

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

**Wednesday, November 18, 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 October 14, 2020, be approved.

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

- 8.1. Executive Director of HR, Patricia Trick and Manager of Occupational Safety and Wellness, Will Dirksen

Re: Impacts of COVID-19

- 8.2. Secretary-Treasurer Mark Walsh

8

Re: Franklyn Street Gym

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the demolition of the Franklyn Street Gym, located at 421 Franklyn Street, Nanaimo, BC.

- 8.3. Secretary-Treasurer Mark Walsh

11

Re: Ecole North Oyster - Traffic Issues

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write to the Cowichan Valley Regional District and Ministry of Highways requesting that they fund a crossing guard at École North Oyster at pickup and drop-off times to support student safety.

- 8.4. Secretary-Treasurer Mark Walsh

17

Re: 2021-2022 Draft Budget Calendar

9. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

10. UNFINISHED BUSINESS

11. NEW BUSINESS

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

October 14, 2020

Trustees	G. Keller, Chair C. O'Neill, 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	D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services
Absent	T. Davie, Deputy Superintendent	
Representatives	CUPE Representative: Rob Zver DPAC Representative: Leanne Lee NDTA Representative: Denise Wood NSAA Representative: Diane McGonigle DASG Representative: Kristina Mann	

1. CALL TO ORDER

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

2. ADDITIONS TO THE AGENDA

There were none.

3. DELETIONS TO THE AGENDA

There were none.

4. CHANGE IN ORDER

There was no change in order.

5. APPROVAL OF THE AGENDA

B20/10/14-01

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. **APPROVAL OF THE MINUTES**

B20/10/14-02

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Stanley

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

CARRIED UNANIMOUSLY

7. **PRESENTATIONS**

There were no presentations this evening.

8. **SENIOR STAFF REPORTS**

8.1 **Secretary-Treasurer, Mark Walsh**

Secretary-Treasurer Mark Walsh provided updates on school enrolment and provincial and federal grants. Secretary-Treasurer Walsh also provided the 2020/21 first quarter financial results. These updates and reports are attached to the Agenda.

8.2 **Secretary-Treasurer Mark Walsh**

Secretary-Treasurer Mark Walsh provided information on the process of instituting a School Site Acquisition Charge. The Information Sheet is attached to the Agenda.

8.3 **Secretary-Treasurer, Mark Walsh**

Secretary-Treasurer Mark Walsh provided information on the Childcare BC New Spaces Fund. The Action Sheet is attached to the Agenda.

B20/10/14-03

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Brzovic

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.

CARRIED UNANIMOUSLY

10. UNFINISHED BUSINESS

10.1 Secretary-Treasurer Mark Walsh

B20/10/14-04

IT WAS MOVED BY Trustee Barron

IT WAS SECONDED BY Trustee Stanley

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.

CARRIED UNANIMOUSLY

10.2 Secretary-Treasurer Mark Walsh

Trustees discussed the feasibility of conducting an accessibility audit. It was agreed to hold on this matter and continue the discussion in the Spring of 2021.

11. NEW BUSINESS

11.1 Secretary-Treasurer Mark Walsh and Policy Committee

The Policy Committee presented the following policies:

- New Draft Policy 1.5 - Environmental Stewardship Policy
- Updated Draft Policy 2.7 - Policy Development
- New Draft Policy 2.17 - Public Participation

B20/10/14-05

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee Brzovic

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

CARRIED UNANIMOUSLY

B20/10/14-06

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee O'Neill

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.

CARRIED UNANIMOUSLY

B20/10/14-07

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Stanley

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.

CARRIED UNANIMOUSLY

13. QUESTION PERIOD

There were no questions this evening.

14. ADJOURNMENT

The meeting adjourned at 7:54 pm.

B20/10/14-08

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee Barron

That the meeting be adjourned.

