

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
BUSINESS COMMITTEE MEETING
AGENDA**

**Wednesday, October 14, 2020, 6:00 PM
ONLINE MICROSOFT TEAMS MEETING**

Please note that the proceedings of this meeting are being recorded to assist in the preparation of the minutes of the meeting. The recording of this meeting are records of the School District, as defined in the Freedom of Information and Protection of Privacy Act, and as such may be the subject of access requests under the Act.

Pages

1. CALL TO ORDER

The Chair will call the meeting to order. With great respect and humility, we acknowledge and honour the lands of the Snuneymuxw people. The Snuneymuxw people maintain their profound, unique and spiritual connection to the land through ageless traditions, teachings, stewardship and expressions of reciprocity.

2. ADDITIONS TO THE AGENDA

3. DELETIONS TO THE AGENDA

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

That the Agenda be approved.

6. APPROVAL OF THE MINUTES

4

That the minutes of the Business Committee meeting held on September 16, 2020, be approved.

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

- 8.1. Secretary-Treasurer, Mark Walsh 8
- Enrolment Update
 - Quarter 1 Update
 - Provincial & Federal Grants Update

- 8.2. Secretary-Treasurer Mark Walsh 21
- Re: School Site Acquisition Update

- 8.3. Secretary-Treasurer, Mark Walsh 22
- Re: New Child Care Spaces Application

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply for the Childcare BC New Spaces Fund through the Ministry of Children and Families for funding childcare expansion for up to five school sites.

9. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

10. UNFINISHED BUSINESS

- 10.1. Secretary-Treasurer Mark Walsh 23
- Re: Automated External Defibrillators

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to ensure there is an Automated External Defibrillator at all secondary school sites.

- 10.2. Secretary-Treasurer Mark Walsh 24
- Re: Accessibility Audit

11. NEW BUSINESS

- 11.1. Secretary-Treasurer Mark Walsh and Policy Committee 30
- New Draft Policy 1.5 - Environmental Stewardship Policy
 - Updated Draft Policy 2.7 - Policy Development and New Draft Policy 2.17 - Public Participation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt Environmental Stewardship as Policy 1.5

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

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 2.17 – Public Participation and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

12. FOR INFORMATION

13. 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.

14. ADJOURNMENT

That the meeting be adjourned.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE BUSINESS COMMITTEE MEETING

September 16, 2020

Trustees	C. O'Neill, Chair G. Keller, Vice-Chair L.M. Barron T. Brzovic S. Higginson	C. McKay B. Robinson J. Stanley E. Wilkinson
Staff	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer T. Davie, Deputy Superintendent	D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services
Representatives	CUPE Representative: Steve Fielding DPAC Representative: Leanne Lee NDTA Representative: Denise Wood NSAA Representative: Diane McGonigle DASG Representative: Jane Kelly	

1. CALL TO ORDER

The Chair called the meeting to order at 6:01 pm.

2. ADDITIONS TO THE AGENDA

There were no additions.

3. DELETIONS TO THE AGENDA

There were no deletions.

4. CHANGE IN ORDER

There was no change in order.

5. APPROVAL OF THE AGENDA

That the Agenda be approved.

6. **APPROVAL OF THE MINUTES**

B20/09/16-02

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Stanley

That the minutes of the Business Committee meeting held on June 10, 2020, be approved.

CARRIED UNANIMOUSLY

7. **PRESENTATIONS**

There were none.

8. **SENIOR STAFF REPORTS**

8.1 **Superintendent Scott Saywell and Secretary-Treasurer Mark Walsh**

Superintendent Scott Saywell gave an update on school startup.

8.2 **Secretary-Treasurer Mark Walsh**

Secretary-Treasurer Mark Walsh provided information about the District's financial year end and staff recommendations for surplus allocations. This information is attached to the Agenda.

8.3 **Secretary-Treasurer Mark Walsh**

Secretary-Treasurer Mark Walsh shared the Public Sector Executive Compensation Disclosure Report for 2019-2020. The Report is attached to the Agenda.

B20/09/16-03

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Brzovic

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Executive Compensation Report as information and direct the Board Chair to sign an Attestation Letter (attached as Appendix C) acknowledging compensation paid to executive staff during the 2019/2020 fiscal year.

CARRIED UNANIMOUSLY

9. **CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING**

There was none.

10. UNFINISHED BUSINESS

10.1 Secretary-Treasurer Mark Walsh

Executive Director of Communications, Dale Burgos, shared feedback from the Long Range Facilities Plan survey. The survey results are attached to the Agenda.

B20/09/16-04

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Barron

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to draft a Long Range Facilities Plan and to bring the draft plan to a Business Committee meeting in the fall of 2020, for review and consideration.

CARRIED UNANIMOUSLY

10.2 Secretary-Treasurer Mark Walsh

Secretary-Treasurer Mark Walsh shared consultation results on the draft Environmental Stewardship policy. The consultation results are attached to the Agenda.

B20/09/16-05

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee Higginson

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the draft Environmental Stewardship policy, together with the feedback received, to the Policy Committee for consideration.

CARRIED UNANIMOUSLY

11. NEW BUSINESS

There was none.

12. FOR INFORMATION

13. QUESTION PERIOD

There were no questions this evening.

14. **ADJOURNMENT**

The meeting adjourned at 8:26 pm.

B20/09/16-06

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Stanley

That the meeting be adjourned.

CARRIED UNANIMOUSLY

DRAFT

NANAIMO LADYSMITH PUBLIC SCHOOLS
Board of Education
Business Committee Meeting
Information Sheet

DATE: October 14, 2020
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Enrolment Update

As required by the Ministry of Education, each February school districts must submit a three-year enrolment projection, where the first year provides the funding that directly supports the Preliminary Annual Operating Budget, and the remaining two years facilitates provincial financial planning.

Enrolment estimates must be calculated for students in regular K-12 programming, distributed learning, alternative programs, as well as many additional categories such as students with unique needs, those who require language support, indigenous ancestry, and others.

In order to avoid preliminary over funding, enrolment projections are generally conservative in nature. However, it's important that the district ensure there is enough funding available to support anticipated operations.

Each September, the Ministry collects each school district's actual student enrolment, through the 1701 Student Data Collection, which is a snapshot at September 30th. Funding levels are adjusted if there are shifts and changes to any of the applicable categories.

We are able to provide the Board with a preliminary estimate of these student enrolment changes, however, they are not finalized until mid-October, and the associated funding levels are not confirmed until late December, where increases or decreases are incorporated into the Annual Amended Budget.

At this time, the district's actual student enrolment confirms what we have seen, and have responded to in the month of September, due to the global pandemic. There has been a substantial shift of students, from their catchment schools, to distributed learning. As well, there are many families who remain apprehensive at the prospect of returning to in-class instruction, that have therefore decided to join the temporary transition program, where they will decide to return to their school, or move into distributed learning for the year, by November 6th.

We are also seeing a large number of families choosing to homeschool their children, thereby removing them from our schools and the supports available through the public education system.

These shifts in enrolment translate into a substantial loss of funding for the district, which is summarized in the following table; however, we are hopeful that Ministry will mitigate this situation due to the extraordinary circumstances.

