BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)

Operations

Item	Action	Info	Presenter	Attachment

5. New Business
   a. Duty to Document – Letter from Office of the Information and Privacy Commissioner — Encl. Pg. 127
   b. Audit Committee — X — K. Lorenz
   c. Resource Planning — X — M. Ewen — Encl. Pg. 129

Recommendation: THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board of Education direct the Superintendent to survey all staff regarding what resources and material are needed in classrooms and schools in the District.

I further move that we direct the Superintendent to, in collaboration with both teaching and administrative staff, establish a list of expected materials that every classroom should have to support learning.

And further that the Superintendent bring forward these lists to the Board, so that the Board can

Operations Update

January 16th, 2018

Revised Budget

Staff are currently working on preparation of the revised budget for the 2017-2018 Fiscal year. This budget will reflect increased enrollment in both its revenue and expense projections. Although work has just begun, current expenses and revenues are tracking within a reasonable variance and it is not expected that any

Preparation of Student projections

As part of the annual reporting supplied to the ministry, the District gathers enrollment projections for all schools using historical data, student projections based on census and other data, staff knowledge and expertise, consultation with city planning, and other resources as appropriate. Deadlines for the various tasks are as follows:

Initial projections submitted by principals	Due January 26th
Revised projections to Secretary-Treasurer	Due Feb 2nd
Final Projections Submitted to the ministry	Due Feb 15th

These projections will form the Basis of the revenue projections for the District's upcoming Fiscal year.

Staff Consultation and Planning

The senior management team will review current service levels, programs and activities against the goals and priorities established by the Board. Any changes to service levels or program delivery will be reviewed with staff responsible for program delivery to identify the impact of potential changes. Staff with budget responsibility will be asked to review their requirements for the coming year based on the assumptions identified in the review of current activities. Budget managers will then provide budget recommendations to the Secretary-Treasurer by the end of February for inclusion in the draft Budget. Deadlines for the various tasks are as follows:

Review of current programing by Management	Due January 26th
Revised budget estimates provided to Secretary-Treasurer	Due Feb 23rd

These projections will form the basis of the expense projections for the districts upcoming fiscal year.

Community and Stakeholder Consultation

All members of the public will be invited to share their thoughts with the Board. A simplified survey and/or comment form will be made available on the District's web site throughout February to

facilitate this feedback. The District's employee groups will also be invited to provide any priorities or feedback from their members in written submissions that will be shared with the Board as part of the draft budget review. If the District's enrollment and revenue projections indicate a need for reduced service levels, this will be communicated as part of the initial consultation. In this case, additional opportunities for feedback will be scheduled in March and April after the draft budget has been prepared.

Report to the Board – Recommendations on Budget Priorities

Sr. Staff will provide the board with a summary of the feedback received from consultations with staff and stakeholders along with recommendations on how this feedback can be incorporated into the budget.

All Draft Budget Preparation

The Ministry of Education will provide districts with revenue projections in March based on their assessment of the District's enrollment projections and the ministries current funding formula. The Secretary-Treasurer will prepare a draft budget based on the Ministry of Education's funding estimates and the revised expense estimates prepared by Staff. Feedback from stakeholders will be incorporated into the draft budget where appropriate in consultation with department managers.

Board Review and Approval

The draft budget will be shared with the Operations Planning and Policy Committee in April, along with all feedback received from the various stakeholders. If the Committee identifies significant concerns where the budget does not reflect the District's established goals and priorities, the budget will be referred back to staff. If the committee is in agreement that the budget accurately reflects the District's priorities, the budget will be brought forward to the April Regular Board Meeting for 3 readings. Once the Board has approved the budget it will be submitted to the Ministry of Education no later than June 30th as required by the School Act.

