



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE BUSINESS COMMITTEE MEETING
May 10, 2023**

Trustees	T. Brzovic, Chair L. Lee, Vice Chair C. McKay C. Morvay L. Pellegrin M. Robinson
Absent	N. Bailey G. Keller T. Rokeby
Staff	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services
Representatives	CUPE Representative: Jeff Virtanen NDTA Representative: Jeremy Inscho NSAA Representative: Theresa Kraeker

1. CALL TO ORDER

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

2. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

3. DELETIONS TO THE AGENDA

There were no deletions to the Agenda.

4. CHANGE IN ORDER

There was no change in order.

5. APPROVAL OF THE AGENDA

B23/05/19-01

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. APPROVAL OF THE MINUTES

B23/05/19-02

That the minutes of the Business Committee meeting held on April 12, 2023, be approved.

CARRIED UNANIMOUSLY

7. PRESENTATIONS

7.1 Jeremy Inscho, NDTA President

Jeremy Inscho shared comments on behalf of the NDTA regarding the 2023/24 Preliminary Annual Budget.

7.2 Jeff Virtanen, CUPE President

Jeff Virtanen shared comments on behalf of CUPE regarding the 2023/24 Preliminary Annual Budget.

8. SENIOR STAFF REPORTS

8.1 Mark Walsh, Secretary-Treasurer

Re: Transportation Administration Fee Consultation Results

Mark Walsh outlined the community feedback received regarding an annual registration fee for bus riders across the District and a recommendation. After determining that she is in conflict on this matter, Trustee Morvay abstained from the discussion. An Action Sheet is attached to the Agenda.

IT WAS MOVED BY Trustee Morvay
IT WAS SECONDED BY Trustee Pellegrin

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) institute a yearly administration fee beginning with bussing registrations submitted after October 1, 2023, for all students who register for the bus who are inside of the walk limits as set out in Administrative Procedure 512 including students who are bussed to specialized programming with the exception of Special Needs associated bussing and BCTEA related riders and that staff include an update in the yearly Transportation Update to the Board.

B23/05/19-03

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee McKay

That this motion be deferred to the next Business Committee Meeting.

CARRIED UNANIMOUSLY

8.2 Mark Walsh, Secretary-Treasurer

Re: Active Travel Update

Mark Walsh outlined the current work being done associated with Active School Travel as well as future initiatives. An Information Sheet is attached to the Agenda.

8.3 Mark Walsh, Secretary-Treasurer

Re: Administrative Procedure 513 - Purchasing

Mark Walsh presented an updated AP 513 - Purchasing. An Information Sheet detailing the changes, together with the updated AP is attached to the Agenda.

8.4 Mark Walsh, Secretary-Treasurer

Re: Administrative Procedure 354 - Risk Management and Third Party Promotion

Mark Walsh presented the recently created Administrative Procedure 354 - Risk Management and Third Party Promotion. An Information Sheet, together with the AP is attached to the Agenda.

8.5 Shawn Johnston, Executive Director of Human Resources

Re: Safe Schools Terms of Reference

Shawn Johnston outlined the proposed Terms of Reference for the Safe Schools Committee. An Action Sheet together with the Terms of Reference are attached to the Agenda.

B23/05/19-04

IT WAS MOVED BY Trustee Pellegrin

IT WAS SECONDED BY Trustee Morvay

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Terms of Reference for the Safe Schools Committee.

CARRIED UNANIMOUSLY

8.6 Mark Walsh, Secretary-Treasurer and Taunia Sutton, Director of Finance

Re: Third Quarter Report

Mark Walsh provided the 2022/23 Third Quarter Report. The report is attached to the Agenda.

8.7 Mark Walsh, Secretary-Treasurer and Taunia Sutton, Director of Finance

Re: 2023/2024 Preliminary Annual Budget Discussion

Mark Walsh and Taunia Sutton continued the 2023/24 Annual Budget discussion and answered committee questions. The Annual Budget presentation is attached to the Agenda.

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.

14. **ADJOURNMENT**

The meeting adjourned at 8:14 pm.

B23/05/19-05

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Morvay

That the meeting be adjourned.

CARRIED UNANIMOUSLY