CARRIED UNANIMOUSLY

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE
PUBLIC MEETING

ACTION SHEET

DATE: November 18, 2020
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer and
Pete Sabo, Executive Director of Planning and Operations
SUBJECT: Franklyn Street (Quennel) Gym - Demolition

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the demolition of the Franklyn Street Gym, located at 421 Franklyn Street, Nanaimo, BC.

Background

Franklyn Street Gymnasium was originally built in 1923, with an addition in 1946 and is approximately 1503 square meters in floor space. Recent records indicate the front (original) portion of the gym was reroofed in 1990 and portions of the exterior fire escapes were rebuilt in 1989 and again in 2017, after an order by the Fire Department. The building is structurally sound, however, it is in need of a substantive upgrades to virtually every element of the facility.

Records indicate that around 2004, the facility was closed for use of District programs. This closure was due to a number of factors including capital upgrade costs, operating costs, and the limited number of NLPS programs operating out of the facility at that time.

During a comprehensive land transaction between the City and NLPS in 2014, the District obtained ownership of all the lots on which the Franklyn Gym facility is located, they were previously held in the name of the City.

The most recent license in place for this site was held by the Tillicum Lelum Aboriginal Society (TLAS). This non-profit society provides community programming under the title the *Neutral Zone*, with various programs serving vulnerable youth and families. The sole use by TLAS began in 2008. Under the license agreement TLAS operated the building taking responsibility for all capital, maintenance and operating costs. District staff assisted with inspections, repairs and upgrades as requested and funded by TLAS. Prior to the licensed use for the entire building, records indicate the Harewood Neutral Zone and School District had an official agreement in place for weekend use early as 1996.

On October 18, 2018, the Franklyn Street Gym suffered a fire that ended its' use as a community place available for lease. Subsequently, NLPS provided an alternative space for TLAS in our Woodlands Secondary School. The repair of the fire escape in 2017 was to be funded by TLAS, however, these negotiations were not completed at the time of the fire loss and the expense of the work was funded from local capital (approximately \$60,000).

While part of the functions of TLAS were relocated to Woodlands it is important to note that the organization has indicated that the Woodlands location is not ideal and affects attendance to the programs. Staffs' understanding is that a more central location would be preferred and will continue to work to see if there are opportunities in the District to assist the group in meeting their program needs and goals. Two possible opportunities include participating in discussions regarding the future use of the parcels forming the Selby 'site' and the current Te'tuxwtun process. District staff continues to meet with TLAS to provide updates on the status of the gym.

The gym is long past its useful life from a building systems perspective. All systems have long since aged out and a substantive rebuild is required. When it is expected that the renovation of a school facility approaches 70% of the replacement cost, as is in this case, the investigation of a replacement is warranted. Previously, the District reported the replacement cost of the facility (to the insurance provider) as approximately \$4.8M.

The District completed planning work towards the potential repair of the gym, with a building permit applied for and discussions with the City of Nanaimo staff and professional consultants with respect to repair and code requirements. Further discussions were held with the Insurance adjuster with respect to insurance coverage for the repairs. It was determined that a shortfall between the repairs and the insurance coverage would exist. The last estimate by the insurance adjuster with respect to the potential total cost of repair was \$1.2 – \$1.3 million. Given some of the required upgrades are associated with preexisting deficiencies the insurer would not pay the full cost of the required renovations. Moreover, the building would still not be seismically safe and overtime would require additional unfunded upgrades to maintain.

In the 19/20 capital plan submission NLPS requested, and the Ministry subsequently approved, a project for the demolition of the CRC/Library Services building.

Since approval, Ministry and NLPS staff have been working on the advancement of this project and a tender for the demolition was closed on October 2, 2020. Discussion with Ministry staff has resulted in an agreement as to the funding make-up for this project and NLPS is currently in the final stages of negotiating a Capital Project Funding Agreement, which will support the award of a contract to the lowest bidder.

As noted in a previous report to the Board, in the above tender, an optional price was requested for the demolition of Franklyn Street Gym. This price includes hazardous materials abatement, building deconstruction, site reparations and appropriate fencing of the resultant vacant land.

