

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

**Wednesday, April 23, 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.

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**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.*

<b>7.</b>	<b>APPROVAL OF THE MINUTES</b>	<b>5</b>
	<i>That the minutes from the Regular Board of Education meeting held on March 12, 2025, be adopted.</i>	
<b>8.</b>	<b>SECTION 72(3) REPORT</b>	
8.1	Section 72(3) Report	11
	<i>That the Section 72(3) Report from the Closed Board of Education meeting on March 12, 2025, be received.</i>	
<b>9.</b>	<b>ANNOUNCEMENTS AND REMINDERS</b>	
	Strategic Directions Committee Meeting: May 7, 2025 ( <i>note new date</i> )	
	Board of Education Meeting: May 28, 2025	
	Statutory Holiday - Victoria Day: Monday, May 19, 2025	
	Non-Instructional Day: Monday, May 5, 2025	
<b>10.</b>	<b>PRESENTATIONS</b>	
10.1	Nanaimo Lions Club - Lion Bob Huck, Lion Burnie Smith and Lion Larrie Taylor	12
	Re: Lions Free Vision Screening Program	
10.2	NDTA - President Joanna Cornthwaite	30
	Re: 2025-2026 Budget	
10.3	CUPE 606 - President Jeff Virtanen	
	Re: 2025-2026 Budget	
<b>11.</b>	<b>CORRESPONDENCE</b>	

## 12. STRATEGIC DIRECTIONS COMMITTEE REPORTS

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That the Board of Education of School District No.68 (Nanaimo-Ladysmith) give the Capital Bylaw No. 2025/26-CPSD68-01 all three readings at one meeting, today, this 23rd day of April, 2025.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as “School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2025/26-CPSD68-01” being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2025/2026 School Year.

Read a first time this 23rd day of April, 2025.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as “School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2025/26-CPSD68-01” being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2025/2026 School Year.

Read a second time this 23rd day of April, 2025.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as “School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2025/26-CPSD68-01” being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2025/2026 School Year.

Read a third time and adopted, this 23rd day of April, 2025.

## 13. SENIOR STAFF REPORTS

13.1 Robyn Gray

Re: Superintendent's Reel

13.2 Shawn Johnston, Executive Director of HR and Arlen Valade, Manager Occupational Safety & Wellness

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Re: Emergency Preparedness

13.3 Mark Walsh, Secretary-Treasurer

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Re: Additional Before and After School Care Program - Park Avenue School

***That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve an additional elementary school site at Park Avenue Elementary to host District operated Before and After School Care in September 2025.***

13.4 Mark Walsh, Secretary-Treasurer

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Re: 2025-2026 Annual Budget Discussions

**14. UNFINISHED BUSINESS**

**15. NEW BUSINESS**

**16. FOR INFORMATION**

16.1 Board Motions Report

52

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**

**March 12, 2025**

Trustees	N. Bailey, Chair G. Keller, Vice Chair T. Brzovic T. Harris	C. Morvay L. Pellegrin T. Rokeby M. Robinson
Absent	L. Lee	
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 6:02 pm.

**2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA**

There were none.

**3. ADDITIONS**

There were no additions.

**4. DELETIONS**

There were no deletions.

**5. CHANGE IN ORDER**

There was no change in order.

**6. APPROVAL OF THE AGENDA**

R25/03/12-01

IT WAS MOVED BY Trustee Harris

IT WAS SECONDED BY Trustee Robinson

That the Agenda be approved.

**CARRIED UNANIMOUSLY**

**7. APPROVAL OF THE MINUTES**

R25/03/12-02

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Brzovic

That the minutes from the Regular Board of Education meeting held on February 26, 2025, be adopted.

**CARRIED UNANIMOUSLY**

**8. SECTION 72(3) REPORT**

**8.1 Section 72(3) Report**

R25/03/12-03

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Pellegrin

That the Section 72(3) Report from the Closed Board of Education meeting on February 26, 2025, be received.

**CARRIED UNANIMOUSLY**

**9. ANNOUNCEMENTS AND REMINDERS**

Schools Closed for Spring Break: March 17-28, 2025

Strategic Directions Committee Meeting: April 9, 2025

Board of Education Meeting: April 23, 2025

**10. PRESENTATIONS**

**10.1 Laura Cranmer, Amanda Wagner, Ann Woodward and Daisy Elliott**

Re: Applied Theatre Research Project "Scenes from the Nanaimo Indian Hospital: Reawakening Hul'q'umin'um', Nuuchahnulth, and Kwak'waka languages"

Laura Cranmer, Amanda Wagner, Ann Woodward and Daisy Elliott presented on their production "Scenes from the Nanaimo Indian Hospital" and requested a letter of support from the Board.

Trustee Keller added a Notice of Motion re: Letter of Support under New Business. (*Unanimous consent, no vote*)

**11. CORRESPONDENCE**

There was no correspondence.

**12. STRATEGIC DIRECTIONS COMMITTEE REPORTS**

**12.1 Calendar**

R25/03/12-04

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Robinson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the attached revised 2025/2026 Local School Calendar.

**CARRIED UNANIMOUSLY**

R25/03/12-05

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) make the attached three-year draft Local School Calendars for 2026/27, 2027/28 and 2028/29 available to the public for 30 days utilizing the consultation process as per Board Governance, Section 1, 2.17 and to report back at the May Strategic Directions Committee meeting with recommendations.

**CARRIED UNANIMOUSLY**

**12.2 Policies**

R25/03/12-06

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Keller

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt Revised Policy 205 – Trustee Code of Conduct and Conflict Resolution.

**CARRIED UNANIMOUSLY**

R25/03/12-07

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Harris

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 403 – Board Recognition and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

**CARRIED UNANIMOUSLY**

R25/03/12-08

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Robinson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 505 - School Catchment and Student Enrolment and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

**CARRIED UNANIMOUSLY**

R25/03/12-09

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Harris

First Reading:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt amended Bylaw 502 Parent-Student Appeals.

