, staff, community and assets safe from these real threats starts with Board and Executive sponsorship, support and participation in a district cybersecurity plan and roadmap.

Developing a formal Cybersecurity Plan will be a priority for IT and the District, and a necessary one to ensure we are committing the necessary resources and effort towards measurable and meaningful improvements in our security posture and therefore our ability to fend off -and respond to- cyber events. An established security framework relevant to our sector and region, will be selected to inform our plan

and guide our efforts in the proven most effective ways. The plan will articulate objectives, goals and action items based on objective and ongoing assessments of our strengths, risks and gaps.

Despite the proactive security measures taken thus far, as well as some reactive measures taken in the past in response to previous (relatively minor) cyber attacks in our district, we are keenly aware of some lucrative opportunities that exist today that we will want to tackle immediately.

One of these opportunities is a district-wide roll-out of Multi Factor Authentication (MFA). MFA is now considered a must-have as a basic security control and requires the necessary stakeholder support and change management to carry out.

Another opportunity for quick wins is a launch of a comprehensive cybersecurity awareness and training campaign for all users of technology. Today's sophisticated and well-crafted attacks often target unsuspecting staff possessing a lower level of cybersecurity awareness. An aware and vigilant user population is one of our best defenses against cyber attacks.

As we make the necessary shift to a formalized security-informed approach to managing the digital environment through the development and implementation of a cybersecurity plan, the District will monitor and assess the org/staffing chart to ensure it aligns with today's cybersecurity needs.

Conclusion

This report is to convey, during this Cyber Month, the urgency of the evolving and increasing cyber threat landscape while also justifying the need for increased focus, support and yes, an investment in new and continued cybersecurity resources for the District. Given our close calls and the real instances of serious cyber events in our neighbouring districts demonstrate the clear value of a commitment to a long-term cost savings strategy through proactive investments and attention on cybersecurity as an avoidance to costly data breaches, ransomware payouts, and system and operational downtime. It is critically important to take the preventative approach and build a resilient security culture that acknowledges that cybersecurity is not just an IT issue but requires district-wide commitment, from leadership to staff and students, as well as a technically sound and supported plan to make us well-prepared for the present and future cyber challenges.

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
PUBLIC MEETING
INFORMATION SHEET**

DATE: January 29, 2025
TO: Board of Education
FROM: Laura Tait, Assistant Superintendent
SUBJECT: The Aboriginal: How Are We Doing Report (ABHAWD 2023/2024)

Background

The Aboriginal: How Are We Doing Report is an annual, public-facing report focusing on Indigenous students in B.C. The data in this report provides teachers, schools, school districts and the Ministry of Education and Child Care with important information on how Indigenous students are developing and identifies areas for interventions or further action.

Report available at: <https://studentsuccess.gov.bc.ca/>

This annual report includes information in the following areas:

- Student and district context
- Foundation Skills Assessment (FSA) [Grades 4 – 7]
- Graduation Assessments & Course Marks [Grades 10 – 12]
- Transitions [Entering grade 8 for five years]
- School Completion
- Education and Experiences of Children and Youth in Care
- Post-Secondary Transition
- Student Learning Survey

Discussion

The ABHAWD report does not provide any new information, it does however pull together publicly available information regarding Indigenous students, into one report. It enables district to identify possible areas of focus, particularly at the secondary level.

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
PUBLIC MEETING
INFORMATION SHEET**

DATE: January 29, 2025
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: School Site Acquisition Charge Bylaw Update

Background

In 2022, following extensive consultation, the Board passed a School Site Acquisition Charge Bylaw. This information sheet is intended to provide a reminder of what the charge is and the current financial status of the account.

Discussion

The *Local Government Act* provides a mechanism for School Districts projecting future enrolment growth and capacity issues to institute a charge on certain developments to assist in the purchase of land for school sites. In depth information is posted on the District website at the following link <https://www.sd68.bc.ca/board/school-site-acquisition-charge/>.