Respectfully Submitted,

Kevin Lorenz,
Secretary Treasurer

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School District No. 40 (New Westminster)

Supplement to:

Date:

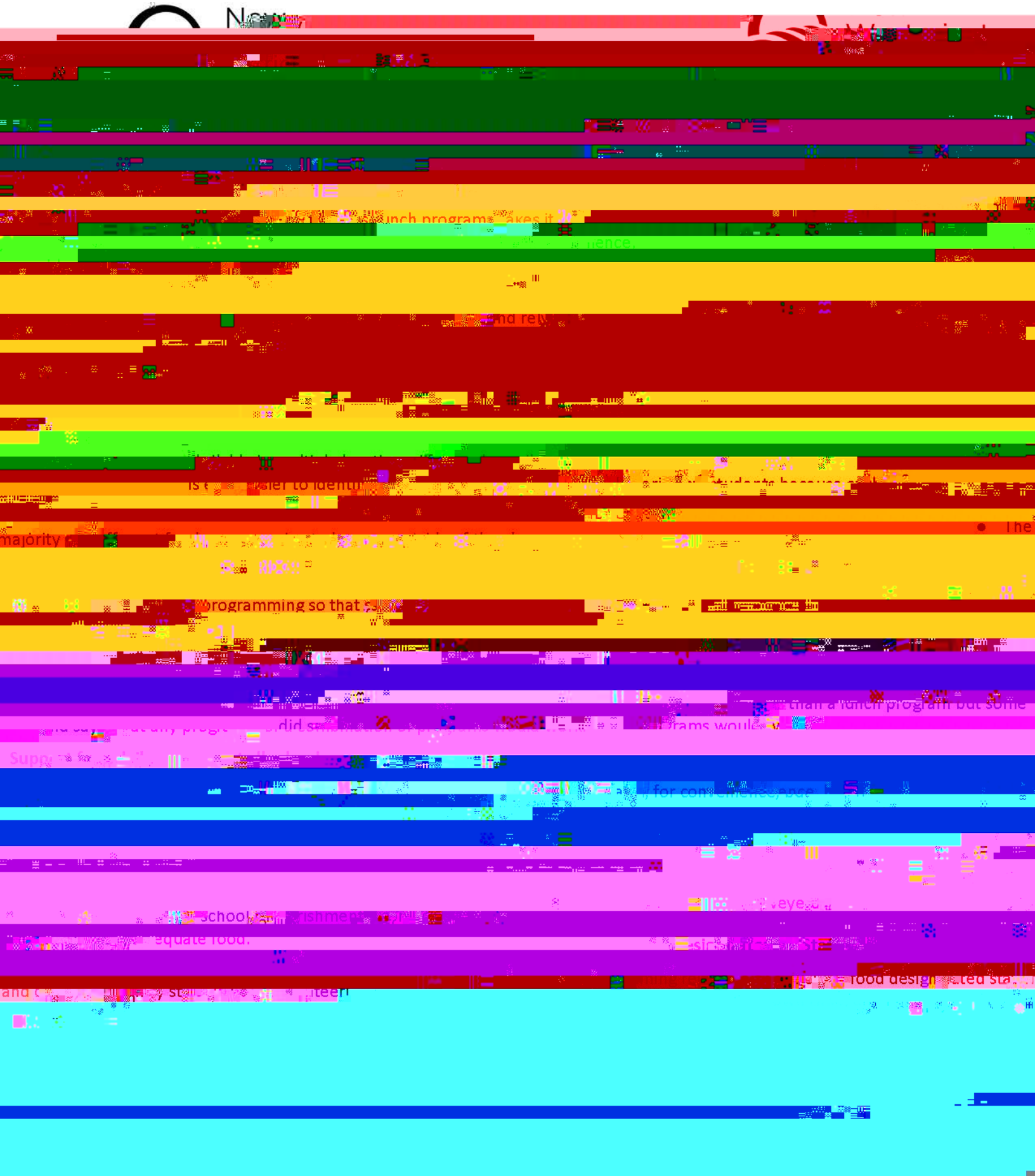
Submitted by:

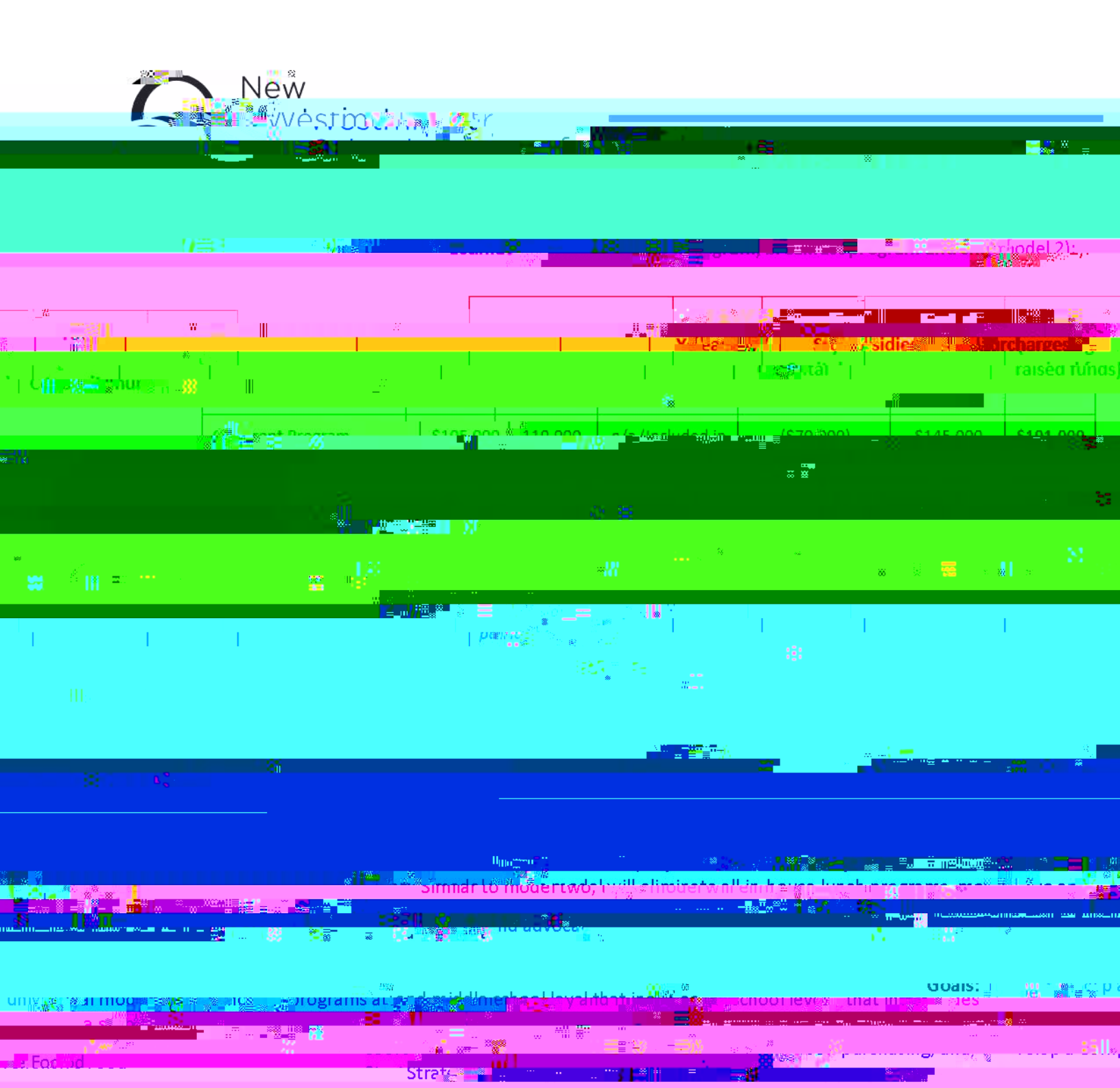
Belinda Scott, Director of Programs of Learning