NLPS - 2020/21 Projected to Actual Enrolment - REVENUE and FTE							
	2020-21						
	Actual FTE	Budget FTE	Change	RATES	Actual \$	Budget \$	Change
September Enrolment							
Standard (Regular) Schools	13,156.500	13,963.948	(807.448)	7,560	99,463,140	105,567,447	(6,104,307)
Continuing Education	0.500	4.500	(4.000)	7,560	3,780	34,020	(30,240)
Alternate Schools	237.625	295.000	(57.375)	7,560	1,796,445	2,230,200	(433,755)
Distributed Learning	919.125	196.000	723.125	6,100	5,606,663	1,195,600	4,411,063
Home Schooling	91.000	28.000	63.000	250	22,750	7,000	15,750
Course Challenges	-	24.000	(24.000)	236	-	5,664	(5,664)
<i>*HS/CH FTE not included</i>	14,313.750	14,459.448	(145.698)		106,892,778	109,039,931	(2,147,153)
Level 1 Special Needs	16.000	15.000	1.000	43,000	688,000	645,000	43,000
Level 2 Special Needs	488.000	439.000	49.000	20,400	9,955,200	8,955,600	999,600
Level 3 Special Needs	246.000	290.000	(44.000)	10,300	2,533,800	2,987,000	(453,200)
English Language Learning	973.000	950.000	23.000	1,520	1,478,960	1,444,000	34,960
Aboriginal Education	2,333.000	2,300.000	33.000	1,500	3,499,500	3,450,000	49,500
Adult Education	8.750	7.750	1.000	4,823	42,201	37,378	4,823
Equity of Opportunity Supplement					759,476	759,476	
Total September enrolment	14,322.500	14,467.198	1.000		18,957,137	18,278,454	678,683
Other Funding Categories							
Salary Differential Supplement					2,739,878	2,739,878	-
Unique Geographic Factor Supplement					3,305,467	3,305,467	-
Education Plan Supplement					128,563	128,563	-
February Data Count (New SPED/DL/ELL)					977,974	977,974	-
May Data Count (New DL Only)					506,116	506,116	-
2020/21 Full Year Operating Grant					133,507,913	134,976,383	(1,468,470)
Indigenous Services Canada Recovery					(1,567,941)	(1,567,941)	-
2020/21 Final Operating Grant					131,939,972	133,408,442	(1,468,470)
Total FTE all categories	14,322.500	14,467.198	(144.698)				
Total School Aged Enrol	14,313.750	14,459.448	(145.698)				
Total Adult Enrol	8.750	7.750	1.000				
Total Enrol	14,322.500	14,467.198	(144.698)				
Projected to Actual Change			(144.698)				(1,468,470)
Of Note: *63 Students moved out of K-12 to Homeschool * Large shift from Regular Schools to Distributed Learning * Figures in red represent projected figures, they remain the same until confirmed otherwise							

Although we have received two Special Purpose grants in support of the complexities relating to COVID-19, the overall funding envelope does not cover the staffing costs put in place for the change in student program demographics, as well as the additional custodial, reduced class sizes, cleaning supplies, technology, and so forth. We are diligently tracking costs, as well as updating Ministry with enrolment concerns, funding losses, and all challenges associated with the pandemic, in order to ensure they are able to respond to the needs of the sector.

Where Ministry provides new information concerning funding levels, the Board will receive an updated report.

NANAIMO LADYSMITH PUBLIC SCHOOLS
Board of Education
Business Committee Meeting
Information Sheet

DATE: October 14, 2020
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: 2020/21 Financial Report – Q1

The following information reflects the district's first quarter financial results, as compared to the 2020-21 Preliminary Annual Budget, submitted to the Ministry of Education in June. The report also includes updated funding information, the associated resource allocation, with actuals expensed at September 30, 2020, and 2019 as a comparator.

At September 30, the District was 30% through fiscal 2020-21; however, due to school based operations being over 10 months, some expense categories will only be as much as 10% spent, and some may be less due to the complexities of school start up, the timing of expense recognition, and capacity challenges due to COVID-19, which impacts planned program delivery and associated expenditures.

Since the approval of the 2020-21 Annual Budget in June, the Operating and Special Purpose budgets have seen a consolidated increase in revenue and expense totaling 13.2 million. These increases are attributed to three main factors, the first being the addition of the restricted and unrestricted surpluses, per Board approval, which accounts for 5.2 million. Secondly, the District has received funding from both the Provincial and Federal governments, in response to the cost pressures associated with the global pandemic, which combined is 3.7 million to date, with another 2.6 million anticipated in January. Finally, the district has now received 3.6 million in labour settlement funding, due to the ratification of the Teachers Collective Agreement, in the spring of 2020.

In addition to the Operating and Special Purpose Fund update, a Capital and Local Capital schedule has been provided for the Board's information. This is a very high-level summary, intended to present the Ministry approved capital projects that have, or will commence, in fiscal 2021.

The Local Capital schedule reflects long range planning, where projects will commence in established order and urgency. Both schedules are subject to change where further capital projects are approved or emergent demands require a shift in local capital planning.

A more detailed update will be provided as projects move further into production, and/or, where there are significant changes to report.

All known adjustments as applicable to the Operating Fund are now incorporated into the Annual Amended Budget and presented in the schedule below, along with actuals, a comparator, and a summary of changes.

2020-2021 - Operating Revenues and Expenses						2019-20 Comparator		
	Actuals at Sept 30	2020-21 Annual Amended Budget - Q1	% Collected or Spent	Change	2020-21 Annual Budget	Actuals at Sept 30	2019-20 Annual Amended Budget - Q1	% Collected or Spent
Revenues - Operating								
MoE Grant	15,852,425	137,641,118	12%	3,744,433	133,896,685	14,810,816	132,164,743	11%
Other Provincial	50,104	232,416	22%	-	232,416	42,104	230,416	18%
ISE Tuition	197,390	944,190	21%	-	944,190	502,056	3,743,000	13%
Other Revenue	285,692	2,423,977	12%	-	2,423,977	458,090	2,538,790	18%
Rentals & Leases	66,210	300,000	22%	(300,000)	600,000	150,746	600,000	25%
Investment Income	69,375	205,000	34%	-	205,000	119,803	500,000	24%
Total Revenues (before LC Transfer/Surplus Allocation)	16,521,196	141,746,701	12%	3,444,433	138,302,268	16,083,615	139,776,949	12%
Expenses - Operating								
Salaries								
Teachers	6,152,645	63,421,631	10%	2,493,092	60,928,539	6,900,523	61,353,951	11%
Administrative Officers	2,162,176	8,459,105	26%	218,073	8,241,032	1,753,068	7,885,652	22%
Education Assistants	771,844	10,440,466	7%	-	10,440,466	968,708	10,438,772	9%
Support Staff	2,150,587	12,162,059	18%	4,271	12,157,788	2,330,607	11,826,628	20%
Other Professionals	1,188,120	4,682,097	25%	76,636	4,605,461	1,313,267	4,367,643	30%
Substitutes	93,898	4,531,065	2%	213,597	4,317,468	330,285	4,936,257	7%
Total Salaries	12,519,270	103,696,423	12%	3,005,669	100,690,754	13,596,458	100,808,903	13%
Benefits	2,726,406	25,535,903	11%	725,860	24,810,043	3,080,302	25,689,840	12%
Total Salaries and Benefits	15,245,676	129,232,326	12%	3,731,529	125,500,797	16,676,760	126,498,743	13%
Services & Supplies	1,575,919	15,858,620	10%	2,557,204	13,301,416	2,508,807	15,160,526	17%
Total Expenses	16,821,595	145,090,946	12%	6,288,733	138,802,213	19,185,567	141,659,269	14%
Net Revenue (Expense)	(300,399)	(3,344,245)		(2,844,300)	(499,945)	(3,101,952)	(1,882,320)	
Restricted Surplus		2,705,272		1,582,827	1,122,445		3,181,648	
Unrestricted Surplus		3,641,473						
Local Capital Transfer		(3,002,500)		(2,380,000)	(622,500)		(1,337,000)	
Budgeted Surplus (Deficit)	(300,399)	0		(3,641,473)	0	(3,101,952)	(37,672)	

