



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

December 8, 2021

Trustees	G. Keller, Chair T. Brzovic S. Higginson	C. McKay B. Robinson J. Stanley
Absent	C. O'Neill, Vice Chair	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: Jeff Virtanen DPAC Representative: Leanne Lee NDTA Representative: Jeremy Inscho NSAA Representative: Theresa Kraeker	

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

B21/12/08-01

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Stanley

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. APPROVAL OF THE MINUTES

B21/12/08-02

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee McKay

That the minutes of the Business Committee meeting held on November 10, 2021, be approved.

CARRIED UNANIMOUSLY

7. PRESENTATIONS

There were none.

8. SENIOR STAFF REPORTS

8.1 Mark Walsh, Secretary-Treasurer

Re: Statement of Financial Information Report (SOFI)

Mark Walsh presented the 2020/2021 SOFI Report. The report is attached to the Agenda.

B21/12/08-03

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Higginson

The Business Committee recommend that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the School District Statement of Financial Information (SOFI Report), as presented, for the year ending June 30, 2021.

CARRIED UNANIMOUSLY

8.2 Mark Walsh, Secretary-Treasurer

Re: Administrative Procedure 323 - School Contracts

Mark Walsh presented revisions to AP 323 - School Contracts. The revised AP together with an Information Sheet is attached to the Agenda.

8.3 Mark Walsh, Secretary-Treasurer

Re: Administrative Procedures 207, 218, 229

Mark Walsh presented three Administrative Procedures; AP 207 - Outside Services, AP 218 - Community Involvement and AP 229 - Community Continuing

Education, all of which are to be deleted. An Information Sheet with copies of these Administrative Procedures is attached to the Agenda.

8.4 Mark Walsh, Secretary-Treasurer

Long Range Facilities Plan Committee Update

Mark Walsh presented an update from the Long Range Facilities Plan Committee. This update was to bring trustees up to date on discussions and to see guidance with respect to the various options prior to contemplating any specific recommendations for the Board to consider with the public. No specific recommendations were provided. An Information Sheet is attached to the Agenda.

8.5 Mark Walsh, Secretary-Treasurer

Re: Environmental Stewardship and Sustainability Advisory Committee - Terms of Reference

Mark Walsh and Trustee Stanley, ESSAC Chair, presented the proposed Terms of Reference for the ESSAC. The Terms of Reference, together with an Information Sheet are attached to the Agenda.

B21/12/08-04

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee McKay

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Terms of Reference for the Environmental Stewardship and Sustainability Advisory Committee.

CARRIED UNANIMOUSLY

9. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

There was none.

10. UNFINISHED BUSINESS

There was none.

11. NEW BUSINESS

There was none.

12. FOR INFORMATION

13. QUESTION PERIOD

There were no questions this evening.

14. **ADJOURNMENT**

The meeting adjourned at 7:31 pm.

B21/12/08-05

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Stanley

That the meeting be adjourned.

CARRIED UNANIMOUSLY

DRAFT