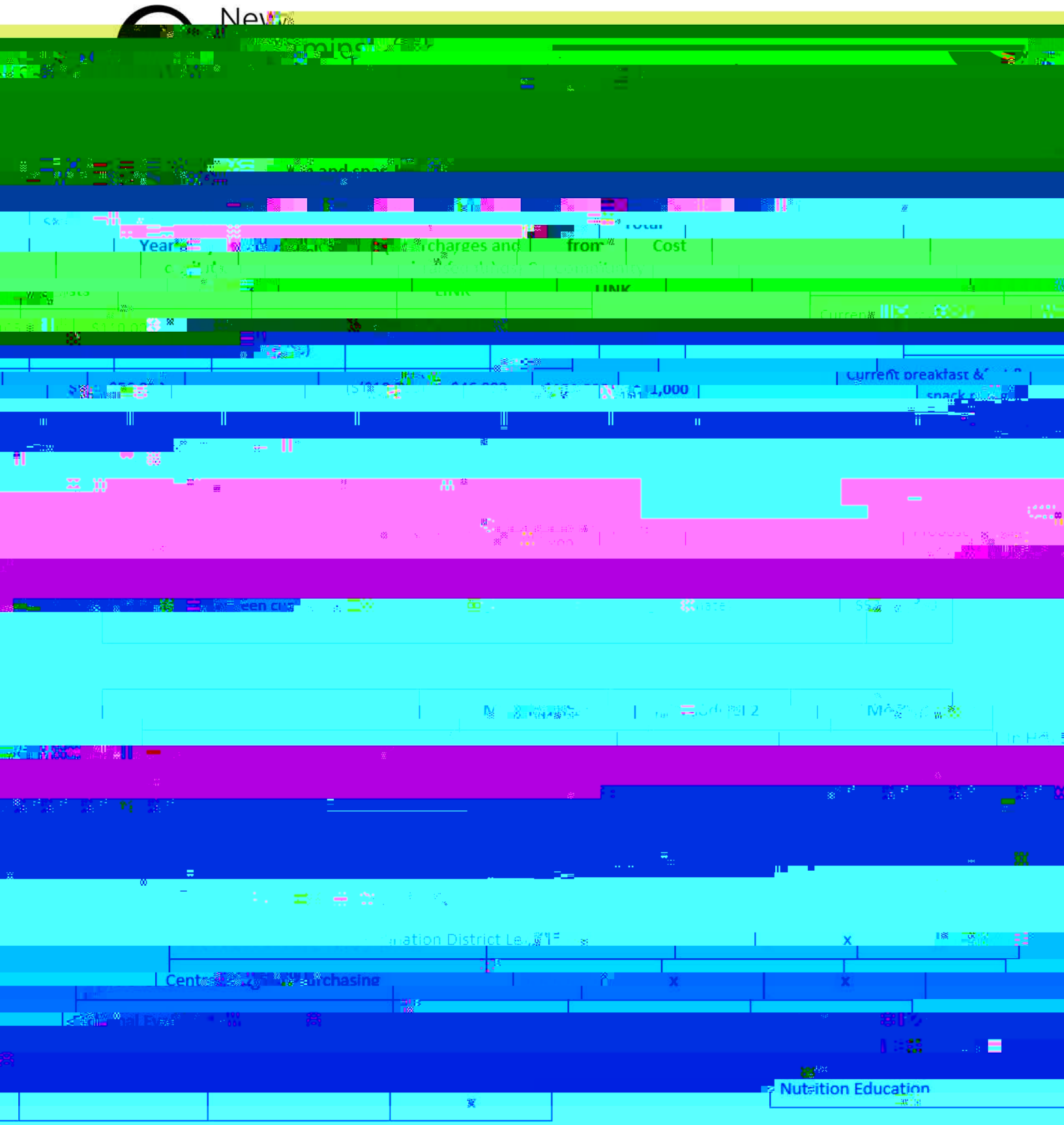
Regarding Action:

School Nourishment Programs

Background:



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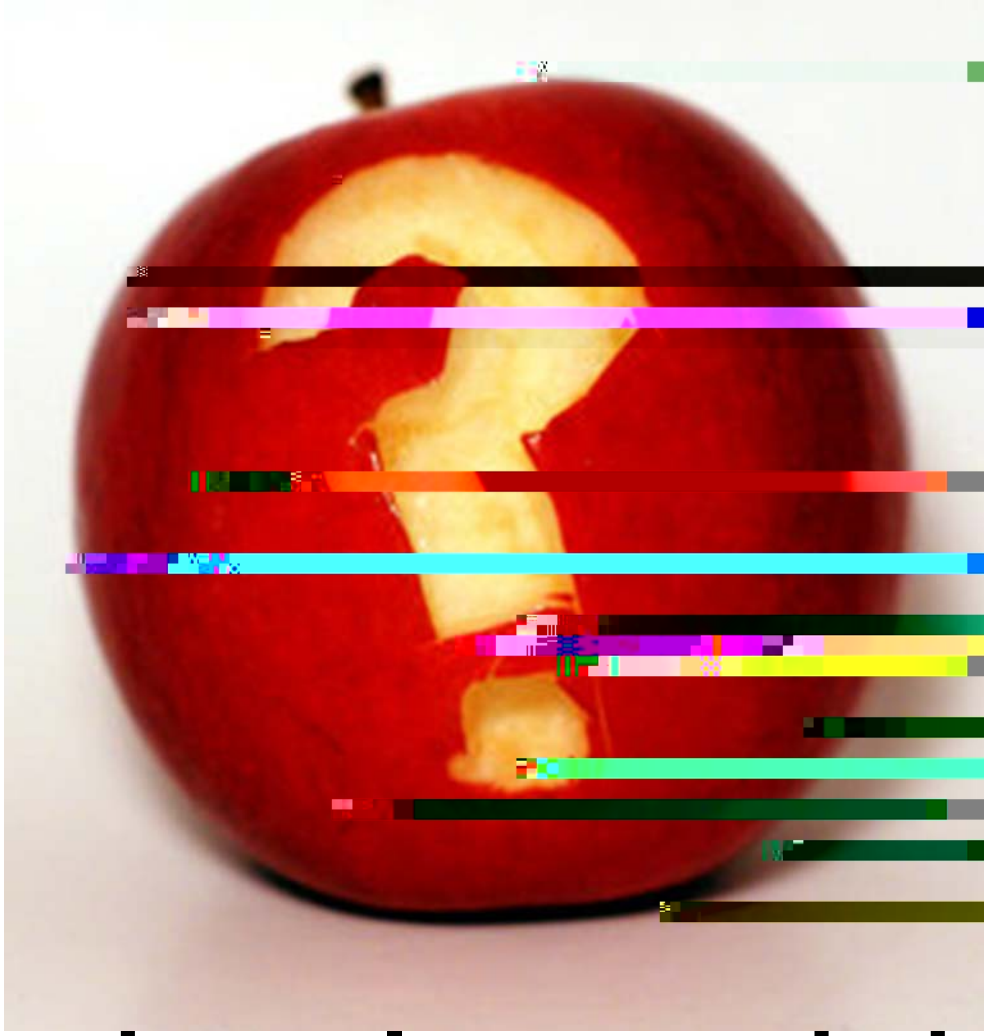