Read for a first time this 12th day of March, 2025.

**CARRIED UNANIMOUSLY**

R25/03/12-10

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Brzovic

Second Reading:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt amended Bylaw 502 Parent-Student Appeals.

Read for a second time this 12th day of March, 2025.

**CARRIED UNANIMOUSLY**

R25/03/12-11

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Robinson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) circulate a 30 day notice of third reading for the Draft Bylaw 502 Parent-Student Appeals, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

**CARRIED UNANIMOUSLY**



R25/03/12-12

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Harris

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 218 Role of Chair and Vice Chair and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

**CARRIED UNANIMOUSLY**

**13. SENIOR STAFF REPORTS**

**13.1 Robyn Gray**

Re: Superintendent's Reel

Robyn Gray presented the "Superintendent's Reel" which highlights the voices of our educators, achievements of our students and the unwavering support of our families and community partners.

**14. UNFINISHED BUSINESS**

There was no Unfinished Business.

**15. NEW BUSINESS**

**15.1 Naomi Bailey, Board Chair**

Policy Committee Work Plan

Chair Bailey passed the Chair to Vice Chair Keller for this item.

Chair Bailey proposed that the Policy Committee Workplan be updated to include Policy 2.6 - Board Meeting Procedures so that it be reviewed to ensure that the Policy appropriately balances the safety of trustees, staff and partners while ensuring continued avenues for the public to participate at the Board. An action sheet is attached to the agenda.

R25/03/12-13

IT WAS MOVED BY Trustee Bailey

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) add Policy 2.6 – Board Meeting Procedures to the Policy Committee workplan for 2024-25 and direct that Policy 2.6 is reviewed to ensure that the Policy appropriately balances the safety of trustees, staff and partners while ensuring continued avenues for the public to participate at the Board.

**CARRIED UNANIMOUSLY**

15.2 Greg Keller, Vice Chair

Re: Notice of Motion - Request for Letter of Support

R25/03/12-14

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Robinson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter in support of the "Applied Theatre Research Project " Scenes from the Nanaimo Indian Hospital: Reawakening Hul'q'umin'um, Nuu-Chah-nulth, and Kwakwaka'wakw language".

**CARRIED UNANIMOUSLY**

**16. FOR INFORMATION**

16.1 Board Motions Report

The Board Motions Report was received as information.

16.2 Trustee Committee Reports

There were no Trustee Committee Reports.

**17. QUESTION PERIOD**

There were no questions.

**18. ADJOURNMENT**

The meeting adjourned at 7:03 pm.

R25/03/12-15

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Harris

That the meeting be adjourned.

**CARRIED UNANIMOUSLY**

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Mark Walsh, Secretary-Treasurer

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Naomi Bailey, Chair

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

**Report of the Closed Board Meeting held on March 12, 2025**

**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. Pellegrin  
G. Keller  
L. Lee  
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



***We Serve***

NANAIMO LIONS CLUB

Vision Screening  
Program

# Purpose of Meeting

- To update New Board Members and Your new Superintendent about the Lions Vision Screening Program
- Screening Provided to SD#68 since 2015
- Cancelled last year citing lack of Space and Staff availability
- We wish to seek your approval to reinstate this

# Lions Club International

- Lions are men and women dedicated to serve those in need whether in their own community or around the world
- Nearly 1.4 Million Members
- In over 200 countries
- More than 46,000 clubs
- We undertake many money raising activities
- All of it goes to initiatives to help people in need



# Nanaimo Lions Club

- Our Nanaimo Club has undertaken several major projects over the years :
  - Mafeo Sutton Park Band Stand
  - Lions Great Bridge in Mafeo Sutton Park
  - Support to Children's Musical Bands
  - **Vision Screening**
  - Free Skate Program – Served over 70K Skaters in 13 Years
  - Free Swim Program
  - Bursaries and Scholarships to SD68 Graduates (8K/Yr)
  - SD#68 Food Safe Course and Summer Job Classes 2.5K)
  - Donations to Island Health initiatives



# Vision Screening

- Vision is Identified by our International Club as a Service Priority
- Our club has been doing this in SD#68 since 2015
- We identify this as a major activity for the club
- We have equipped the club for this and have several of our members trained and certified
- SD#68 was very first in Canada to implement this after device was approved for Use by Canadian Government
- Our purpose here today is to request the School Board to establish a policy to undertake screening programs in its Schools



# Vision Screening Equipment

- Walsh Allyn Camera



Myopia  
**Myopia**

Hyperopia  
**Hyperopia**

**Astigmatism**

Anisometropia

Strabismus

Anisocoria

# Screening Measurements

- Myopia\* - Near sighted
- Hyperopia\* - Far sighted
- Astigmatism\*
- Anisometropia\* - difference in Refractive power
- Amblyopia - lazy eye
- Strabismus\* – eye misalignment
- Anisocoria\* – significant difference in Pupil size
- Ptosis - Lid Droop – Indicates possible neurological problem
- Cataract
  - \* measured by Camera

# Optometrist Support

- Optometrists support Vision Screening and use the same equipment in their missions abroad
- Optometrists highly support general screening of young children
- Island Health has a mandate to test Kindergarten Kids to catch deficiencies while still treatable
- Since Covid period, this has not been done and it is therefore even more important to do this in the schools

# Qualification of Lions Screeners

- All Our Screeners have received a **Training Program** by an Optometrist and a Nurse Screener
- All have taken **tests**
- All have been **certified**
- All Screeners have had a criminal records check

# Efficacy of Instrument

- Instrument is demonstrated to be 95% Correct when set to 80% Sensitivity
- Our role is not to diagnose but simply to Identify where a child should be referred to an optometrist



# Access to Children

- While we access children in different settings, schools are by far the most efficient
- Kidsight Canada recommends testing children at a young age and we would prefer Grade 1.
- We have tested children in Grade 4 and Grade 7 before, where Island Health was testing Kindergarten children

