

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

Wednesday, December 2, 2020, 6:00 PM

BOARD ROOM

395 Wakesiah Avenue

Nanaimo, BC V9R 3K6

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

That the minutes from the Education Committee meeting held on November 4, 2020, be approved.

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

- | | | |
|------|---|----|
| 8.1. | Department of Learning Services | 6 |
| | Re: Learning Update | |
| 8.2. | Deputy Superintendent Tim Davie | 11 |
| | Re: Administrative Procedure 353 - Provision for Menstrual Products | |
| 8.3. | Deputy Superintendent Tim Davie | 16 |
| | Local School Calendar | |

9. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

- 9.1. TTLC Committee Update on NDTA Correspondence Re: FSA

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. 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.

13. ADJOURNMENT

That the meeting be adjourned.

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

November 4, 2020

Trustees	J. Stanley, Vice Chair T. Brzovic, Chair L.M. Barron S. Higginson G. Keller C. McKay C. O'Neill B. Robinson 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	DPAC Representative: Leanne Lee NDTA Representative: Jo Cornthwaite NSAA Representative: Shannon Apland DASG Representative: Michele Dance

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.

The Chair called the meeting to order at 6:02 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**

E20/11/04-01

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. **APPROVAL OF THE MINUTES**

E20/11/04-02

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee O'Neill

That the minutes from the Education Committee meeting held on October 7, 2020, be approved.

CARRIED UNANIMOUSLY

7. **PRESENTATIONS**

There were none.

8. **SENIOR STAFF REPORTS**

8.1 **Superintendent Scott Saywell**

Re: District Review Story Continued

Superintendent Scott Saywell continued the District Review Story with updates from the Executive Director of HR, Patricia Trick, and Secretary-Treasurer, Mark Walsh. The District Review Story and department presentations are attached to the Agenda.

8.2 **Department of Learning Services**

Re: Learning in a Global Pandemic

The Department of Learning Services provided an update on the district's approach to learning in a pandemic.

8.3 **Department of Learning Services**

Re: Transition Learning Program Update

Deputy Superintendent Tim Davie and Director of Instruction Jacquie Poulin provided an update on the district's Transition Learning Program. This Information Sheet is attached to the Agenda.

8.4 Deputy Superintendent Tim Davie

Re: Updated Administrative Procedure 249 - Animals in School Settings

Deputy Superintendent Tim Davie presented an update to Administrative Procedure 249 - Animals in School Settings. The updated Administrative Procedure is attached to the Agenda and is available on the district website.

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

There was none.

10. **UNFINISHED BUSINESS**

There was none.

11. **NEW BUSINESS**

There was none.

12. **QUESTION PERIOD**

There were no questions this evening.

13. **ADJOURNMENT**

The meeting adjourned at 8:41 pm.

E20/11/04-03

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Barron

That the meeting be adjourned.