Truth and

Reconciliation

Summary of Increased Revenue/Expense		
Increased Revenue	BCTF Labour Settlement Funding	3,645,082 Direct offset to budgeted Teacher wage increase
	Collective Agreement Benefit Funding	95,519 Direct offset to benefit expense
	Reduction in anticipated Rentals/Leases	(100,000) Revenue Loss due to COVID
	Reduction in anticipated Community Use	(200,000) Revenue Loss due to COVID
	Early Learning Framework Funding	3,832 To Early Learning Supports
	Total Increased Revenue	3,444,433
Increased Expense	Direct Allocation of Increased Revenue	3,444,433 As Above
	Add approved increase in Restricted Surplus	1,582,827 Per Surplus Schedule
	Add approved unrestricted surplus	3,641,473 Per Surplus Schedule
	Increased Operating Expense, then	8,668,733
	Increased Transfer to Local Capital	(2,380,000) Per Surplus Schedule
	Total Increased Operating Expense	6,288,733
Note: There are no budgeted FTE increases for any staff category in the Operating Budget for the first quarter of the Amended Annual Budget		

As a reminder, the following is the Board approved list of 2019-20 restricted and unrestricted surplus monies, allocated in support of the 2020-21 Annual Amended Budget.

2019-20 Surplus - Board Approved Allocation List for 2020-21		Budget Center Allocation - Sept 25, 2020	
International Student Supplement	1,050,053	Already in Budget	
<u>Restricted Surplus Allocations</u>			
Aboriginal Education Programs	337,364	To AB-ED contingency	
COVID Staffing and Supplies	300,000	To Contingency	
School Supplies	276,500	To School Operating Budget	
COVID Revenue Loss - DL	200,000	To Contingency	
Dual Credit Sponsored Students	160,000	To District Revenue	
Confined Space Study	120,000	To Health and Safety	
COVID Secondary Staffing	107,670	To Secondary Staffing	
Fire Plans Completion	55,000	To Health and Safety	
Curriculum and Learning Support Fund	54,685	To Learning Services	
Asbestos Reassessments	19,000	To Health and Safety	
Powerschool (HR)	10,000	To Human Resources	
Health and Safety Support	10,000	To Health and Safety	
Vehicle Modernization	5,000	To Facilities	
	1,655,219		
<u>Transfer to Local Capital</u>			
Vehicles	600,000	To Local Capital	
Dover Bay PA/Phone System Upgrade	250,000	To Local Capital	
Power System Upgrade for Electric Buses	100,000	To Local Capital	
Dufferin Renovation	80,000	To Local Capital	
	1,030,000		
<u>Board approved - Allocations from Unrestricted</u>			
Additional Staffing Contingency	450,000	To Contingency	
Internal Paint Program	100,000	To Facilities - Maintenance	
Worksafe Program	150,000	To Health and Safety	
Photocopier Upgrades	200,000	To Information Technology	
Teacher Pro-D/Mentorship	100,000	To Learning Services	
Technology	700,000	To Local Capital	
Environmental Upgrades	400,000	To Local Capital	
Dover Bay Expansion	250,000	To Local Capital	
School Site Acquisition Consultant	11,473	To Secretary Treasurer	
Emergent Priorities	50,000	To Secretary Treasurer	
Hul'qumi'num Support Program	200,000	To Superintendent	
	2,611,473		
<u>Summary:</u>			
Total Surplus Allocation to Local Capital	2,380,000	Total Restricted Appropriation	1,655,219
Total Surplus Allocation to the Operating Budget	2,916,692	Total Unrestricted Appropriation	3,641,473
Overall Appropriation of Surplus	5,296,692	Overall Appropriation of Surplus	5,296,692

The Special Purpose Fund revenue and expense schedule is presented below, with all known adjustments fully incorporated, inclusive of actuals, a comparator, and a summary of changes.

2020-2021 - Special Purpose Revenues and Expenses						2019-20 Comparator		
	Actuals at Sept 30	2020-21 Annual Amended Budget - Q1	% Collected or Spent	Change	2020-21 Annual Budget	Actuals at Sept 30	2019-20 Annual Amended Budget - Q1	% Collected or Spent
Revenues - Special Purpose								
Annual Facilities Grant	620,205	620,205	100%	64,563	555,642	620,205	620,205	100%
Energy Management	279,690	283,556	99%	283,556	-	-	-	0%
Learning Improvement Fund	60,161	499,798	12%	11,312	488,486	-	485,237	0%
French Programs	90,272	292,856	31%	90,272	202,584	31,778	234,363	14%
Ready Set Learn	22,119	83,369	27%	22,119	61,250	16,221	77,471	21%
Strong Start	191,538	268,338	71%	12,338	256,000	180,164	256,964	70%
Community Link	336,254	2,420,925	14%	109,812	2,311,113	341,846	2,379,826	14%
Classroom Enhancement Fund	1,160,526	10,915,530	11%	76,637	10,838,893	1,534,695	11,015,983	14%
After School Sports and Arts Initia	153,000	153,000	100%	-	153,000	85,563	146,000	59%
CR4YC/ELF	11,381	22,631	50%	7,549	15,082	-	-	0%
Mental Health	73,227	73,227	100%	46,727	26,500	-	-	0%
BCTEA Student Transportation Fui	46,123	46,123	100%	46,123	-	-	-	0%
Provincial COVID Fund	1,068,252	1,068,252	100%	1,068,252	-	-	-	0%
Federal COVID Fund	2,615,858	2,615,858	100%	2,615,858	-	-	-	0%
School Generated Funds	-	2,647,000	0%	-	2,647,000	544,128	2,656,000	20%
Other Misc Deferred Revenue	114,604	114,604	100%	114,604	-	174,615	174,615	100%
Total Special Purpose Revenue	6,843,210	22,125,272	31%	4,569,722	17,555,550	3,529,215	18,046,664	20%
Expenses - Special Purpose								
Salaries								
Teachers	840,337	9,939,628	8%	1,948,085	7,991,543	739,552	8,016,021	9%
Administrative Officers	61,287	271,602	23%	4,398	267,204	56,264	259,284	22%
Education Assistants	149,785	1,836,407	8%	-	1,836,407	160,279	1,902,972	8%
Support Staff	95,115	848,215	11%	452,859	395,356	36,798	387,802	9%
Other Professionals	54,902	205,000	27%	6,746	198,254	45,949	194,560	24%
Substitutes	37,733	751,631	5%	261,631	490,000	32,431	532,742	6%
Total Salaries	1,239,159	13,852,483	9%	2,673,719	11,178,764	1,071,273	11,293,381	9%
Benefits	362,806	3,410,265	11%	623,476	2,786,789	287,231	2,713,807	11%
Total Salaries and Benefits	1,601,965	17,262,748	9%	3,297,195	13,965,553	1,358,504	14,007,188	10%
Services & Supplies	629,370	4,862,524	13%	1,272,527	3,589,997	563,529	4,039,476	14%
Total Special Purpose Expenses	2,231,335	22,125,272	10%	4,569,722	17,555,550	1,922,033	18,046,664	11%
Fund Variance	4,611,875	-	-	-	-	1,607,182	-	-

Summary of Increased Revenue/Expense

Increased Revenue			
Energy Management Fund	34,812	Newly added to Budget	
Provincial COVID Fund	1,068,252	New Special Purpose Fund	
Federal COVID Fund	2,615,858	New Special Purpose Fund	
2019/20 Fund Balances added to Deferred Revenue	821,131	Per 2019/20 Financial Statements	
Mental Health Increase	24,500	Increased Grant	
Total Increased Revenue	4,564,553		
Increased Expense			
Increased Custodial Staff	573,546	8.675 FTE plus Benefits	
Teacher Staffing (DL/Transition Program)	2,114,573	19.6 FTE plus Benefits	
COVID Related Replacement Costs	175,000	Including Benefits	
COVID Related Supplies	820,991	Cleaning, PPE, Technology, Equip	
Deferred Revenue added to SP Fund Supply Accounts	821,131	Potential conversion to staffing if applicable to Fund	
Mental Health added to Supply Account	24,500		
Energy Revenue added to Supply Account	34,812		
	4,564,553		

With regards to the Federal Safe Return to Schools Fund, the District has been told that we will receive a total of approximately \$5.2 million dollars, however, that will be in two installments, one now and one in January. The initial installment, which shows in the Special Purpose schedule, is \$2.6 million.