# Results From Past Years Experience by Lions

- Year 2023-2024 in SD#68
  - 18 Schools tested In 2023-2024
  - 749 Tested, 53 Referrals -- 7.1%
- Year 2022-2023 in SD#68
  - 29 schools tested
  - 1678 in Grades 4 and 7 tested
  - 128 Referred – 7.6%



# Benefits to Children

- Help Children See Better !
- Remove Vision Impairments from Learning Challenges
- Behavioral Challenges



# Dissemination of Results

- We can be flexible with this to be in accordance with the wishes of the School Board
- Normally, we provide a printout for referrals only (Note: child would not be told of results directly by us)
- To ensure privacy we would make these reports available to the school (Principal) to pass on confidentially to parent
- In the interests of Privacy, we would erase our measurement results at the completion of the tests

# Facilities and Support from Schools and Staff

- Minimal Requirements
- Prefer the School advises parents of tests and offers parents opportunity to opt out. We could provide letter.
- Need some coordination with teacher but class disruption should not be significant (whole class less than an hour)
- Lions can set up and manage logistics of getting child for test
- Tester needs only a small private space such as a room, hallway, with some control of lighting

# Request to School Board

- Help Lions with our Screening Program and our Commitment to Help Children
- Establish a policy which can provide certainty and process that is consistent with the needs of the schools, principals and teachers
- Policy need only be that SB endorses and authorizes Vision Screening, and establishes coordination between Lions Club, SB Administration, and elementary school Principals.
- Conduct measurement program in the new school year 2025-26



Presentation to the  
Board of Education

# Nanaimo District Teachers' Association

April 23, 2025

# Core Belief

- Teachers are best served when adequate staffing levels and supports exist, which in turn serves the needs of students.



# NDTA Guiding Principles

- **The board budget should:**
  - Put needs before wants
  - Put staff before stuff
  - Be educationally sound and fiscally responsible
  - Exercise the principles of equity in allocation of resources.





# NDTA asks



- **Administration:**
- Why have multiple additional administrative positions been created in the last two months?
- How are the front-line needs of students being addressed with additional layers of administration?
- **Continue to focus on putting dollars in classrooms.**

# NDTA asks

- **Increased staffing for Island Connect ED (ICE):**

- Increase staffing to manageable caseloads
- Different work than a traditional classroom, not less work.



# NDTA asks

- **Specialist Positions (IST/Counselling/SLP/ELL/Psychologists/TLs):**

- NDTA acknowledges the Employer is staffing at levels significantly above the required ratio—staffing exceeds the funding.
- Better ratios mean increased supports for our most vulnerable students.



# Questions?

# Thank you



**CAPITAL BYLAW NO. 2025/26-CPSD68-01**  
**CAPITAL PLAN 2025/26**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 68 (*Nanaimo-Ladysmith*) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 25, 2025*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District No.68 (Nanaimo-Ladysmith) Capital Bylaw No. 2025/26-CPSD68-01*.

READ A FIRST TIME THE 23<sup>rd</sup> DAY OF APRIL, 2025

READ A SECOND TIME THE 23<sup>rd</sup> DAY OF APRIL, 2025

READ A THIRD TIME AND ADOPTED THE 23<sup>rd</sup> DAY OF APRIL, 2025

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No.68 (Nanaimo-Ladysmith) Capital Bylaw No. 2025/26-CPSD68-01* adopted by the Board the 23<sup>rd</sup> day of April, 2025.

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Secretary-Treasurer

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

DATE: April 23, 2025  
TO: Board of Education  
FROM: Shawn Johnston, Executive Director of HR and  
Arlen Valade, Manager Occupational Safety & Wellness  
SUBJECT: Emergency Preparedness in NLPS

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### **Background**

The district runs a comprehensive Emergency Preparedness strategy across all our schools and facilities. The goal of this strategy is to ensure the safety of our students and employees in the event of an emergency that impacts one or more sites.

Emergency preparedness includes ensuring our sites have supplies and knowledge to deal with an event as it happens, and the aftermath.

Emergency preparedness is the joint responsibility between the Safety Office and the supervisor at each site; for us mostly principals. The safety office coordinates plans, training, drills, and communications on emergency preparedness. The site supervisors are responsible for ensuring preparedness at their site, and leading students and staff through drills and actual emergencies.

### **Discussion**

The elements of our Emergency Preparedness strategy are: planning, organizing information and supplies, training, running drills, and debriefing and revising from drills and emergencies.

We plan and practice for the big types of emergencies we could face, such as earthquakes and fires. However, that emergency preparedness is transferable to other types of emergencies such as windstorms, ice storms, flooding, that have similar impacts. These larger scale emergencies are typically ones that could impact individual schools, district wide, and beyond our district, and we incorporate those factors into the planning.

We also plan for more localized emergencies, with shelter in place, hold and secure, and lockdown planning and drills. This emergency preparedness keeps us ready for any type of emergency facing a site or several sites located close together. In the past we've seen this emergency preparedness used for bears and cougars in an area, and for threats or concerns of violent behaviour.

The work of emergency preparedness is ongoing and continually evolving as we incorporate new information and approaches available to us to keep our students and employees as prepared and safe as possible. Some of the specific actions the district undertakes for emergency preparedness are:

### **Local Safety Committees and Regular Drills**

Each school has its safety committee which develops that school's School Emergency Management Plan (SEMP). This work is supported by the Safety Department.

Additionally, each school conducts a minimum of 6 fire drills throughout the year, and all schools participate in events such as the great shakeout. We do 2 district wide earthquake drills per year. These drills familiarize and normalize the process of evacuating a school when needed.

### **Prioritized Post-Earthquake Response (PPR) system**

The PPR is a seismic system designed to identify how safe each of our buildings are for re-entry after an earthquake. In the event of an earthquake our PPR system would be set up in a safe place and each school would connect via radio to communicate their situation and get information on the safety of their buildings. The Safety Department runs full PPR drills twice each year. NLPS is the first school district to have a PPR system, and our first drill was the Great ShakeOUT in 2021.