Also noted in a previous report, staff sought heritage alteration and demolition permits that would allow us to move quickly on demolition if approved by the Board. The City of Nanaimo has approved the appropriate permit (see below). The demolition permits for the CRC/Library Services and Frankly Gym are applied for and pending.

Motion "It was moved and seconded that Council issue Heritage Alteration Permit No. HAPO 00030 for the demolition of the Franklyn Street Gymnasium at 421 Franklyn Street." **The motion carried unanimously.**

The total project budget for the demolition of the gym is estimated at \$783,000 which includes all soft costs and a contingency. The funding make up for this work includes \$725,000 of a tentatively negotiated cash settlement with the insurance provider and \$58,000 of Local Capital funding.

Discussion

This recommendation would allow for the award of the gym demolition at the same time as the award for the demolition of the CRC/library services building. The contractor would demolish the two facilities virtually simultaneously utilizing the vacant areas as laydown, parking and deconstruction zones, which will minimize disruption to surrounding business operations. Additional planning was and is required for the work next to 436 Selby Street (owned by the District) and at the road frontage along Wesley Street.

If the Board does not support the demolition of Franklyn Street Gym, the District would need to revisit its intention for the building and determine a suitable plan for its use going forward.

It is important to note that should the Board wish to proceed with repair of the gym for re occupancy, further discussions would be required with the City of Nanaimo to obtain a building permit and with the insurance provider to confirm extent of coverage. This would allow staff to determine the exact repair shortfall that would require local funding. The 2 year statute of limitations on repairs has now expired, potentially complicating the discussions of proceeding with a repair.

Proceeding with the repair of the gym and aligning the costs between insurance proceeds and repair work would require minimizing the extent of the work. Therefore, repair work is not expected to increase the value of the gym or be a substantive contribution to any desired future improvements. Examples of future work include the seismic resistance, the roof, exterior finishes, windows, mechanical systems, electrical systems, interior finishes, etc.

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Truth and
Reconciliation

to be a leader in
environmental
stewardship and
sustainability

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: November 18, 2020
TO: Business Committee
FROM: Secretary-Treasurer, Mark Walsh
SUBJECT: École North Oyster

Recommended Motion

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write to the Cowichan Valley Regional District and Ministry of Highways requesting that they fund a crossing guard at École North Oyster at pickup and drop-off times to support student safety.

Background

Over the last number of years, as the enrollment at École North Oyster (ENO) has increased, traffic safety has become a concern. This year with a decrease in bussing use and increase in car use due to COVID, the issues have been exacerbated. Specifically, the school itself has limited area for drop off and parking for parents. This has led to congestion on the shoulders of Cedar Road and an increase of students having to cross Cedar Road to get to school.

The District has actively been meeting with the community, including participating in a Travel Action Plan Working Group that included the Cowichan Valley Regional District (CVRD), the Ministry of Highways, ICBC and the RCMP. The Board will note that subsequent to the completion of the travel action plan, the Ministry of Highways upgraded the Cedar Road cross walk adjacent to the school with additional lighting.