As much as the second installment has been verbally communicated, Districts were required to submit their spending plans to Ministry on October 12th. Pending confirmation of the second installment, we should receive an additional \$2.6 million in January.

For budgeting purposes, we have yet to receive the funding so it has not been incorporated within the figures, or the staffing levels presented.

However, for operational purposes, the staffing and supports are either in place or planned for. As such, the 'budgeted' staffing information is not an accurate reflection of actual staffing levels that are in place, or are being implemented.

Notable differences include:

Budgeted Custodial FTE 8.675

Planned Custodial FTE 16

Current budget shortfall **7.325 FTE** (to be reflected in the Amended Budget)

Budgeted Teaching FTE 19.6

Planned Teaching FTE 20.275 additional DL plus 17 FTE for the Transition program for Q1 is 4.25 FTE annualized; together totals 24.525 FTE

Current budget shortfall **4.925 FTE** (to be reflected in the Amended Budget)

Supervision hours \$75,000

CYSFW and EA hours \$140,000

Temp clerical \$26,500

Custodial Equipment \$275,000

Cleaning Supplies \$100,000

Technology \$255,000

PPE \$88,000

Decals \$22,000

Supplies/furniture \$55,000 * for additional staffing levels

Safety orientation \$45,000

Other \$450,000 *TBD miscellaneous staffing, replacement, and supply costs

Custodial and Teacher staffing amount for approximately \$1.09 million, with the balance of the list making up the remainder of the anticipated second installment of \$2.6 Million; planned adjustments may be required per identified shifts in operational needs related to COVID.

The Ministry of Education provides the district with capital funding, as identified through our 5-year capital plan, where annually and as Ministry funding permits, the most urgent or operationally conducive projects are provided under an “Annual Funding Agreement”. In addition, the district applied for, and was approved capital funding for childcare spaces through the Ministry of Child and Family Development.

All of these projects, with their total funding envelopes, are identified below.

The total amount of the project that has already been expensed in 2019-20 is also reflected, and is presented as “work in progress” or WIP as it is on the audited financial statements. The remainder of the project will be completed in fiscal 2021, or in subsequent years, depending on district capacity and project planning.

2020-21 Capital Budget - Revenue/Expense Schedule							
September 30, 2020							
Capital Projects		Total Project COA	2019-20 WIP	Annual Budget	Future Yr Budget	Total Project COA	Project Expenses at Sept 30
School Addition	Hammond Bay	6,731,566	-	5,890,000	841,566	6,731,566	-
BEP	Dover Bay	3,562,500	930,314	2,632,186	-	3,562,500	800,836
Seismic	Cilaire	5,841,180	135,907	2,615,850	3,089,423	5,841,180	161,729
	Pleasant Valley	3,062,235	90,050	1,713,812	1,258,373	3,062,235	107,978
SEP/CNCP	John Barsby	450,000	86,829	363,171	-	450,000	457,022
	Ladysmith Secondary	450,000	86,524	363,476	-	450,000	463,486
	Gabriola	209,000	19,786	189,214	-	209,000	180,761
	Park Ave	350,000	762	349,238	-	350,000	196,595
	Park Ave	200,000	-	200,000	-	200,000	-
BUS	District - Bus x 2	521,820	-	521,820	-	521,820	-
	Charging Station	65,000	-	65,000	-	65,000	-
DEMO	CRC/Library Service	1,169,740	-	1,169,740	-	1,169,740	-
	Capital Reserve	222,295	-	222,295	-	222,295	-
Day Care (MCFD)	Chase River	1,382,445	-	1,105,956	276,489	1,382,445	-
	Forest Park	1,383,517	-	1,106,814	276,703	1,383,517	99,565
	LPS	1,411,859	-	1,129,487	282,372	1,411,859	-
	QQS	1,392,131	-	1,113,704	278,427	1,392,131	-
	Rock City	1,459,316	-	1,167,452	291,864	1,459,316	-
StrongStart (MCFD)	Bayview	34,286	-	5,000	29,286	34,286	-
	Cedar Elementary	34,286	-	5,000	29,286	34,286	-
	Fairview	34,286	-	5,000	29,286	34,286	-
	Georgia	34,286	-	5,000	29,286	34,286	-
	Quarterway	34,286	-	5,000	29,286	34,286	-
Project Totals		30,036,034	1,350,172	21,944,215	6,741,647	30,036,034	2,467,972

Note 1: Annual Budget figures total the estimated expense expected for fiscal 2020/21

Note 2: WIP (Work in Progress) is the amount of the project, completed in fiscal 2019/20, per Schedule 4B of the Financial Statements

Note 3: COA amount represents the current approved bylaw revenue amount, subject to change by the funding party

Note 4: This list is exclusive of AFG and Local Capital

Local capital is mainly funded from the District's portion of the sale of surplus properties and through transfers from the Operating Fund. Transfers from the Operating Fund are routinely budgeted to cover capital equipment costs such as the annual technology plan and the vehicle replacement program. Other capital expenditures may require further transfers from the Operating Fund during the year. Limited surplus properties means that future Local Capital resources will be contingent on these transfers.

The district's long-range facilities plan, along with identified future or emergent needs will guide these decisions. The current Local Capital reserve has been allocated to multiple projects, which include:

Local Capital 2020-2021 Budget			
September 30, 2020			
<u>Revenue</u>	2020/21 Annual Budget	2019-20 WIP Sched 4B F/S's	Combined Total
Deferred Revenue from 2019-2020	4,768,142		4,768,142
Plus 2019-20 WIP Total		1,000,914	1,000,914
	4,768,142	1,000,914	5,769,056
Transfer from Operating and Unrestricted			
IT Infrastructure	700,000		700,000
Technology	622,500		622,500
Vehicles	600,000		600,000
Environmental Upgrades	400,000		400,000
Dover Bay PA / Phone Systems Upgrade	250,000		250,000
Dover Bay Expansion	250,000		250,000
Power System Upgrade for Electric Buses	100,000		100,000
Dufferin Reno / Furniture	80,000		80,000
Total Transfer from Operating	3,002,500		3,002,500
Investment Income	38,000		38,000
	3,040,500		3,040,500
Total Funding Available	7,808,642	1,000,914	8,809,556
<u>Projects/Expenses</u>			
LC035 District WiFi Initiative	2,547,858	52,142	2,600,000
LC210 Dover Bay Expansion	275,000		275,000
LC330 Dufferin Reno / Furniture	80,000		80,000
LC344 Hammond Bay Expansion	716,161	533,839	1,250,000
LC400 Asset Management Plan	200,000		200,000
LC431 District Phone Systems	13,223	6,777	20,000
LC434 Atrieve Reimplementation	36,500		36,500
LC580 Vehicles	600,000		600,000
LC609 Technology Plan	1,000,000		1,000,000
LC681 Accessibility	81,500		81,500
LC691 Franklyn Street Gym Demolition	500,000		500,000
LC723 Environmental Upgrades	400,000		400,000
LC724 Power System Upgrade for Electric Buses	100,000		100,000
LC800 Learning Studio	50,000		50,000
LC823 School Signs	150,000		150,000
LC870 HVAC for Portables	71,500		71,500
LC888 Dover Bay PA / Phone Systems Upgrade	250,000		250,000
LC997 Enrollment Growth Space Needs	432,858	402,142	835,000
LCCC1 Child Care Space Application	18,985	6,014	24,999
LCTFR Turf Field Reserve	45,000		45,000
LC999 Emergent contingency	240,057		240,057
Fund Balance	7,808,642	1,000,914	8,809,556

Note 1: The current allocations are subject to change where emergent needs arise

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

INFORMATION SHEET

DATE: October 14, 2020
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Provincial Safe Return to School Grant and Federal Safe Return to Class Grant

Provincial funding

Our District received a Provincial grant of just over \$1.0 million in order to help schools implement new COVID-19 related health and safety measures.