### **School Supplies**

Schools each have emergency supplies that are kept in safe places that will be accessible in the event of an earthquake. The supplies include: food and water, first aid and search & rescue supplies, shelter supplies, student comfort packs, student release information and supplies, and communications equipment.

### **First Aid Attendants**

The Safety Department regularly facilitates first aid training for employees to ensure our schools always have adequate first aid coverage.

### **Connection with Partner Groups**

The Safety Department regularly works with partner groups such as VIU, City of Nanaimo, Nanaimo Regional Hospital, Nanaimo Search & Rescue, Regional District of Nanaimo, Safety contacts at other school districts, and others. Several of these groups have attended our PPR drills to view and provide feedback on our process.



NANAIMO LADYSMITH PUBLIC SCHOOLS  
STRATEGIC DIRECTIONS COMMITTEE  
PUBLIC MEETING  
ACTION SHEET

DATE: April 23, 2025  
TO: Strategic Directions Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Child Care Expansion

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**Recommendation:**

***That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve an additional elementary school site at Park Avenue Elementary to host District operated Before and After School Care in September 2025.***

**Background:**

Policy 701 requires that the Board approve additional sites for the provision of district operated before and after school care. This action sheet outlines an additional expansion above and beyond the previously approved expansion in the North End.

**Discussion:**

Staff have continued the process of expanding before and after school options and are preparing for the previously approved expansion in the north end. Subsequent to the Board's recent approval, it has become apparent that demand continues across the district. Staff has determined that Park Avenue has sufficient space to support the expansion for September 2025, and the expansion will also ensure the south end receives a program.

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

DATE: April 23, 2025  
TO: Board of Education  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: 2025-26 Preliminary Annual Budget

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**Background**

This agenda item is to provide an opportunity for trustees to ask questions following the initial presentation of the preliminary budget.

**Discussion**

There are no changes to the preliminary budget document, attached as Appendix A. The final proposed preliminary budget will be provided at the Strategic Directions Meeting scheduled for May 7, 2025.

**Appendix A:** Strategic Directions Committee Information Sheet Dated April 9, 2025



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
STRATEGIC DIRECTIONS COMMITTEE  
PUBLIC MEETING  
INFORMATION SHEET**

DATE: April 9, 2025  
TO: Strategic Directions Committee  
FROM: Mark Walsh, Secretary-Treasurer and Taunia Sutton, Associate Secretary-Treasurer  
SUBJECT: 2025-26 Preliminary Annual Budget Overview

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### Background

The Ministry of Education and Child Care requires districts to prepare an Annual Budget in advance of the school year, which is based on estimated enrolments, revenues, and expenses. An Amended Annual Budget is then prepared each February based on actual enrolments captured September 29th on the 1701 Student Data Collection, and revised revenue and expense estimates based on more current operations and funding levels.

This information sheet provides an overview as to how the 2025-26 Preliminary Annual Budget has been prepared, and how it compares to the 2024-25 Amended Annual Budget. The overview provides enrolments, funding, staffing and expense adjustments and assumptions as well as identifies any gaps in information that may remain that could have an impact on the actual preliminary budget.

An important highlight of the 2025-26 Annual Budget is in regard to the significant investments made in mid 2024-25 using accumulated operating surplus which for the most part have been maintained by embedding them in our ongoing Operating Fund. The additional costs do require utilizing all available resources but is extremely favorable for the district to be able to continue these investments in support of enhancing student outcomes.

### Discussion

The 2025-26 Preliminary Annual Budget has been prepared by taking the 2024-25 Amended Annual Budget that was presented and approved by the Board in February, then adjusting it to account for all known or anticipated changes required for the coming fiscal year

The most notable changes include:

- All items within the 2024-25 Amended Annual budget that were funded by Restricted or Unrestricted Surplus have been removed.
- The Ministry of Education and Child Care Operating Grant has been updated per projected student enrolment.
- Any one-time Grants have been removed, along with their associated expenditures.
- Rental, Lease, and Investment income levels have been adjusted per 2025-26 estimates.
- Before and After School Child Care revenues and expenses have been adjusted for 2025-26

- International Student Tuition has been adjusted per anticipated enrolment for 2025-26.
- Adjustments to account for estimated benefit and replacement cost have been incorporated.
- All staffing has been adjusted to remove one-time supports where applicable, and to add the staffing necessary to support the anticipated number of students in 2025-26.
- General Wage Increases (GWI's) have not been incorporated as bargaining is underway and any applicable wages increases are still TBD. Pending ratification, any wage increases will be funded under Special Grant by the Ministry and will be incorporated into the Amended Budget.
- Average Teacher Salaries have been increased only to account for estimated incremental costs in 2025-26.
- Contractual obligations, inflationary cost pressures, and other miscellaneous expenses and revenues have all have been audited and adjusted where necessary.
- Multiple cost saving expense adjustments were made in order to incorporate the budget priorities added to the 2024-25 Amended Budget into the ongoing Operating Budget.

### **Operating Fund - District Enrolment and the Operating Grant:**

The district is required to estimate enrolment in advance of the coming school year in order to allow the Ministry of Education and Child Care to use those estimates to calculate our preliminary Operating Grant. The total estimated change in student enrolment, as compared to the enrolment recorded in September 2024 which our current 2024-25 Amended Annual Budgeted is resourced on, is 237 funded student FTE (rounded up).

Our 2025-26 Preliminary Operating Grant reflects the additional student FTE and revenue based on revised per pupil and supplemental funding rates, which calculates to a total increase of \$3.64 million.


However, important to note that in 2024-25 the district received a Labour Settlement Grant to account for Cost-of-Living wage increases which was \$1.68 million. The Ministry of Education and Child Care have advised that the per student funding rate applicable to 2025-26 incorporates this funding component thus the Special Grant no longer applies and has been removed; the net effect is an overall increase to the Operating Fund of \$2 million.

