

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

**September 28, 2022**

Trustees J. Stanley, Chair  
T. Brzovic  
S. Higginson  
G. Keller

B. Robinson  
C. O'Neill  
E. Wilkinson  
N. Bailey

Absent C. McKay, Chair

Staff M. Walsh, Secretary-Treasurer  
D. Burgos, Ex. Dir. of Communications  
L. Tait, Deputy Superintendent

K. Matthews, Manager Admin. Services

Absent S. Saywell, Superintendent/CEO

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:06 pm.

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

There was none.

**3. ADDITIONS**

R22/09/28-01

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Bailey

That Traffic Safety Concerns be added under New Business as item 12.2

**CARRIED UNANIMOUSLY**

R22/09/28-02

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Keller

That Advocacy Letter be added under New Business as item 12.3

**CARRIED UNANIMOUSLY**

**4. DELETIONS**

There were no deletions.

**5. CHANGE IN ORDER**

There was no change in order.

**6. APPROVAL OF THE AGENDA**

R22/09/28-03

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Brzovic

That the Agenda be approved.

**CARRIED UNANIMOUSLY**

**7. APPROVAL OF THE MINUTES**

R22/09/28-04

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Brzovic

That the minutes from the Regular Board of Education meeting held on June 22, 2022 and the Special Board of Education Meetings held on July 6, 2022 and August 31, 2022, be adopted.

**CARRIED UNANIMOUSLY**

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

**8.1 Section 72(3) Report**

R22/09/28-05

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Wilkinson

That the Section 72(3) Report from the Closed Board of Education meeting on June 22, 2022, and the Special Closed Board meetings on July 6, 2022, August 31, 2022, and September 14, 2022, be received.

**CARRIED UNANIMOUSLY**

**9. ANNOUNCEMENTS AND REMINDERS**

Education Committee Meeting: October 5, 2022

Business Committee Meeting: October 12, 2022

Board of Education Meeting: October 26, 2022

Statutory Holiday: September 30, 2022 (National Day for Truth & Reconciliation)  
October 10, 2022 (Thanksgiving)

Non-Instructional Days: October 21 and 24, 2022

**10. PRESENTATIONS**

**10.1 Randerson Ridge Elementary School Traffic Committee**

Re: Safer Schools Drop off Zone

Jessica Popein, on behalf of the Randerson Ridge Elementary School Traffic Committee, presented a Safer Schools Drop Off Zone Program. The presentation is attached to the Agenda.

R22/09/28-06

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Robinson

That this item be referred to New Business as item 12.4.

**CARRIED UNANIMOUSLY**

**11. CORRESPONDENCE**

**11.1 BCTF Education Funding Brief 2023**

R22/09/28-07

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and file the correspondence from the BCTF.

**CARRIED UNANIMOUSLY**

**11.2 Before and After School Childcare**

D. Steward; MM;

R22/09/28-08

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Bailey

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the above correspondence regarding Before and After School Care to the Board Chair for response.

**CARRIED UNANIMOUSLY**

**11.3 Jennifer Whiteside, Minister of Education and Childcare**

1. Student and Family Affordability Fund
2. Housing for School District Employees

R22/09/28-09

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Wilkinson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and file the correspondence from Minister Whiteside.

**CARRIED UNANIMOUSLY**

11.4 Electric School Buses

P. Molchan; L. Butler; C. Leary; A. Hutchinson; G. Granau; B. Batchelor; F. Deverell; D. Varga; B. Stewart; J. Ashley

R22/09/28-10

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the above correspondence regarding Electric School Buses to the Board Chair for response.

**CARRIED UNANIMOUSLY**

11.5 North Oyster - Diamond Ratepayers Association

Re: Ecole North Oyster - Water Supply

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the above correspondence from North Oyster - Diamond Ratepayers Association to staff for response.

R22/09/28-11

IT WAS MOVED BY Trustee Bailey

IT WAS SECONDED BY Trustee Brzovic

That the motion on the correspondence be referred to New Business

OPPOSED BY: Trustee O'Neill

**CARRIED**

R22/09/28-12

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Brzovic

That the discussion on this correspondence be moved to New Business.

Opposed by: Trustee O'Neill

**CARRIED**

## **12. NEW BUSINESS**

### **12.1 Mark Walsh, Secretary-Treasurer and KPMG**

Re: Audited Financial Statements

R22/09/28-13

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Keller

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and approve the 2021-2022 Audited Financial Statements.

**CARRIED UNANIMOUSLY**

### **12.2 Trustee Jessica Stanley**

Re: Traffic Safety Concerns

Trustee Stanley turned the Chair over to Trustee Keller for the discussion and vote on this item. Following the motion, Trustee Stanley assumed the Chair.

Trustee Stanley expressed concerns around traffic safety for schools located outside of the municipal boundaries of the Regional District of Nanaimo.

R22/09/28-14

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) ask the Board Chair to write a letter to the Ministry of Transportation and Infrastructure acknowledging the community safety concerns in Cedar and South Wellington and ask that crosswalks used by children along walking routes to school and to bus stops be repainted. Further, that crosswalks along Cedar Rd at Gould Rd and, at Furn Rd, on Holden Corso at McMillian, and on Morden Rd at South Wellington Rd be noted as crosswalks of particular concern at this time.

**CARRIED UNANIMOUSLY**

12.3 Trustee Stephanie Higginson

Re: Advocacy Letter for Exempt Compensation

Trustee Higginson discussed funding concerns with respect to wage increases for exempt staff.