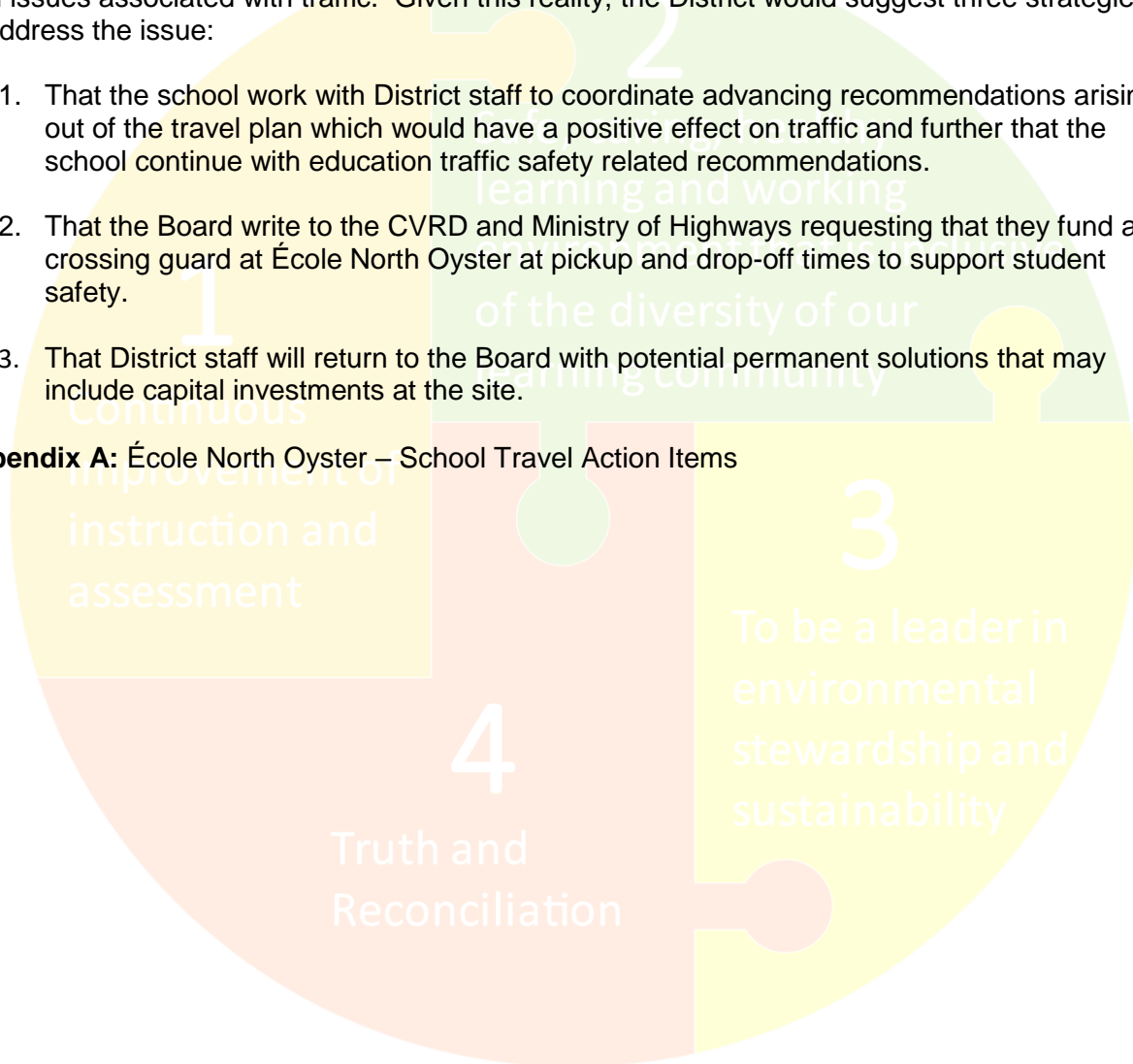
On October 21, 2020, district operations and learning services staff attended ENO to monitor the drop-off situation in the morning. Following this, district staff have reached out to the CVRD and Ministry of Highways to see if there are any immediate solutions that those groups (the jurisdictions responsible for traffic safety) are able to put into place quickly.

Staff Recommendation

While the District may consider parking upgrades on the school side of Cedar Road, such upgrades will take significant time to plan and implement and must be supported through our Annual Facilities Grant. The District is not primarily responsible for traffic safety and funding crossing guard support may cause permanent expectations by our community partners and in the community. While we acknowledge that there are three crossing guards currently funded by the District they are associated with school closures that occurred many years ago and require review. The expansion of crossing guards may cause inequity as we are aware of other schools with issues associated with traffic. Given this reality, the District would suggest three strategies to address the issue:

1. That the school work with District staff to coordinate advancing recommendations arising out of the travel plan which would have a positive effect on traffic and further that the school continue with education traffic safety related recommendations.
2. That the Board write to the CVRD and Ministry of Highways requesting that they fund a crossing guard at École North Oyster at pickup and drop-off times to support student safety.
3. That District staff will return to the Board with potential permanent solutions that may include capital investments at the site.