Further, per past rounds of bargaining the district was receiving a total of \$172,920 for the additional cost of standardized benefit plans applicable to CUPE and NDTA. Ministry has advised that this funding has also been incorporated into the Operating Grant's per pupil rate thus the separate revenue line has also been removed; final net total of the 2025-26 Operating dollars flowing from the Ministry for direct district operations is \$1.78 million.

The majority of this funding has gone directly to offset the cost of increased staffing levels in support of additional student enrolment. Due to further resources being very limited, all other budget adjustments have been done via internal shifts and changes.

The following chart represents the districts 2025-26 Annual Budget Operating Grant, inclusive of the new per pupil funding rates, as well as the 2024-25 Amended Budget Operating Grant and per student rates.

Note that the Operating Grant makes up the majority of the resources consolidated under the Operating Fund.

<b>NLPS - Financial Impact of 2025-26 Enrolment Projection vs. the 2024-25 Amended Annual Budget</b>								
	Funded FTE			RATES 25/26	RATES 24/25	Funding		
	Estimated 25/26 Annual Budget	2024/25 Amended Budget	Change			Estimated 25/26 Annual Budget	2024/25 Amended Budget	Change
<b>September Enrolment</b>								
Standard (Regular) Schools	14,925.867	14,706.813	219.05	9,015	8,915	134,556,691	131,111,233	3,445,458
Alternate Schools	269.000	272.000	(3.00)	9,015	8,915	2,425,035	2,424,880	155
Distributed Learning	294.525	296.625	(2.10)	7,280	7,200	2,144,142	2,135,700	8,442
Continuing Education	0.625	1.125	(0.50)	9,015	8,915	5,634	10,029	(4,395)
Adult Education (Non-Graduates)	4.000	4.125	(0.13)	5,755	5,690	23,020	23,471	(451)
<b>Total September Enrolment</b>	<b>15,494.017</b>	<b>15,280.688</b>	<b>213.330</b>			<b>139,154,522</b>	<b>135,705,314</b>	<b>3,449,208</b>
<b>Unique Student Supplements</b>								
Home Schooling	83.00	83.00	-	250	250	20,750	20,750	-
Course Challenges	28.00	28.00	-	282	279	7,896	7,812	84
Level 1 Diverse Needs	22.000	23.000	(1.00)	51,300	50,730	1,128,600	1,166,790	(38,190)
Level 2 Diverse Needs	748.000	756.000	(8.00)	24,340	24,070	18,206,320	18,196,920	9,400
Level 3 Diverse Needs	191.000	204.000	(13.00)	12,300	12,160	2,349,300	2,480,640	(131,340)
English Language Learning	910.000	907.000	3.00	1,815	1,795	1,651,650	1,628,065	23,585
Indigenous Education	2,500.000	2,568.000	(68.00)	1,790	1,770	4,475,000	4,545,360	(70,360)
<b>Total Unique Student Supplements</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>27,839,516</b>	<b>28,046,337</b>	<b>(206,821)</b>
<b>Other Funding Categories</b>								
Equity of Opportunity Supplement						879,899	900,508	(20,609)
Salary Differential Supplement						3,494,710	3,446,593	48,117
Unique Geographic Factor Supplement						3,893,332	3,709,157	184,175
Education Plan Supplement						137,489	135,233	2,256
Indigenous Education Council						98,712	88,173	10,539
February Data Count (New DED/DL/ELL)	86.250	66.500	19.75			759,994	611,310	148,684
May Data Count (New DL Only)	64.225	60.500	3.72			465,690	435,600	30,090
<b>Total Other Funding Supplements</b>	<b>150.475</b>	<b>127.000</b>	<b>23.475</b>			<b>9,729,826</b>	<b>9,326,574</b>	<b>403,252</b>
<b>Total September Enrolment</b>	<b>15,494.017</b>	<b>15,280.688</b>	<b>213.330</b>			<b>139,154,522</b>	<b>135,705,314</b>	<b>3,449,208</b>
<b>Total Unique Student Supplements</b>						<b>27,839,516</b>	<b>28,046,337</b>	<b>(206,821)</b>
<b>Total Other Funding Categories</b>	<b>150.475</b>	<b>127.000</b>	<b>23.475</b>			<b>9,729,826</b>	<b>9,326,574</b>	<b>403,252</b>
<b>Grand Total - FTE and Revenue</b>	<b>15,644.492</b>	<b>15,407.688</b>	<b>236.805</b>			<b>176,723,864</b>	<b>173,078,225</b>	<b>3,645,639</b>

An itemized summary of the total changes applicable to the Operating Fund is provided below:

<b>2025-26 Operating Fund - Summary of Revenue Changes</b>	
<b>Budgeted Operating Revenue: 2024-25 Amended Annual Budget (Feb 2025)</b>	<b>189,120,207</b>
Less, Removal of Restricted/Unrestricted Surplus	(7,119,679)
Add, removal of the Local Capital Transfer	3,290,000
<b>Opening Budgeted Operating Revenue: 2025-26 Annual Budget</b>	<b>185,290,528</b>
<b>Changes in Operating Revenue</b>	
Operating Grant updated in budget per Enrolment estimates and Ministry funding announcement	3,645,639
Removal of Labour Settlement Operating Grant not applicable to 25-26	(1,684,514)
Removal of historical Benefit funding Ministry has now rolled into the Operating Grant	(172,920)
ISE Tuition adjusted for 25-26 estimated student enrolment	262,000
Investment Income (Operating Fund portion) adjusted for 25-26 estimated returns	100,000
ICY Team funding estimate and adjustment for 25-26	791,960
Rentals revenue adj. for 25-26	160,000
BASC adj. for 25-26	15,000
<b>Total change in Revenue</b>	<b>3,117,165</b>
<b>Total Budgeted Revenue - 2025-26 Preliminary Annual Budget (May 2025)</b>	<b>188,407,693</b>

**Operating Fund - International Student Education (ISE) Program:**

For the most part the 2025-26 ISE revenue and expenses are status quo, with a small increase anticipated based on estimated student registrations and rates; total increase is \$262,000

The additional revenue generated by the program supports a small increase in it's own direct expenses as well as provides some supplement to the Operating Fund which helps offset rising costs such as replacements, utilities, and benefits.