CARRIED UNANIMOUSLY

Education Committee

December 2020

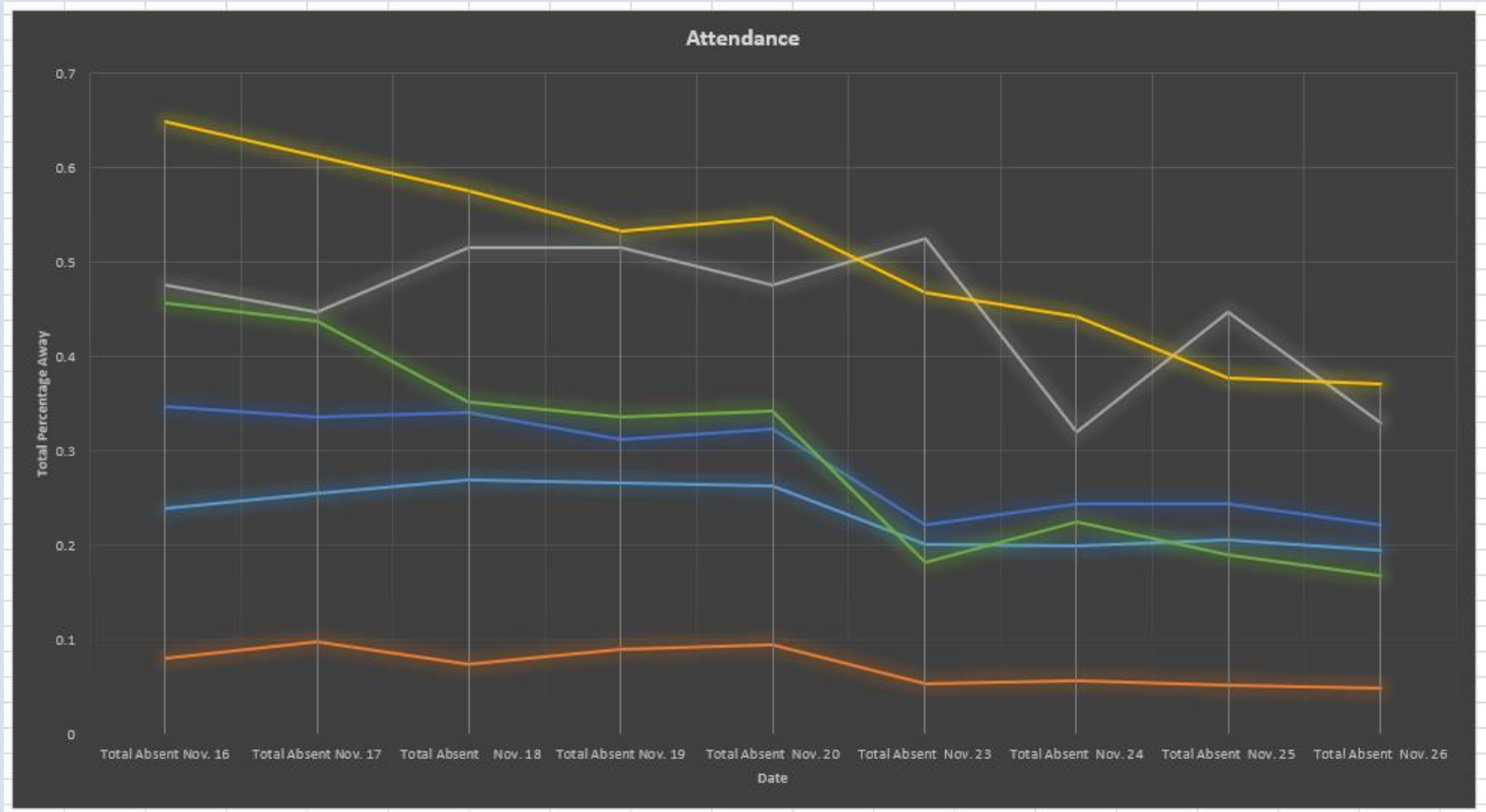




Attendance

- Exposure events and impacts on attendance
- Increase feelings of anxiousness and uncertainty
- Responding to exposure events and attendance patterns
 - **Information to families through district and school**
 - **Staying connected with families**
- Attendance patterns
- Lessons learned (HR, Communications, follow up)

Attendance Graph





- Registrations on hold
- Challenges for staffing
- Challenges for families and students

Leading in a Global Pandemic

- **Compassion Leadership at the forefront**
- **Clear communication structures**
- **Strategies of self-care**



NANAIMO LADYSMITH PUBLIC SCHOOLS

**EDUCATION COMMITTEE
PUBLIC MEETING**

INFORMATION SHEET

DATE: December 2, 2020
TO: Education Committee
FROM: Tim Davie, Deputy Superintendent
SUBJECT: Administrative Procedure 353 – Provision of Menstrual Products to Students

Background

On October 23, 2019, the Board of Education adopted the following motion:

Folio: R19/10/23-04 That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt Provision of Menstrual Products to Students policy dated October 9, 2019, and direct staff to draft corresponding Administrative Procedures for presentation to the Board in order to achieve compliance with the Support for Services For Schools Order – Ministerial Order M149/89 (Amended April 3, 2019 – M127/19), and, to support access to free menstrual products for students.

Information

Staff has drafted Administrative Procedure 353 – Provision of Menstrual Products to Students (AP353) in accordance with Board Policy 3.9. The draft AP353 and Policy 3.9 are attached for reference.

The purpose of AP353 is to ensure that all students have access to healthy learning environments. It is expected that schools promote gender equity and create inclusive learning experiences. Lack of access to menstrual products can negatively impact students' attendance and their social-emotional well-being. Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equity.

Appendix A: Draft Administrative Procedure 353 – Provision of Menstrual Products to Students

Appendix B: Policy 3.9 – Provision of Menstrual Products to Students

Appendix C: Ministerial Order M149/89 (Amended April 3, 2019 – M127/19)



Administrative Procedure - 353

Provision of Menstrual Products to Students

AP 353 – Provision of Menstrual Products to Students

Purpose

Nanaimo Ladysmith Public Schools is committed to providing menstrual products to students who may require them.

District staff have developed procedures to:

- Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- Provide for barrier free, easily accessible menstrual products at no cost to students;
- Provide menstrual products in school washrooms; and,
- Consider student feedback on the provision of menstrual products in schools.

Procedure

1. Dispensers for menstrual products shall be made available as follows in all schools in NLPS:

Elementary Schools:

All gender specific female bathroom and gender inclusive washrooms will have a dispenser.