Appendix A: École North Oyster – School Travel Action Items



Ecole North Oyster Elementary - School Travel DRAFT FINAL Action Items		Prioritization	Method of Implementation	Responsibility & Involvement
		High (initiate within 1 year) / Ongoing/ Low (dependent on higher priority items)	Capital / Operations and Maintenance / Policy and Programming/ Meeting	School District / ENO / PAC / Stakeholders / Other
General Challenges				
GA1	Complete School Travel program [Traffic Management Plan] and begin implementation of recommendations	High	Operations/Programming	SD 68
GA2	Present School Travel Plan for École North Oyster Elementary to Deputy Superintendent	High	Policy and Programming	SD 68 / Consulting team (as needed)
GA3	Ensure consistent staff person or school champion is available to ensure implementation of the École North Oyster Elementary School Travel Action Plan	High	Principal	ENO
GA4	1) Consider development of a crossing guard warrant process; and 2) Develop consistent criteria for identifying crossing guard locations throughout School District	Medium	Policy and Programming	SD 68
Challenge 1: Poor accommodation on school site for daily transportation demands				
1A	Complete accessibility site assessment to ensure site is easily accessible to people of all abilities ¹	As identified by ENO	Operations	ENO / SD 68
1B	Continue to monitor capacity and demand for bus drop-off area	Ongoing	Operations	ENO / SD 68
1C	Implement recommendations from School Travel Action Plan to address parking and drop-off/pick-up related challenges and help alleviate congestion (ex. Encourage bus usage, carpooling)	High	Operations	ENO / SD 68 / Partners
¹ If this item is seen as a high priority for the school, a request can be made through the annual AFG process.				
Challenge 2: Insufficient parking (staff and special events)				
2A	Invite North Oyster Community Centre Board of Directors, or a representative, to meet with the School District to discuss areas of mutual benefit	High	Operations/Meeting	ENO / SD 68 / NOCC
2B	Consider formalizing an agreement for the use of the North Oyster Community Centre's parking facilities	High	Operations/Meeting	SD 68 / NOCC

2C	Ensure regular, ongoing, communication occurs between the School District, Ecole North Oyster Elementary, and North Oyster Community Centre	Ongoing	Operations	ENO / SD 68 / NOCC
2D	Consider school bus services to support families' access for school-based special events, especially those occurring during dark hours (fall and winter school events)	Low	Programming/ Education	ENO
2E	Apply for AFG to conduct a parking and traffic feasibility study.	High	Operations/Capital	ENO
¹ If agreement is not established with NOCC				
² If deemed necessary, as resources are made available				
Challenge 3: Motor vehicle speeds in the school zone				
3A	Gather traffic data for school zone traffic speeds to verify need for enforcement in school zone	High (current)	Operations/Programming	ENO/ CVRD/ MOTI/RCMP
3B	Set up a formal meeting between School District and RCMP (Ladysmith) to explore opportunities to ensure regular enforcement and confirm point of contact	High	Meeting/Programming	ENO/RCMP
3C	Ensure ongoing RCMP presence in the vicinity of the school	Ongoing	Programming	ENO/ RCMP
3D	Coordinate regular “Think of Me” events throughout the school year	High	Programming	ENO/ICBC
3E	Engage Citizens on Patrols (COPs, Speed Watch) to help raise awareness of the school zone and appropriate behaviors	Ongoing	Programming	ENO/PAC/RCMP
3F	Request RCMP presence at, and assistance during, special events to help increase safety for families attending events	Ongoing	Programming	ENO/PAC
3G	Share messaging regularly to families to encourage safe driver behaviour	Ongoing	Programming	ENO/PAC
Challenge 4: Ineffective Signage				
4A	Request signage review of area within approximately 1km of École North Oyster Elementary (or as required by MOTI)	High (complete)	Operations/ Programming	SD 68/CVRD
4B	Complete signage review of all signage within approximately 1km of École North Oyster Elementary (or as required by MOTI)	High (current)	Operations	MOTI
4C	Implement improvements as identified in signage review	High	Operations/ Capital	MOTI/CVRD
4D	Manage vegetation to ensure visibility of signage	Ongoing	Operations	MOTI