**Operating Fund – Rentals, Leases and Community Use:**

Anticipated revenue for 2025-26 is \$160,000 over 2024-25 which includes:

- Removal of the 2024-25 Election Revenue not applicable to 2025-26 (\$25k)
- Adjusting the Community Use budget down by (\$30K) to align with more recent trends
- Adding the estimated revenue generated by Child Care sites operated by third party providers which is \$215K for 2025-26

Important to note that the Child Care Revenue of \$215k has a direct budgeted expense offset of \$24,800 to account for district staff maintaining the buildings as necessary over the course of the fiscal year, and to pay the insurance premium cost. The differential will show as a direct transfer to Local Capital (\$190,200) as these funds are meant to support future capital costs at these sites.

**Operating Fund – Investment Income:**

Although interest rates have decreased and there are further reductions pending in the coming fiscal year, based on estimated cash balances and returns on our investment portfolios we anticipate a small increase of \$100k in recorded revenue within the 2025-26 fiscal year, under our Operating Fund. We have however adjusted our Local Capital and Capital investment income down by \$100K as those cash balances are estimated to be slightly less than in 2024-25.

**Operating Fund – Before and After School Care (BASC):**

Estimated revenues for our BASC programs has been increased by \$15k for the 2025-26 school year, due to the amount of revenue generated by the current four sites providing services over the entire school year. As a reminder, in 2024-25 we expanded two of our sites mid-year so this adjustment annualizes the prior year estimates.

Important to note that the 2025-26 Annual Budget does not account for the additional expansion scheduled for the coming school year as planning is still in progress, nor does it account for summer programming which is also still in the planning stages.

Site expansion and summer programming will be reflected within Budget once planning has been completed and associated revenues and expenses have been estimated; presentation of this information will likely be in the Q1 Financial Report, or within the Amended Annual Budget.



**Operating Fund – Summary of Revenues and Expenses:**

The financial information below provides a summary of the revenue changes previously highlighted, and compares them to the 2024-25 Amended Budget. Also presented are the total changes in expense; discussion to follow.

Notably, the current budget shows a deficit position of (\$200,231). As previously indicated, the resources estimated for the 2025-26 school year are stretched to capacity and we are still working our way through some final cost saving adjustments in order to balance the budget. The final Preliminary Annual Budget will include the final cost saving measures.

<b>Operating Revenues and Expenses Summary</b>			
	2025/26 Annual Budget	Change	2024/25 Amended Budget
<b>Revenues - Operating</b>			
Ministry of Education Grant	176,702,442	2,595,165	174,107,277
Other Provincial	238,416	-	238,416
International Student Tuition	6,587,000	262,000	6,325,000
Other Revenue	3,349,835	-	3,349,835
Rentals & Leases	830,000	160,000	670,000
Investment Income	700,000	100,000	600,000
<b>Total Revenues (before LC Transfer and Surplus Allocation)</b>	<b>188,407,693</b>	<b>3,117,165</b>	<b>185,290,528</b>
<b>Expenses - Operating</b>			
Salaries			
Teachers	81,957,069	921,154	81,035,915
Administrative Officers	11,115,369	315,502	10,799,867
Education Assistants	14,710,908	76,791	14,634,117
Support Staff	14,542,608	120,252	14,422,356
Other Professionals	6,384,984	256,434	6,128,550
Substitutes	7,732,674	81,758	7,650,916
Total Salaries	136,443,612	1,771,891	134,671,721
Benefits	35,239,402	317,845	34,921,557
Total Salaries and Benefits	171,683,014	2,089,736	169,593,278
Services & Supplies	17,243,390	(2,283,539)	19,526,929
<b>Total Expenses</b>	<b>188,926,404</b>	<b>(193,803)</b>	<b>189,120,207</b>
Net Revenue (Expense)	(518,711)	3,310,968	(3,829,679)
Restricted Surplus	508,680	(3,385,999)	3,894,679
Unrestricted Surplus	-	(3,225,000)	3,225,000
Local Capital Transfer	(190,200)	3,099,800	(3,290,000)
<b>Budgeted Surplus (Deficit)</b>	<b>(200,231)</b>	<b>(200,231)</b>	<b>-</b>

You will also note that budgeted expense exceeds budgeted revenues by (\$518,711), which is then offset by a planned appropriation of Restricted Surplus and a direct Transfer to Local Capital. The Local Capital Transfer accounts for the future capital costs related to child care sites operating by a third party as previously indicated.

The appropriated surplus is to offset one-time staffing costs of \$388,680 that will not be applicable to future years, to provide \$50K in support the EA BEAM program that was planned in 2024-25 but will carry to 2025-26, and to account for the Harewood Turf Field annual contribution expense of \$70k (this is year 3 of 10). Total of \$508,680

**Operating Fund – District Expenses:** The following is an itemized list of all the changes made to account for the estimated salaries, benefits, replacement costs, and services and supplies budgets applicable to the 2025-26 Annual Budget, versus the 2024-25 Amended Budget.