R22/09/28-15

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Bailey

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter to the Minister of Finance and Minister of Education and Child Care to request that boards of education receive funding to support exempt staff compensation raises in the same way the the provincial government provides funds to support negotiated wage increases for unionized staff.

**CARRIED UNANIMOUSLY**

12.4 Trustee Greg Keller

Re: Randerson Ridge - Safer Schools Drop off Zone

R22/09/28-16

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Higginson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) request staff to review the Randerson Ridge Elementary School Safer Schools Drop of Zone submission and provide an action sheet to the Business Committee outlining the potential next steps to consider in implementing the proposed changes and achieving the Randerson Ridge Elementary School – Parent Advisory Committee Traffic Team’s stated goals.

**CARRIED UNANIMOUSLY**

12.5 Ecole North Oyster - Water Supply

Senior staff provided information on District’s water testing at Ecole North Oyster.  
R22/09/28-17

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Wilkinson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from Diamond Ratepayers Association to staff for response and to provide the Board with a copy of that response.

**CARRIED UNANIMOUSLY**

12.6 Board Correspondence from North Oyster - Diamond Ratepayers Association

Re: Ecole North Oyster - Water Supply

The correspondence was addressed under item 12.5.

**13. SENIOR STAFF REPORTS**

13.1 Shawn Johnston, Executive Director of Human Resources

Re: Equity, Diversity and Inclusion Framework - Update

Shawn Johnston provided an update on the development of the District's EDI Framework. An Information Sheet is attached to the Agenda.

13.2 Scott Saywell, Superintendent

Re: Enhancing Student Learning Report

Mark Walsh provided an updated Enhancing Student Learning Report. The Enhancing Student Learning Reporting Order requires Boards to submit to the Ministry of Education and Child Care by September 30, 2022.

R22/09/28-18

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the 2021/2022 Enhancing Student Learning Report to be submitted to the Ministry of Education and Child Care by September 30, 2022.

**CARRIED UNANIMOUSLY**

13.3 Mark Walsh, Secretary-Treasurer

Re: Policy Committee Work Plan 2022-2023

Mark Walsh presented the Policy Committee Work Plan for 2022-2023 for the Board's consideration.

R22/09/28-19

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Keller

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2022-2023.

**CARRIED UNANIMOUSLY**

13.4 Mark Walsh, Secretary-Treasurer

Re: 2021-2022 Surplus Allocation

Mark Walsh brought forward an issue that has come to light as the District approaches its September 30 enrollment reporting date that has raised concerns about funding levels associated with enrollment. An Information Sheet outlining these concerns and an alternative recommended motion to the current motion before the Board from the Business Committee is attached to the Agenda.

R22/09/28-20

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Bailey

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the recommendations contained in the Business Committee Action Sheet dated September 14, 2022, to allocate the unrestricted surplus to support the Board's goals, except that the Board shall only transfer \$1,000,000 to local capital and the remaining \$1,000,000 be maintained in unrestricted operating surplus.

**CARRIED UNANIMOUSLY**

14. **COMMITTEE REPORTS**

14.1 Business Committee

14.1.1 Exempt Compensation Reporting

R22/09/28-21

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee O'Neill

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 acknowledging compensation paid to executive staff during the 2021/2022 fiscal year.

**CARRIED UNANIMOUSLY**



14.1.2 Before and After School Child Care

R22/09/28-22

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Bailey

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to prepare a pilot before and after school care program for September 2023 based on the requirements as outlined in the Business Committee Action Sheet dated September 14, 2022, and report progress to the Board prior to final implementation.

**CARRIED UNANIMOUSLY**

14.1.3 2021-2022 Surplus Allocation

This item was addressed under item 13.4.

14.2 Education Committee

There was none.

**15. UNFINISHED BUSINESS**

15.1 Scott Saywell, Superintendent

Re: Environmental Sustainability Action Plan - Consultation Feedback

Trustee Stanley turned the Chair over to Trustee Keller for the discussion and vote on this item. Following the motion, Trustee Stanley assumed the Chair.

Mark Walsh and Trustee Stanley provided an update on the consultation feedback on the Environmental Sustainability Action Plan. An Action Sheet, together with the feedback received, is attached to the Agenda.

R22/09/28-23

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the attached draft Environmental Sustainability Action Plan.

**CARRIED UNANIMOUSLY**

15.2 Mark Walsh, Secretary-Treasurer

Re: Board Governance Policies

Mark Walsh provided an update on the consultation feedback on the revised Draft Policy 2.5 - Board Committees Representation and Annual Workplan and revised Draft Policy 2.6 – Board Meeting Procedures. An Information Sheet, together with the draft revised policies are attached to the Agenda.

R22/09/28-24

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Keller

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt Board Governance Policies 2.5 - Board Committees Representation and Annual Work Plan and 2.6 - Board Meeting Procedures.

**CARRIED UNANIMOUSLY**

**16. FOR INFORMATION**

**16.1 Board Motions Report**

The Board Motions Report was received as information.

**16.2 Trustee Committee Reports**

There were no Committee Reports.

**17. QUESTION PERIOD**

There were no questions this evening.

**18. ADJOURNMENT**

The meeting adjourned at 8:36 pm.

R22/09/28-25

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Robinson

That the meeting be adjourned.

**CARRIED UNANIMOUSLY**

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Mark Walsh, Secretary-Treasurer

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Charlene McKay, Chair