In 2021 and 2022 District staff hired an external geospatial company to predict medium term enrolment in the District based on local housing data from local municipalities and regional districts. The District then applied a formula based on an expected number of students per unit. The resulting numbers indicated significant growth and a space deficit for the District. Areas of concern for potential future sites included green field areas in Lantzville, potentially Ladysmith (subsequent plans somewhat mitigated the need), Pleasant Valley and Sandstone. There are also brown field needs around Bayview due to infill and potentially a number of other areas. For instance, the District acquired a single family lot to expand the Bayview site in 2023. We continue to monitor for similar opportunities.

Based on this, the District then determined the approximate costs to acquire land and instituted the SSAC with the support of our local jurisdictions following consultation and presentations directly to their councils and boards.

Subsequently, the District has reran the numbers each year. It should be noted that due to increased outmigration and softer birthrates for existing families, our numbers are projected to be slightly less than our early projections. However, the growth (and particularly the areas of growth) continue to support the SSAC.

The SSAC currently has a balance of \$506,674 (\$475,449 North and \$31,225 South). Note that while the SSAC is legislatively intended for the entirety of the District we have segregated the collection into a “North” and a “South” area to ensure transparency. For instance, the intention would be for growth in the “South” to support additional capacity where the charges were collected and similarly for the North.

Outstanding Regular Board Motions Report – January 2025

Motion	Comments	Assigned	Due Date	Completed
R24/12/18-05	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from NALT to the Environmental Stewardship and Sustainability Advisory Committee for discussion.	D. Balcombe	Jan 2025	Ongoing
R24/12/18-04	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to promote enrolment of Late French Immersion for the 2025-2026 school year and to report back to the Board in the fall of 2025 for review and further consideration.	R. Gray	Fall 2025	Ongoing
R24/12/18-08	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the temporary suspension of the Business Committee and Education Committee to be replaced with a single once a month public Committee of the Whole entitled “Strategic Directions Committee” and a monthly Board working session entitled “Professional Learning Working Group” effective January 2025 and that the Board review the temporary structure in May 2025 and to accept the temporary amendment to Policies 2.5. and 2.6.	R. Gray	May 2025	Ongoing
R24/06/26-08	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) set aside any decision on changing the tagline until after the Strategic Plan is passed by the Board of Education.	R. Gray	Fall 2024	Ongoing
R24/02/23-07	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to create a report with options to gather funds to support the higher cost option for the Ladysmith Intermediate Seismic Upgrade (Davis Road) and report back to the Board for approval.	M. Walsh	Spring 2024	Ongoing

R23/08/30-05	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2023-2024 and add Policy 2.4 Role of Chair and Vice Chair to the Policy Committee work plan; and that following the 2023 annual general meeting of the Board a subcommittee of the Policy Committee be struck, including the current chair and vice chair as well as the newly elected Chair and Vice Chair, to make recommendations for updates on policy 2.4 to the Policy Committee.	M. Walsh/Board Chair	Fall 2023	Ongoing
R22/06/17-11	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) continue to apply for an expansion at Departure Bay in the 2023-24 capital plan with the intention of replacing portable usage at the school. Such an expansion would not be intended to expand the capacity of the school beyond 400 (the current enrollment of the school) but is intended to remove the portables at the site.	M. Walsh		Ongoing
R20/09/23-17	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct Staff to work with the City of Nanaimo on the draft concept of making NDSS Community Field a medium sized stadium as per the draft City of Nanaimo Stadium Report.	M. Walsh	Fall 2020	Ongoing
R20/06/24-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer Inclusion Policy 2.10 to the Policy Advisory Committee for review from an anti-racist perspective that acknowledges and address' the existence of systemic racism and provides the necessary revisions and to provide any recommended changes to the Board for consideration in the fall of 2020.	R. Gray	Fall 2020	Ongoing