2025-26 Operating Fund - Summary of Expense Changes	
<b>Opening Expense - 2024-25 Amended Annual Budget (Feb 2025)</b>	<b>189,120,207</b>
<u>Changes in Expense</u>	
<i>Removal of Surplus funded expenses in 24-25:</i>	
Staffing Supplement for Salary Continuance applicable to 24-25 removed	(235,000)
Trustee By-Election Costs removed	(100,000)
School prior year roll-over funds removed	(240,733)
SD68 Website Redesign removed	(23,700)
ICY Team rollover removed	(1,112,851)
Indigenous Education YE roll-over balance removed	(290,414)
NDTA Mentorship Grant roll-over removed	(255,026)
Energy Initiatives removed	(50,000)
District BASC Reserve removed	(37,600)
Trustee Pro-D/Travel roll-over removed	(29,355)
School Equipment Costs removed	(600,000)
Board Technology upgrade removed	(20,000)
Additional Costs for Rutherford Reopening removed	(250,000)
IST Release and Transportation supports for schools removed	(150,000)
Enrolment based Teacher/PVP/EA/Supervision staffing costs	1,782,954
Enrolment based school operating budget update	31,721
Transfer of Teacher Staffing costs from Operating to CEF per CEF 25-26 Estimate	(595,433)
<i>Budget priorities</i>	
Removal of VP as TTOC pilot	(454,010)
Removal of vacant HR Assistant position	(80,136)
Removal of Contracts for Service no longer applicable to 25-26	(91,585)
Cost transfer of AST/ASUP/DOI from Operating to CEF	(79,181)
Reassignment of District Vice Principal	(198,327)
Supervision increase of .686FTE (adds to the 1.7FTE adj. in 24-25 being maintained)	42,759
IST increase of 1.0135FTE (adds to the .9865FTE adj. in 24-25 being maintained)	135,168
Counselling increase of .7FTE (adds to the 1.0FTE adj. in 24-25 being maintained)	93,357
Maintain CYSFW added mid 24-25 but annualized	31,545
Reduction to EA Meetings bank to maintain Supervision enhancement	(83,231)
Funding for Distributed Leadership	84,096
VP reserve to support schools in 25-26	207,387
Director of Priority Learners added	223,847
Adjustment to the Indigenous Education Target per estimated 25-26 enrolment	(70,360)
Update to the Indigenous Education Council (IEC) expenses per confirmed funding in 25-26	10,539
Average Teacher Salary update for 25-26 to account for salary increments	503,770
Exempt Compensation increment estimate 25-26	275,000
Benefit Rate adjustment for 25-26 per cost estimates	242,129
Direct benefit supplement using historic funding from Ministry no longer applicable removed	(172,920)
Replacement Cost adjustment for 25-26 per cost estimates	358,310
Increase to First Aid premiums per new WorkSafe BC regulations	41,146
Increase to Department Head and Teacher in Charge Allowances per 25-26 estimated costs	18,000
Direct offset to the ICY Revenue adjustment as funds are targeted to the Program	791,960
Moved Custodial staffing from Operating to CEF	(77,771)
Reduction to the inflated LOU18 Hour bank to align with estimated top-ups applicable to 25-26	(33,948)
Add BCTEA bus route costs to Operating (it supplements these costs until new year funding is approved)	263,507
ISE Expense adjustments for 25-26 programming levels	90,917
Miscellaneous expense savings adjustments	(90,334)
<b>Total change in Expense</b>	<b>(193,803)</b>
<b>Total Budgeted Expense - 2025-26 Preliminary Annual Budget (May 2025)</b>	<b>188,926,404</b>



**Restricted and Unrestricted Surplus removal** – All revenue that is not applicable to a particular year is removed from the new year's budget as previously noted under the revenue section. This would therefore require a removal of offsetting expenses to balance, or, leaving all/some of the expenses in place if they are being carried forward and supported by ongoing operating dollars. Such is the case for the 2025-26 Annual Budget as a number of the mid-year budget priorities added using surplus dollars were so well received by the system that they are being continued. Other one-time surplus funded expenses have been removed accordingly.

**Replacement and Benefit Costs** – The 2025-26 Annual Budget has been adjusted to account for estimated replacement and benefit costs based on a blending of historic costs as well as the average % of each expense in relation to the districts Operating revenue. These expense adjustments are extensively analysed in order to ensure there are enough resources earmarked for the total estimated fiscal expense with as little variance as possible so other expense areas are not affected.

**Average Teacher Salary** – As bargaining is currently underway and future general wage increases are still to be determined, the average teacher salary for 2025-26 has only been adjusted to account for the number of teachers who are not at the top of their Grid and will increment to the next salary range in the coming year. Once bargaining has completed and Unions have ratified the new Collective Agreements, any applicable wage increases will be added to budget and funding for this will flow from the Ministry of Education and Child Care under a separate Grant which will be reported and reflected in the applicable quarterly financial report.

**Budget Priorities** – Initiatives implemented within the 2024-25 school year that were funded by surplus and have enhanced student experiences have been retained in 2025-26 using ongoing operating dollars. In addition, changes have been made that shift resources from initiatives that are no longer effective or directly in support of student outcomes to new initiatives. Costs and savings are identified with the summary of expense and have been previously communicated in more detail to the Board.

Apart from staffing, all other expense adjustments have been made either as a direct offset to a targeted revenue or pursuant to analysis of the prior year in order to adjust to 2025-26 cost estimates (+/-)

**Staffing** – Changes in district staffing include adjustments to account for one-time staffing in a prior year being removed, new staffing based on student enrolment being provided, and staffing to account for the opening of Rutherford Elementary. As summary is below, with further detail on the following page:

**FTE Changes - 2025-26 Preliminary Annual Budget versus the 2024-25 Amended Budget**

Staffing Category	25/26 Annual Budget			24/25 Amended Budget			Change		
	Op	SPF	Total	Op	SPF	Total	OP	SP	TOTAL
Teachers	813.570	121.501	935.071	809.252	121.701	930.953	4.318	(0.200)	4.117
Admin Officers	71.800	2.200	74.000	70.600	2.400	73.000	1.200	(0.200)	1.000
Education Assistants	309.738	53.241	362.979	308.392	54.099	362.491	1.346	(0.858)	0.488
Support Staff	238.434	29.790	268.224	237.468	30.927	268.396	0.966	(1.137)	(0.172)
Other Professionals	52.650	3.850	56.500	52.000	5.500	57.500	0.650	(1.650)	(1.000)
<b>Total FTE</b>	<b>1,486.192</b>	<b>210.582</b>	<b>1,696.774</b>	<b>1,477.713</b>	<b>214.627</b>	<b>1,692.340</b>	<b>8.479</b>	<b>(4.045)</b>	<b>4.434</b>