The grant includes:

- \$573,546 for more staff for cleaning schools
- \$228,670 for hand hygiene
- \$127,178 for cleaning supplies
- \$56,493 for reusable face masks for students and staff
- \$82,365 to support remote learning, including:
 - Technology loans
 - Software to support students with disabilities or complex needs

Federal funding

In addition to the Provincial grant the federal government is providing up to \$5.2 million in one-time funding for the 2020/21 school year. The funds will be received in two payments, ½ in September 2020 and the balance in January 2021.

School districts can spend the funding in the following areas, based on local needs.

Learning resources and supports

- Implementation of online and remote learning options
- Hiring additional teachers and staff
- Staff training
- On-call teacher and staff costs
- Mental health supports for students and staff

Health and safety

- Increasing staff and covering salary costs for additional cleaning hours needed to meet health and safety guidelines in schools
- Improving air systems in schools, such as heating, ventilation and air conditioning
- Improving or installing portable air scrubbers
- Covering increased utility costs needed to run air systems
- Increasing hand hygiene, including additional handwashing and hand sanitizing stations, installing touchless faucets or additional supplies
- Installing plexiglass and other barriers
- Providing outdoor learning spaces
- Adapting classrooms and school buses to minimize physical contact
- Purchasing additional cleaning supplies such as sprayers or fogger machines for frequent cleaning and disinfecting of high-touch surfaces
- Purchasing additional masks, face shields or other PPE as needed

Transportation

- Covering additional transportation costs to have fewer students on buses and/or to accommodate new school schedules and additional routes
- Supporting alternative transportation strategies, like gas costs for parents who transport their children to school

The worksheet attached as Appendix A outlines how this additional funding has been or will be spent.

Safe Return to School Grants - Planned Expenditures/Funding Losses as of October 5, 2020

Funding

Federal	5,231,716	
Provincial	1,068,252	
	6,299,968	

Teacher Staffing

ICE - Students transferred to DL (20.275 fte)	2,187,389	700+ students
Transition teachers - 17.0 FTE	320,961	September 18th to November 6th
Surplus teachers due to move to DL (est 11 FTE)	1,186,746	Unable to collapse elementary divisions due to cohorts
Coordinators - 1.6 FTE for Q1	44,403	To assist new DL teachers
Secondary teachers - 1.5 FTE for Q1	40,457	To address timetabling issues due to cohorting
	3,779,956	

Custodial

16.2 fte additional Caretakers Sept to June	873,720	
Summer cleaning and cartage	50,000	Removal of excess furniture, classroom setup
Cleaning Supplies	250,000	Disinfectants, wipes, hand sani, gloves, paper towels, hand soap
Cleaning Equipment	274,000	Chlorox 360 Sprayers
	1,447,720	

Education Assistants

Support Staff-CYSFW, EAs	139,683	To support DL Students
Elementary Noon Hour Supervisors	75,000	To cover for staggered lunch breaks
	214,683	

Clerical

Temp Secretaries - 3 positions for 7 weeks	26,538	To process DL registrations
	26,538	

Replacement Costs

TTOC sick, family illness, quarantine	600,000	Estimate a 20% increase
Casual sick, family illness, quarantine	200,000	Estimate a 20% increase
COVID safety/orientation	45,000	Safety Committee, TTOCs and Casuals
	845,000	

Other

Woodlands - reno, wifi, furniture	43,000	7 classrooms for DL teachers and transition teachers
Gabriola Bus Run	95,000	2 buses, 8 hour shifts
Personal Protective Equipment	150,000	75K disposable masks, 36K reusable masks, 850 face shields
Technology	254,000	chromebooks and laptops
Tech Licensing	50,000	To support online and remote learning
Additional time spent on school preparation	70,000	Includes time in lieu for summer work

First Aid kits	12,000	For walking field trips
Floor Decals	22,000	Directional and distancing decals
Plexiglas Shields	10,000	
Sinks in portables and elementary classrooms	111,000	
Installation of Hand Sanitizer Dispensers	22,500	300 dispensers on order, 250+ installed prior to June 30th
HVAC for Dover Bay Portables	71,500	Installation of heat pumps to improve air circulation
	911,000	
Total not including revenue loss	7,224,897	

Revenue Loss

Transfers to DL (700 students)	1,022,000
Transfer of students to Homeschool	483,840
Community Use of Facilities / Leases	300,000
International Student Revenue	2,500,000
	4,305,840

NANAIMO LADYSMITH PUBLIC SCHOOLS

**BUSINESS COMMITTEE
PUBLIC MEETING**

INFORMATION SHEET

DATE: October 14, 2020
TO: Business Committee
FROM: Secretary-Treasurer, Mark Walsh
SUBJECT: School Site Acquisition Charge

For Information

In 2014-2015 the District hit its lowest number of students in many years. The District then began to grow. At the same time, class size and composition language from the early 90s was reinstituted. The combination of these two factors has led to the District facing a capacity issue. While portables have largely been able to address capacity, we have also begun to seek expansions to address over capacity. Further, our region continues to grow and in the case of the City of Nanaimo, 10 year growth projections indicate significantly more students.

Due to these capacity issues we have reached out to our municipal and regional district partners with the intention of instituting a school site acquisition charge. Such a charge would require our partners to collect funds from developers for the purposes of acquiring either green field sites (e.g. where there is future new development) or additional land at current sites (such as where in fill development is projected). Depending on the nature of the development, the District could receive up to \$350 per door (e.g. townhome). Using rough estimates, based on the City of Nanaimo's growth targets, the District could be entitled to nearly \$1,000,000 over the next ten years.

There is a specific process that involves cooperation with our local partners and we have had initial meetings with the City of Nanaimo, Town of Ladysmith and the RDN. The meetings were positive and staff made it clear that any potential for such a charge would need to be done in partnership and highlighted the possibility for community partnerships in future builds or expansions.

Next steps are solidifying projections with an external provider and providing those projections to our partners along with our initial thoughts on where appropriate sites or site expansions, if any, would be located.

We anticipate that the process will take some time and the charge may not be in place until after the Long Range Facilities Plan has been completed.

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE
PUBLIC MEETING

ACTION SHEET

DATE: October 14, 2020
TO: Business Committee
FROM: Mark Walsh Secretary-Treasurer
SUBJECT: New Child Care Spaces Application

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply for the Childcare BC New Spaces Fund through the Ministry of Children and Families for funding childcare expansion for up to five school sites.

Background

The Ministry of Children and Families currently has an opening for funding for additional childcare spaces in their [Childcare BC New Spaces Fund](#).

As the Board is aware, last year we were successful in receiving funding for a major expansion of childcare spaces at school sites. The units are a combination of externally sourced modular units and internally constructed modular units.

Staff is recommending that the District consider applying for up to five new child care space sites with delivery dates beginning in September 2022 and extending/staggered into 2023. Currently, the District is reviewing potential locations appropriate for additional childcare sites and will be reaching out to our local municipal and regional district partners prior to final submission. Currently, Uplands Park and Pleasant Valley are being contemplated as potential sites.