Secondary Schools:

All gender specific female bathroom and gender inclusive washrooms will have a dispenser. Menstrual products will be made available in other areas of the school.

2. Principals will obtain feedback from students on the provision of menstrual products in the spring of each year.



SECTION 1 – BOARD GOVERNANCE

3.9 Provision of Menstrual Products to Students

The Board of Education of School District No. 68 (Nanaimo-Ladysmith) is committed to providing menstrual products to students who may require them.

The Board will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and
- d. Seek and consider student feedback with respect to the provision of menstrual products.

School district staff will develop procedures regarding the provision of menstrual products to students.

Legal References:	<i>Ministerial Order: Support Services for Schools Order, Provision 7 (a)(b)</i>
Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Triennial</i>
Adopted:	<i>October 23, 2019</i>

SUPPORT SERVICES FOR SCHOOLS ORDER

Authority: *School Act*, sections 88 (1) and 168 (2) (t)

Ministerial Order 149/89 (M149/89) Effective September 1, 1989
 Amended by M127/19 Effective April 3, 2019

Order of the Minister of Education

Community health nurses in schools

- 1** Every board shall
- (a) equip and maintain a room that can be used as a medical room in each school within the district, and
 - (b) make that medical room available to the community health nurse assigned to the school during scheduled and special visits.

Auditory systems

- 2** (1) Each board is responsible for referring any of its students who are hearing impaired to the Ministry of Health for a needs assessment to determine if the student requires auditory training equipment for classroom use.

(2) On request of a board, the minister shall loan to the board auditory training equipment for each student who has been assessed under subsection (1) as needing the equipment.

(3) The minister is responsible for routine maintenance of auditory training equipment loaned to a board.

Speech and language services

- 3** A board of a school district shall provide speech and language therapy services for students of school age who attend a school in the district and whose education is adversely affected by oral communication difficulties.

Medical assessment

- 4** A board shall refer for medical assessment and subsequent referral for occupational or physiotherapy consultation any students who have ongoing physical conditions or disabilities serious enough to cause interference with the attainment of the goals of education.

Specialized health services

- 5** (1) If complex health procedures are carried out in schools, the board shall ensure that staff designated to carry out these procedures have been trained, and are supervised, by appropriate health professionals.

(2) For purposes of subsection (1) complex health procedures include but are not limited to, gastrostomy care and tube feeding, administration of oxygen, catheterization and suctioning.

SUPPORT SERVICES FOR SCHOOLS ORDER

(3) School staff trained to carry out health procedures for a specific student shall not perform those procedures on other students.

Duty to report

6 On or before June 30, every superintendent of schools for a school district shall notify the school medical officer for the school district of the name and location of each school in the district and the projected enrollment for each school in the following school year.

Provision of Menstrual Products

- 7**
- (a)** Each board must establish, maintain and make publicly available a policy and procedures for the provision of menstrual products to all students who may require them.
 - (b)** The policy and procedures must:
 - i. Ensure menstrual products are provided to students of all gender identities or expressions in a manner that protects student privacy;
 - ii. Provide for barrier free, easily accessible menstrual products at no cost to students;
 - iii. Provide for consistent availability and supply of menstrual products in school washrooms; and
 - iv. Incorporate student feedback with respect to the provision of menstrual products.

[am. M127/19]

NANAIMO LADYSMITH PUBLIC SCHOOLS

EDUCATION COMMITTEE
PUBLIC MEETING

ACTION SHEET

DATE: December 2, 2020
TO: Education Committee
FROM: Deputy Superintendent, Tim Davie
SUBJECT: Local School Calendar

Recommendation

That the Education Committee recommend that staff make the attached two year draft Local School Calendar for 2021/22 and 2022/23 available to the public immediately and to report back at the January Education Committee meeting with recommendations.

Background

At the December 18, 2019, Board of Education Meeting, the following motion was adopted:

Folio R19/12/18-09 That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) immediately strike an advisory ad hoc local school calendar committee with appropriate representation; and that the local school calendar committee develop and recommend a local school calendar, to the Education Committee and Board of Education.

The Department of Learning Services subsequently established a School Calendar Committee, which met on five occasions. The School Calendar Committee recommended bringing forward a two year local school calendar. The recommendations from the Local School Calendar Committee were brought forward to the NDTA's Joint Committee (Professional Development) for discussion.

In accordance with the School Act and based upon discussions with the NDTA's Joint Committee staff has approved the attached two year Local School Calendar for 2021-2022 and 2022-2023.

As outlined in the School Act 87.01 "School Calendar" the Board will give notice to the parents of the students enrolled and the representatives of employees of the Board. A 30 day notice period will be provided, as required.