Challenge 5: Unsafe Crossing				
5A	Implement downlit, overhead, crosswalk treatment as recommended by Ministry staff	Current	Capital	MOTI
5B	Request crosswalk warrant review ¹	Low	Operations/Programming	SD 68
5C	Conduct crosswalk warrant for current crosswalk ²	Low	Operations/Programming	MOTI
5D	Implement improvements based on findings of crosswalk assessment (if any) ³	As determined in crosswalk review	Operations/Programming	CVRD/ SD 68/ MOTI
5E	Encourage parents to fulfill voluntary or support roles to support safe crossing behavior and safe	Ongoing	Education	ENO / PAC / ICBC
5F	Continued education to ensure students are aware how to behave safely around the school parking lot and facilities, while waiting to cross the street (applicable to all streets) ⁵	Ongoing	Programming/Education	ENO / ICBC / RCMP
5G	School to request crossing guard support in writing to Assistant Superintendent ⁴	Low	Principal	ENO
5H	Pending crossing guard approval, continued education on roles and responsibilities of crossing guards	Low	Operations/Programming	ENO
1: Following period of observation of new crosswalk treatment (recommended one full school year), and only if new improvement is deemed insufficient by school community 2: Dependant on Action 5A 3: Dependant on Action 5B and 5C 4: Required only if infrastructure changes are not warranted and safety concerns persist 5:Also related to Challenge Area 8				
Challenge 6: Insufficient Lighting				
6A	Implement downlit, overhead, crosswalk treatment as recommended by Ministry staff ¹	Current	Capital	MOTI
6B	Explore payment options and responsibilities for implementation and maintenance of street lighting with potential partners	High	Operations	SD 68 / CVRD / MOTI/ BCH
6C	Implement "Light the Night" messaging and programming for all special events that could occur during dark outdoor periods	High/ Ongoing	Programming/Education	ENO/RCMP

6D	Ensure safety and transportation services messaging is included in special events promotional materials and communications which highlights the importance of dressing appropriately for conditions	High/ Ongoing	Programming/Education	ENO/RCMP
¹ Same as Action 5A but relates to increased lighting so is also included to address this area of concern.				
Challenge 7: Unsafe roadway for active transportation users				
7A	Ensure regular, ongoing, communication occurs between the School District, École North Oyster Elementary, and CVRD to ensure awareness of active transportation needs and identify	Ongoing	Operations	ENO / CVRD
7B	Ensure regular, ongoing, communication occurs between the School District and CVRD especially in relation to master plan processes to ensure connections to École North Oyster Elementary	Ongoing	Operations	SD 68 / CVRD / ENO
7C	Assess feasibility of implementation of active transportation infrastructure should funding become available for improvements	Low	Operations/Capital	SD 68 / CVRD / MOTI / ENO
Challenge 8: Shortage of road safety awareness and training for students and families				
8A	Ensure road safety lessons are taught to students from Kindergarten to Grade 7	High / Ongoing	Programming / Education	ENO / ICBC
8B	Explore opportunities to have guest speakers present at school assemblies about the importance of road safety and awareness	High	Programming/ Education	ENO/ICBC/RCMP
8C	Implement student led safety messaging program to positively reinforce safe driver behavior as well as safe pedestrian and cyclist behavior for students	High	Programming / Education	ENO / ICBC
8D	Ensure promotion of school-based events includes messaging around road safety and transportation options	High	Programming / Education	ENO
8E	Include regular road safety messaging for parents and families in school announcements and newsletters	High	Programming / Education	ENO