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: October 14, 2020
TO: Business Committee
FROM: Pete Sabo, Executive Director of Planning and Operations
SUBJECT: Automated External Defibrillator (AED)

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to ensure there is an Automated External Defibrillator at all secondary school sites.

Background

At the September 25, 2019, Business Committee meeting, staff were directed to investigate the costs of installing Automated External Defibrillators (AEDs) at each facility. Staff reported back to the Business Committee on June 10, 2020, at which time they requested that this matter be brought forward to Business Committee in the fall 2020 for further discussion.

Since the June 10, 2020, meeting, staff in Health and Safety and Facilities have continued to discuss the benefits and drawbacks of the installation of AEDs. We are not recommending the full adoption of AEDs across the system. While we acknowledge that if budget were not an issue that AEDs may be considered in all schools, particularly to serve staff. However, we are not aware that AEDs have been used in our schools since we have provided them. Further, the financial commitment of installation and maintenance of AEDs at all sites would not be as effective as other potential safety investments.

On balance, given our secondary schools have higher numbers of students, staff and community users, in addition to higher intensity uses such as athletics, staff is recommending AEDs be supported in all of our secondary schools. Currently, all secondary schools have an AED on site, these units were put in place over time and will be replaced as they reach the end of their life cycle. At this point we do not anticipate the capital expenditure to be significant and if funds are required to support this program, staff will return to the Board for a future financial request.

Further, if the Board is supportive of this direction, staff would draft an administrative procedure to ensure the long term stability of the program and the potential to review our practice in the event that the level of risk changes.

NANAIMO LADYSMITH PUBLIC SCHOOLS

**BUSINESS COMMITTEE
PUBLIC MEETING**

INFORMATION SHEET

DATE: October 14, 2020
TO: Business Committee
FROM: Secretary-Treasurer, Mark Walsh
SUBJECT: Accessibility Audit

Background

On December 18, 2019, the Board of Education passed the following motion:

“That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) ask staff to provide information on the feasibility of conducting an Accessibility Audit of facilities.”

On May 13, 2020, the Business Committee received a staff recommendation to have staff conduct an accessibility audit internally and report back to the Business Committee in winter 2020. However, the Business Committee deferred the matter to September 2020 Business Committee. The Action Sheet for the May 13, 2020 Business Committee meeting is attached for reference.

Discussion

As the Board is aware, due to the current pandemic the District has highly restricted the number of parents and visitors that enter any of our facilities. It is the opinion of staff that while an overall understanding of accessibility issues in the District is needed, we do not recommend an accessibility audit take place now.

If the Board determines that it wishes to proceed with an Accessibility Audit, staff recommend the issue be revisited in Spring 2021.

Appendices:

Appendix A: Business Committee Action Sheet dated May 13, 2020



NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: May 13, 2020
 TO: Business Committee
 FROM: Secretary-Treasurer, Mark Walsh
 SUBJECT: Accessibility Audit

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) request that staff conduct an accessibility audit internally and create a publicly accessible document and report back to the Business Committee in winter 2020.

Background

On December 18, 2019, the Board of Education passed the following motion:

“That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) ask staff to provide information on the feasibility of conducting an Accessibility Audit of facilities.”

Since the direction by the Board, staff have taken three main steps:

1. Staff has reached out to a number of external organizations and consultants, including the Rick Hanson foundation to discuss such an audit, including cost and scope;
2. Staff have liaised with other school districts to determine their experience with accessibility audits; and
3. Staff have had internal discussions about performing the audit internally.

Discussion

As the Board is aware, the District responds to accessibility issues on an ongoing basis. For the most part, accessibility is addressed when staff is made aware of a student or staff member of with specific accessibility needs and then makes individual enhancements to schools based on these needs. Accessibility is also addressed when additions or major renovations are done on schools.

While the District strives to be accessible, there is always room for improvement. It is the opinion of staff that an overall understanding of accessibility issues in the District is needed. This will ensure that we will be able to make proactive investments in schools, including using AFG on a yearly basis to address any accessibility deficit that we may have. Such a document would directly align with our strategic plan, specifically the Board's goal of a safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community.

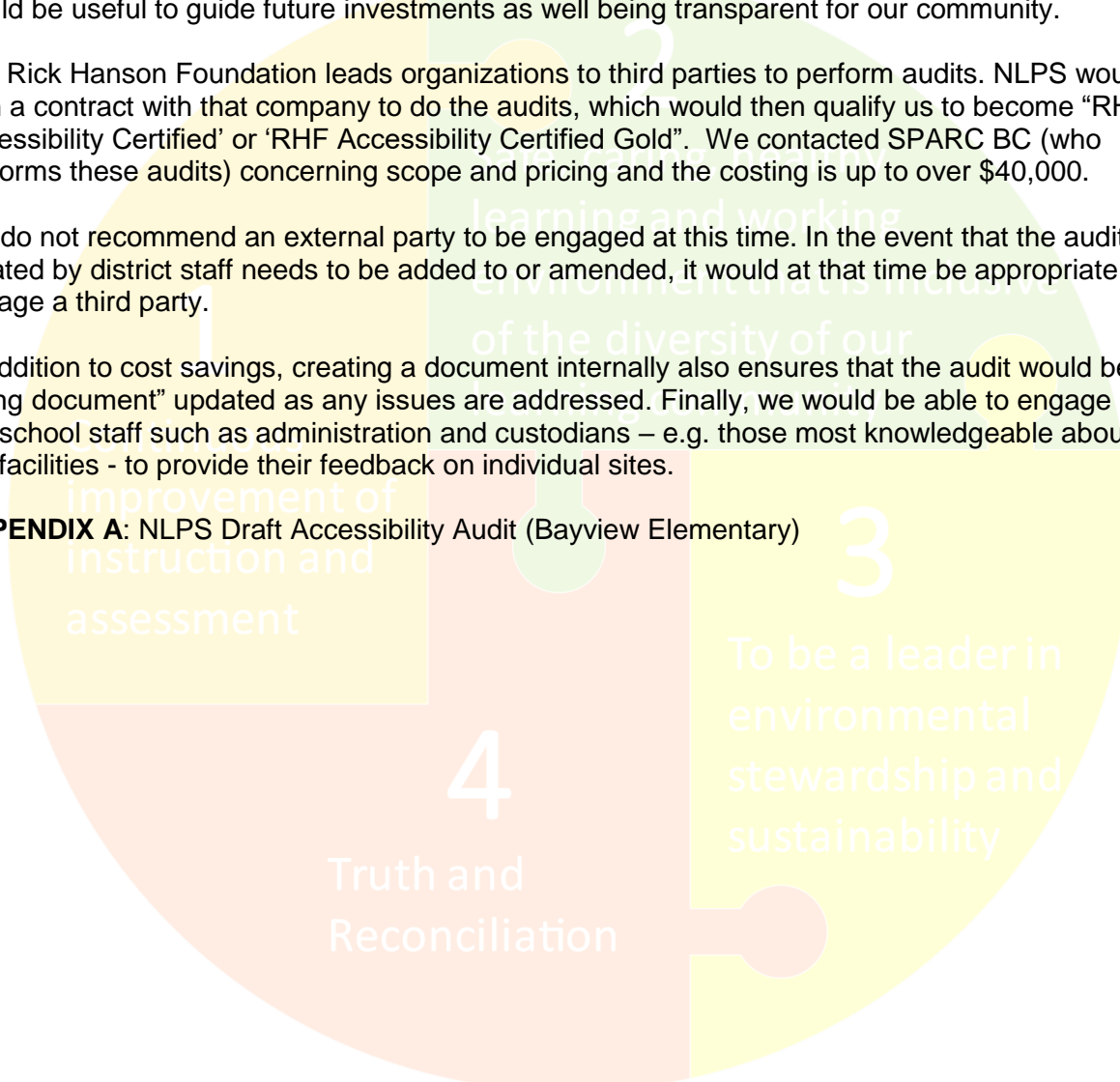
We have attached a draft, using Bayview Elementary as an example, of what the accessibility audit would look like based on the experience of other school districts. We feel this framework would be useful to guide future investments as well being transparent for our community.