2025-26 Annual Budget Summary of Staffing Changes - All Funds				
Staffing Category	Op. Fund	Indigenous Target	SP Funds	Total FTE
<b>Administrative Officers</b>				
VP added to Learning Alternatives	1.000			1.000
Transfer of .20FTE Admin Time from CEF to Operating	0.200		(0.200)	-
<b>Totals</b>	<b>1.200</b>	<b>-</b>	<b>(0.200)</b>	<b>1.000</b>
<b>Teachers</b>				
Teacher staffing increased per enrolment	4.317			4.317
CommunityLINK prior year dollars added to 24/25 as SLP time now removed			(0.200)	(0.200)
<b>Totals</b>	<b>4.317</b>	<b>-</b>	<b>(0.200)</b>	<b>4.117</b>
<b>Education Assistants</b>				
EA Staffing increased per enrolment	2.344			2.344
Surplus funded Supervision enhancement rolled into Operating and annualized	0.686			0.686
Surplus funded EA Meeting Hours rolled into Operating but reduced	(1.335)			(1.335)
Surplus funded CYSFW rolled into Operating and annualized	0.472			0.472
CommunityLINK prior year dollars added as staffing contingency removed			(0.858)	(0.858)
Indigenous Ed prior year dollars added to 24/25 as ICSSW time now removed		(0.469)		(0.469)
LOU18 Hour bank adjusted to estimated top-ups in 25/26	(0.543)			(0.543)
Supervision for Rutherford added per school opening	0.191			0.191
<b>Totals</b>	<b>1.815</b>	<b>(0.469)</b>	<b>(0.858)</b>	<b>0.488</b>
<b>Support Staff</b>				
Bus Driver FTE shifted back from BCTEA to Operating until Fall 2025	3.521		(3.121)	0.400
Vacated HR Assistant position not replaced	(1.000)			(1.000)
Custodial added and also shifted to CEF	(0.984)		1.984	1.000
Temp clerical added in 24/25 removed	(0.571)			(0.571)
<b>Totals</b>	<b>0.966</b>	<b>-</b>	<b>(1.137)</b>	<b>(0.171)</b>
<b>Other Professionals</b>				
Removal of ongoing vacant position originally for recruitment			(1.000)	(1.000)
Staffing attrition - residual 25/26 cost funded by surplus			(1.000)	(1.000)
Transfer of FTE from Operating to CEF (AST/ASUP/DOI)	(0.350)		0.350	-
Director of Priority Learners added	1.000			1.000
<b>Totals</b>	<b>0.650</b>	<b>-</b>	<b>(1.650)</b>	<b>(1.000)</b>
<b>Total All Categories</b>	<b>8.948</b>	<b>(0.469)</b>	<b>(4.045)</b>	<b>4.434</b>

## Pending

The Indigenous Education Target is still being confirmed for the coming school year and not all staffing that was within the 2024-25 Target using prior year surplus has been removed, further reductions are likely but still TBD.

As a reminder, Preliminary Annual Budget is currently in a deficit position and there are further adjustments pending that will be reflected within the final 2025-26 Preliminary Annual Budget.

Of further note, as all estimated revenues have been accounted for and there are no further resources available, the final adjustments to balance the budget will be internal shifts between identified expenses which may include transferring costs to Special Purpose Fund if there is opportunity to do so within the parameters of the Fund, and there is room within the Fund to do so.

## Risks

Student registrations will be monitored closely to ensure they align with our projections in order to mitigate risk in advance of the school year if we don't hit targets.

The Local Capital transfer using Operating funds in support of the Technology Plan has once again not been included in the Annual Budget in order to direct resources to student and operational supports. We will rely on our Accumulated Operating Surplus and/or Local Capital balances to cover this expense in 2025-26. The amount of the transfer will be established following confirmation of our 2024-25 year-end financial position.

Many inflationary costs have been captured within the 2025-26 Preliminary Annual Budget, however, cost escalations due to current world events are highly unknown at this time but we are mindful of this risk and will be monitoring expense closely as the year commences.

## Summary

The 2025-26 Preliminary Annual Budget is focused directly on the success of student learning, enhanced student experiences and outcomes, and student wellbeing with additional IST, Counselling, Supervision and EA FTE/hours, as well as increased focus on our Priority Learners.

It also addresses employee wellness through the newly implemented and continued support of the LifeSpeak and WellBeats programs which aims at providing employees with valuable mental health and wellbeing tools, Pro-D, and other resources.

Although the 2025-26 Preliminary Annual Budget is extremely tight, we are in the very fortunate position to be able to carry prior year surplus funded initiatives into our ongoing Operating Fund, and support general operations and educational needs throughout the district using current year dollars.

## Outstanding Regular Board Motions Report – April 2025

Motion	Comments	Assigned	Due Date	Completed
R25/03/12-05	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) make the attached three-year draft Local School Calendars for 2026/27, 2027/28 and 2028/29 available to the public for 30 days utilizing the consultation process as per Board Governance, Section 1, 2.17 and to report back at the May Strategic Directions Committee meeting with recommendations.	G. Robinson	03/15/25	Yes
R25/03/12-07	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 403 – Board Recognition, and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.	G. Robinson	03/15/25	Yes
R25/03/12-08	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 505 - School Catchment and Student Enrolment and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.	G. Robinson	03/15/25	Yes
R25/03/12-11	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) circulate a 30 day notice of third reading for the Draft Bylaw 502 Parent-Student Appeals, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.	G. Robinson	03/15/25	Yes
R25/03/12-12	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 218 Role of Chair and Vice Chair and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.	G. Robinson	03/15/25	Yes

R25/03/12-14	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter in support of the “Applied Theatre Research Project “ Scenes from the Nanaimo Indian Hospital: Reawakening Hul’q’umin’um, Nuu-Chah-nulth, and Kwakwaka’wakw language”.	G. Robinson	04/15/25	Yes
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	Ongoing	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	Ongoing	Yes

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/M. Walsh	Ongoing	Ongoing
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