Attachment:

Appendix A: Two Year Calendar for 2021/22 and 2022/23

Appendix B: Draft 2021/2022 Local School Calendar

Appendix C: Draft 2022/2023 Local School Calendar

Local School Calendar (Two - Year)

DESIGNATION	2021-22	2022-23
Days in session	186	187
Minimum number of days of instruction	180	181
Maximum number of Professional Development/Non-Instructional days	5	5
Administration Day	1	1
Min. hours of instruction Secondary		
Elementary	952	952
Kindergarten	878	878
	853	853
Schools open for Staff	Tuesday September 7	Tuesday September 6
Schools open for Students	Tuesday September 7	Tuesday September 6
Thanksgiving Day	Monday October 11	Monday October 10
Professional Development Day (PSA)	Friday October 22	Friday October 21
Professional Development Day	Monday October 25	Monday October 24
Remembrance Day	Thursday November 11	Friday November 11
Last day of school before Winter vacation	Friday December 17	Friday December 16
Schools reopen after Winter vacation	Tuesday January 4	Tuesday January 3
Professional Development Day	Monday February 7	Monday February 6
Professional Development Day	Tuesday February 8	Tuesday February 7
Family Day	Monday February 21	Monday February 20
Last day of school before Spring vacation	Friday March 11	Friday March 10
Schools reopen after Spring vacation	Monday March 28	Monday March 27
Good Friday	Friday April 15	Friday April 7
Easter Monday	Monday April 18	Monday April 10
Professional Development Day	Friday May 6	Friday May 12
Victoria Day	Monday May 23	Monday May 22
Administrative Day	Thursday June 30	Friday June 30
Schools Close	Thursday June 30	Friday June 30



SCHOOL CALENDAR 2021-2022

Schools open for students	Tuesday, September 7, 2021
Thanksgiving Day	Monday, October 11, 2021
Professional Day	Friday, October 22, 2021
Professional Day	Monday, October 25, 2021
Remembrance Day	Thursday, November 11, 2021
Last day of classes before winter break	Friday, December 17, 2021
Winter break – Schools not in session	December 18 – January 3, 2022
Schools reopen after winter break	Tuesday, January 4, 2022
Professional Day	Monday, February 7, 2022
Professional Day	Tuesday, February 8, 2022
Family Day	Monday, February 21, 2022
Last day of classes before spring break	Friday, March 11, 2022
Spring break – Schools not in session	March 12 – March 27, 2022
Schools reopen after spring break	Monday, March 28, 2022
Good Friday	Friday, April 15, 2022
Easter Monday	Monday, April 18, 2022
Professional Day	Friday, May 6, 2022
Victoria Day	Monday, May 23, 2022
Year-end administrative day ☐ Schools are closed	Thursday, June 30, 2022

September	October	November	December
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January	February	March	April
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June	Total days in session: 186 Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation: 853 hours of instruction for students in Kindergarten 878 hours of instruction for students in Grades 1 to 7 952 hours of instruction for students in Grades 8 to 12 ONLINE LEARNING (K-12): Island Connect Ed has year round schooling with the school closed during district-wide winter and spring vacations, and August 16, 2021 – August 27, 2021 for summer vacation.	
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		



Statutory Holiday



Vacation Period



Non-Instructional



Administrative Day

SCHOOL CALENDAR 2022-2023

Schools open for students	Tuesday, September 6, 2022
Thanksgiving Day	Monday, October 10, 2022
Professional Development Day	Friday, October 21, 2022
Professional Development Day	Monday, October 24, 2022
Remembrance Day	Friday, November 11, 2022
Last day of classes before winter break	Friday, December 16, 2022
Winter break – Schools not in session	December 17 – January 2, 2023
Schools reopen after winter break	Tuesday, January 3, 2023
Professional Development Day	Monday, February 6, 2023
Professional Development Day	Tuesday, February 7, 2023
Family Day	Monday, February 20, 2023
Last day of classes before spring break	Friday, March 10, 2023
Spring break – Schools not in session	March 11 – March 26, 2023
Schools reopen after spring break	Monday, March 27, 2023
Good Friday	Friday, April 7, 2023
Easter Monday	Monday, April 10, 2023
Professional Development Day	Friday, May 12, 2023
Victoria Day	Monday, May 22, 2023
Year-end Administrative Day	Friday, June 30, 2023

September	October	November	December
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January	February	March	April
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June		
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		

Total days in session: 187

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in Kindergarten

878 hours of instruction for students in Grades 1 to 7

952 hours of instruction for students in Grades 8 to 12

ONLINE LEARNING (K-12): Island Connect Ed has year round schooling with the school closed during district-wide winter and spring vacations and August 15, 2022 – August 26, 2022 for summer vacation.



Statutory Holiday



Vacation Period



Professional Day



Administrative Day