The Rick Hanson Foundation leads organizations to third parties to perform audits. NLPS would sign a contract with that company to do the audits, which would then qualify us to become "RHF Accessibility Certified" or "RHF Accessibility Certified Gold". We contacted SPARC BC (who performs these audits) concerning scope and pricing and the costing is up to over \$40,000.

We do not recommend an external party to be engaged at this time. In the event that the audit created by district staff needs to be added to or amended, it would at that time be appropriate to engage a third party.

In addition to cost savings, creating a document internally also ensures that the audit would be a "living document" updated as any issues are addressed. Finally, we would be able to engage our school staff such as administration and custodians – e.g. those most knowledgeable about our facilities - to provide their feedback on individual sites.

APPENDIX A: NLPS Draft Accessibility Audit (Bayview Elementary)



Nanaimo Ladysmith Public Schools Accessibility Review

Date 05/06/2020
 School Bayview Elementary
 Address 140 View Street, Nanaimo

Overall Building Access	
From Parking Lot	Access from accessible parking stall in north parking lot. See notes for Entry K. Access from accessible parking at Main Entry (A) to Entry B. See notes for Entry B.
From Sidewalk	Access from south of drive thorough to Entry B. See notes for Entry B. Curb cut could be added from sidewalk at main entry for a more direct accessible entry from sidewalk.

Number	Name	Path of Travel w (1500mm min.)	Does ramp meet standards?	Notes:	Do stairs meet standards?	Notes:	Does door meet standards?	Notes:
Entries								
A	Main Entry	Y	n/a	n/a	Y		Y	
B	Entry	Y (1830 mm)	N	Handrail at 1067mm (42")	n/a	n/a	Y	Has auto opener, knob could be changed to lever
G	Entry	Y (1830mm)	n/a	n/a	N	4 risers, no handrail, no nosing, no tactile	Y	
K	Entry	Y (2134mm)	Y		n/a	n/a	N	Has knob not lever

Number	Name	Accessible entry door	Accessible w/c stall	Accessible grab bars	Accessible wash basin	Accessible accessories	Accessible shower	Notes:
Washrooms								
073	Boys' Washroom	Y	N	N	Y	N	n/a	Paper towel at 57"
074	Accessible Wash.	Y	Y	Y	Y	Y	n/a	
075	Girls' Washroom	Y	N	N	Y	N	n/a	Paper towel at 57"
080	Girls' Washroom	N	N	N	Y	N	n/a	Does not meet door swing requirement. Has knob not lever.
081	Boys' Washroom	N	N	N	Y	N	n/a	Does not meet door swing requirement. Has knob not lever.
086	Girls' Change Rm.	Y	Y	Y	Y	Y	Y	Accessible water fountain in foyer
087	Boys' Change Rm.	Y	Y	Y	Y	Y	Y	
088	Staff Men's	N	N	N	N	N	N	Does not meet door swing requirement
089	Staff Women's	N	N	N	N	N	N	Does not meet door swing requirement, has Change Table
099	Staff Universal	N	N	N	N	N	n/a	Does not meet door swing requirement

Number	Name	Accessible entry door	Accessible w/c stall	Accessible sink	Accessible exit door	Accessible counter	Accessible water fountain	Notes:
Other Areas								
079	Support Services	Y	n/a	n/a	n/a	n/a	n/a	
082	SST/Office	Y (corridor) N (Library)	n/a	n/a	n/a	n/a	n/a	Does not meet door swing requirement from library door
083	Library	N	n/a	n/a	n/a	N	n/a	Does not meet door swing requirement (600mm inside pull/millwork)
084	Library Office	Y	n/a	n/a	n/a	n/a	n/a	
084a	Work Room	N	n/a	N (30")	n/a	n/a	n/a	Requires stairs to access, no nosing, no handrail extension, no tactile
085	First Nations	N	n/a	n/a	n/a	n/a	n/a	Does not meet door swing requirement. Has knob not lever.
089	Gymnasium	Y	n/a	n/a	Y (Entry F)	n/a	n/a	
090	Gym Storage	Y	n/a	n/a	n/a	n/a	n/a	
091	Kitchen	Y	n/a	N (36")	n/a	n/a	n/a	
092	Multi Purpose	Y	n/a	N (36")	n/a	n/a	n/a	
093	SST	Y	n/a	n/a	n/a	n/a	n/a	
094	SST	Y	n/a	N (36")	n/a	n/a	n/a	
095	Medical	N	N	n/a	n/a	n/a	n/a	Does not meet door swing requirement. No grab bars in washroom.
098	Office	N	n/a	n/a	n/a	n/a	n/a	Does not meet door swing requirements
098a	Principal's Office	Y	n/a	n/a	n/a	n/a	n/a	
098b	Counselor	N	n/a	n/a	n/a	n/a	n/a	Requires stairs to access, 4R no handrail
100	Staff Room	Y	n/a	N (36")	n/a	n/a	n/a	
101	Kindergarten	N	N	N (30")	N	n/a	n/a	No grab bars in washroom
102	Classroom	Y	n/a	N (29")	n/a	n/a	n/a	
103	Classrom	Y	n/a	N (30")	N	n/a	n/a	
104	Classroom	Y	n/a	N (30")	N	n/a	n/a	
105	Classroom	Y	n/a	N (30")	N	n/a	n/a	
106	Classroom	Y	n/a	N (30")	N	n/a	n/a	
107	Classroom	Y	n/a	N (30")	N	n/a	n/a	
108	Classroom	Y	n/a	N (29")	n/a	n/a	n/a	
109	Classroom	Y	n/a	N (30")	N	n/a	n/a	
111	SST	Y	n/a	N (30")	N	n/a	n/a	
115	Copy Room	Y	n/a	n/a	n/a	n/a	n/a	
P210	Portable	Y	n/a	N (30")	N	n/a	n/a	Stairs at exits (6R and 7R)

Number	Name	Accessible entry door	Accessible w/c stall	Accessible sink	Accessible exit door	Accessible counter	Accessible water fountain	Notes:
Other Areas								
North	Corridor	n/a	n/a	n/a	n/a	n/a	n/a	Meets path of travel width requirement
South	Corridor	n/a	n/a	n/a	n/a	n/a	Y	
Play	Outdoor	n/a	n/a	n/a	n/a	n/a	n/a	Accessible for access; however loose aggregate is not accessible
Field	Outdoor	n/a	n/a	n/a	n/a	n/a	n/a	Accessible by north parking lot only

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE
PUBLIC MEETING

ACTION SHEET

DATE: October 14, 2020
TO: Business Committee
FROM: Secretary-Treasurer, Mark Walsh
SUBJECT: Environmental Stewardship Policy

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt Environmental Stewardship as Policy 1.5

Background

On Wednesday, June 24, 2020, the Board of Education entered into a 30-day notice of motion for the newly created Environmental Stewardship Policy. Feedback was provided to the Business Committee on September 16, 2020, and the Business Committee recommended that the Board of Education refer the draft policy to the Policy Committee for consideration.

The Policy Committee met on September 30, 2020, to review community feedback and made appropriate edits. The final draft of the Environmental Stewardship policy is attached for review and consideration.