NLPS 2021/22 Budget Calendar

October 2020

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| October 14 | Business Committee Meeting <ul style="list-style-type: none"> 2020-21 1st Quarter Financial Report |
| October 20 | Stakeholder Budget Literacy Session |
| October 28 | Regular Board Meeting <ul style="list-style-type: none"> 2021-22 Proposed Budget timeline presented to the Board |

November 2020

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| November 16 | Budget Review Sessions |
| November TBD | Additional Budget Literacy Session (If required) |

December 2020

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| Nov 30 – Dec 11 | Departments to create preliminary budget plans for 2021-22; due to Finance by Dec 11, 2020 - Internal only. |
| December 14–18 | 2021-22 Budget meetings to discuss Departmental plans. Significant anticipated changes to staffing, service levels or educational programing must be brought forward at this time – Internal only |
| December 18 | MOE 2020-21 Funding confirmation |

January 2021

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| January 11 | Enrolment projection data to schools – schools to review and provide input, due back to finance by Jan 15 – Internal only |
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January 13	Business Committee Meeting <ul style="list-style-type: none"> • Present the proposed 2020/21 Amended Annual Budget • 2nd Quarter Financial Report
January 18–22	Enrolment projection info to Learning Services; Learning Services to review and provide suggested amendments – due back to Finance by Jan 22 nd – Internal only
January 25–29	Review preliminary budget plans from Departments – revise if applicable

February 2021

February 1–14	Finance to compile the District Enrolment Projection – Internal only
February 3	Education Committee Meeting <ul style="list-style-type: none"> • Learning Services report out progress and highlight areas of potential need and potential reallocation
February 10	Business Committee Meeting <ul style="list-style-type: none"> • Enrolment Projection presentation • 2020-21 Amended Annual Budget presentation • IT, Facilities and Finance report out progress and highlight areas of potential need and potential reallocation
February 15	Enrolment Projection submitted to MOE
February 22-26	Classroom Enhancement Fund audit to determine staffing levels for upcoming budget – Finance, Learning Services and HR (Elementary, Secondary and Special Education) – Internal only
February 22–26	2021-22 Preliminary Budget meetings with CUPE, NDTA, NSAA, DPAC
February 22	ThoughtExchange Survey Opened (Parents/Students/Employees/Partner Groups)
February 24	Regular Board Meeting <ul style="list-style-type: none"> • Approval of the 2020-21 Amended Annual Budget

March 2021

March 3	Education Committee Meeting (4:00 pm) Business Committee Meeting (6:00 pm)
March 5	ThoughtExchange Survey Closes
March 10	Regular Board Meeting <ul style="list-style-type: none">• ThoughtExchange Survey results
March 12	MOE 2021-22 Funding Announcement
March 31	School Calendar due to Ministry of Education

April 2021

April 7	Education Committee Meeting <ul style="list-style-type: none">• 2021-22 Budget Discussion
April 14	Business Committee Meeting <ul style="list-style-type: none">• 2020-21 3rd Quarter Financial Report• 2021-22 Budget discussion
April 15	2021-22 Budgeted Staffing to Schools
April 28	Regular Board Meeting <ul style="list-style-type: none">• 2021-22 Preliminary Budget Presentation

May 2021

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| May 5 | Education Committee Meeting <ul style="list-style-type: none">• 2021-22 Budget Discussion• Presentations from NTDA and CUPE |
| May 12 | Business Committee Meeting <ul style="list-style-type: none">• 2021-22 Budget discussion |
| May 26 | Regular Board Meeting <ul style="list-style-type: none">• Approval of the 2021-22 Preliminary Annual Budget – Bylaw due to MOE by June 30, 2021 |

August 2021

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| August TBD | Special Open Board Meeting <ul style="list-style-type: none">• Presentation of the 2020-21 Annual Surplus |
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September 2021

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| September TBD | Regular Board Meeting <ul style="list-style-type: none">• Presentation of the 2020-21 Audited Financial Statements |
| September TBD | CEF Audit to be done by Finance, HR and Learning Services to confirm staffing requests to the Ministry of Education; due by Mid-October. Consultation with NDTA will be included. Internal only. |