Appendices

Appendix A: Draft Environmental Stewardship Policy

Section 1 – Board Governance



X.XX – Environmental Stewardship

The Nanaimo-Ladysmith Board of Education of School District #68 (the “Board”) honours and respects the land as an important source of knowledge and a determining factor of our health.

The Board acknowledges the interconnection and holism of all things in our ecosystem and our dependence on the land that our schools and offices are situated upon.

The Board understands that climate change is a result of human activity and that our actions impact the land and our ecosystem. The Board also understands that, without remediation, climate change will interfere with our capacity to achieve our mandate of educating the students of NLPS and will undermine the well-being of our communities.

Guided by the notions of reciprocity, responsibility and restoration, the Nanaimo-Ladysmith Board of Education of School District #68 commits to be an active part of the solution to the current climate crisis and to ongoing environmental stewardship by:

Integrating environmental considerations and sustainable practices into administrative, capital planning, and programming decisions;

Reviewing programs and practices to limit the nature and scale of negative environmental impact and to increase sustainable practices and environmental stewardship;

Creating an environmental stewardship action plan that includes measurable targets and objectives to reduce our carbon footprint, use of resources, waste, and greenhouse gas emissions in a manner consistent with current climate science;

Supporting educational and professional development opportunities to foster ecological literacy, environmental stewardship, and connection to the land among our students and staff;

Advocating for and allocating resources for the effective implementation and maintenance of environmental stewardship practices and the environmental stewardship action plan;

Encouraging intergovernmental and community partnerships to achieve and enhance our environmental stewardship goals; and

Communicating our attempts to increase our sustainability, reduce our greenhouse gas emissions and carbon footprint, and to become environmental stewards in our communities.

Legal References:

Monitoring Method:	<i>Board of Education / Superintendent</i>
Monitoring Frequency:	<i>Triennial</i>
Adopted:	2020.xx.xx

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: October 14, 2020
TO: Business Committee
FROM: Secretary-Treasurer, Mark Walsh
SUBJECT: Draft Updated Policy 2.7 - Policy Development &
Draft Policy 2.17 – Public Participation

Recommendation

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

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 2.17 – Public Participation and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

Background

The Board of Education Policy Committee drafted the following policies for review by the Board of Education:

Policy 2.7 – Policy Development
Policy 2.17 – Public Participation

The draft of Policy 2.7 – Policy Development was brought forward to the Business Committee on November 13, 2019. Trustees provided feedback to the policy committee to be reviewed and included in the draft prior to sending the policy out for 30-day consultation.

The draft of Policy 2.17 – Public Participation was created keeping in mind the International Association of Public Participation guidelines. This policy will allow for the purposeful planning of public engagement sessions when the Board of Education seeks to hear from and communicate to the community, whether planning large scale construction projects or discussing school planning and programs.

During the course of the Policy Committee's work last year, we discussed the Syeyutsus Reconciliation Framework policy and how to consider the review and creation of policies keeping in mind this framework. The Syeyutsus Framework allows us to consider our own personal journeys, understandings, and views of reconciliation in our daily work. We encourage trustees to consider the Syeyutsus Framework in their review of policy updates, and in all of their work as a trustee. Furthermore, we encourage trustees to also consider the values of environmental stewardship and inclusion as we continue to review, update, and create new policies during this school year.

Appendices

Appendix A: Draft Updated Policy 2.7 - Policy Development
Appendix B: Draft Policy 2.17 – Public Participation



2.7 – Policy Development

Policy Development

The Board believes that to fulfill its democratic mandate in representing the public interest it must provide direction in all stages of policy development and implementation. The Board will establish and maintain written policies to guide and monitor progress in meeting the expectations for student success. These policies provide a framework for Board and District's accountability to families, the community, and the Ministry of Education.

Board policies will establish a balance between the responsibilities of the Board to develop the broad direction that guide the District and the Superintendent to exercise professional knowledge in the administration of the District.

Criteria Guidelines for Board Policies

1. Policies prioritize enhancing student learning.
2. Policies are consistent with the Board's Mandate, Vision, Values, Strategic Plan, and other Board policies.
3. Policies are developed in response to an identified need and are intended to achieve an implementable, common approach.
4. Policies should be based on reliable and valid evidence and be the result of a comprehensive consultative process.
5. Policies are clearly written and are easily understood by those who reference them.
6. Policies are precise enough to give guidance and broad enough to allow appropriate discretionary action.
7. Policies are current and regularly reviewed.
8. Policies are readily available and accessible.

1.0 Development process

The Board, in cooperation with the Superintendent, will assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical components of each policy to be developed. The Board Policy Committee may develop the policy itself or delegate the responsibility for development to the Superintendent. The Board may establish procedures in respect to policy planning, development, implementation and evaluation.

2.7 Policy Development

The policy development process will ensure that the Board acts on adequate and sufficient information and may seek the guidance of external expertise. Policies should be consistent with the above stated “Criteria Guidelines for Board Policies” and relevant legislation or provincial direction.

Administration should research each policy proposal to determine its education impact, budgetary effect, and the relationship of the proposal with existing plans, policies, legislation, and case law.

The policy formulation and revision process should be inclusive and consultative. Educational stakeholders significantly affected by policies in the development or review process must be provided an opportunity to share their input during the formulation process either directly or through appropriate representation.

Following this process, the policy committee will review the draft policy for recommendation to send the policy to the Board for feedback and approval.

All Board policies will be circulated as notice of motion for 30 days as a method of soliciting community feedback. All feedback submissions will be reviewed by the Board – Committee of the Whole prior to final approval.

2.0 Implementation

The Board is responsible for implementing policies governing its own processes. The Board and Superintendent share the responsibility for implementing policies relating to the Board-Superintendent relationship. The Superintendent enacts the Board’s vision by implementing policies related to the daily operations of the district. The Superintendent is also responsible for developing, implementing, approving, and evaluating Administrative Procedures

3.0 Evaluation

The Board will monitor and evaluate each policy in a timely manner to determine whether the policy achieves the intended purpose. The Board must also be informed about and evaluate Administrative Procedures to determine their capacity to carry out the intention and spirit of the relevant policy.

Legal References:

Monitoring Method: Internal Reports/Board and Superintendent

Monitoring Frequency: Annual

Adopted: 2020.XX.XX



2.17 – Public Participation

2.17 Public Participation

Nanaimo Ladysmith Public Schools (NLPS) recognizes the value of public participation and is committed to creating appropriate opportunities for meaningful input including that from students, parents, staff, Indigenous peoples, and the community as a whole.

Public participation is an important decision-making tool that acknowledges the wisdom of our community and assists the Board in making well-informed, data-driven decisions that improve student learning.

Policy

With every public participation opportunity, the NLPS will value:

- **Transparency and Accountability.** NLPS recognizes that people want to participate in decisions that affect them. Public participation opportunities, the process, results and decision will be publicly shared.
- **Inclusivity.** Public participation opportunities will be based on the principles of respect, acceptance, safety and equity as outlined in the Inclusion Policy.
- **Relationality.** By upholding the Syeyutsus Framework, NLPS recognizes that our interconnectedness and our decisions impact the community and the land around us.
- **Authenticity.** NLPS will provide meaningful opportunities to participate and will genuinely consider all feedback.

Process and Guidelines

The district recognizes the engagement framework developed by the [*International Association of Public Participation*](#) (IAP2) organization as the basis on which it will approach each engagement.

"IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in many public participation plans."

2.17 – Public Participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Public engagement plans will be developed in the early stages of district planning, including projects, and may adopt a multi-phased approach to public engagement that employs different levels of the IAP2 spectrum throughout the process.

Legal References:

Monitoring Method:

Board of Education / Superintendent

Monitoring Frequency:

Triennial

Adopted:

2020.xx.xx