School Nourishment Program

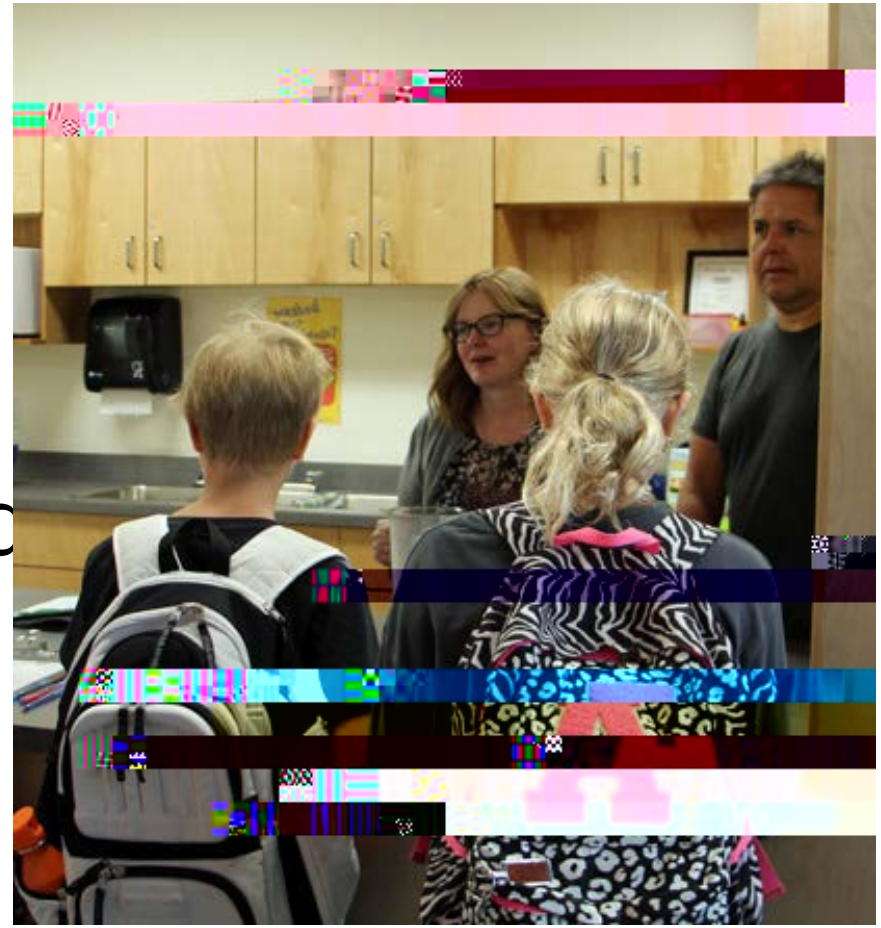
Board Motion – June 27, 2017

THAT the Board of Education for School District No. 40 (New Westminster) direct staff to provide a report by January 2018 on the steps to be taken and costs associated with a district-wide plan to address food security and healthy eating, that will make available food programs to all of our schools so that no child is hungry and every child eats healthy.

Environmental Scan

- Difficulty identifying hungry students
- Stigma
- Relationships
  - Build a sense of community
- Inconsistencies and inefficiencies
  - Inequity in access
  - Inefficiencies in food purchases

Environmental Scan



- Alternate programs
  - High food needs/different need
- Access to food programming
  - Multiple access points
- Flexible programming
- Support for a daily program at all schools
- Designated staff at all schools

Best Practices for Healthy Meals

- Centralized management across the District to increase purchasing power and quality of food
- Universal access to food
- Provision of breakfast, snack and lun
- Administrative and staff support
- Evaluation of outcomes
- Increasing uptake of healthy mea (feedback, engaging students, promotion of program)
- Food literacy with parents

New Westminster Schools

Model 1

Model 1

- Middle: option to order catered lunches œ daily order lunches
- Secondary: introduce subsidy program at NWSS cafeteria
- Subsidies: CommunityLINK (µ v] vP ñ ì T • µ Œ all catered lunches/lunch program

Model 2

Goals: Develop a universal model for lunch programs at the elementary/middle school level that includes a subsidy program, centralizes food purchasing, and develops a comprehensive strategy for NWSS

Elementary: all schools have option of catered lunches

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Model 2

- CUPE staff to coordinate ordering of daily lunches and delivery of catered lunches
- District Food Services Coordinator to coordinate catered lunches with external caterer
- Subsidies: CommunityLINK
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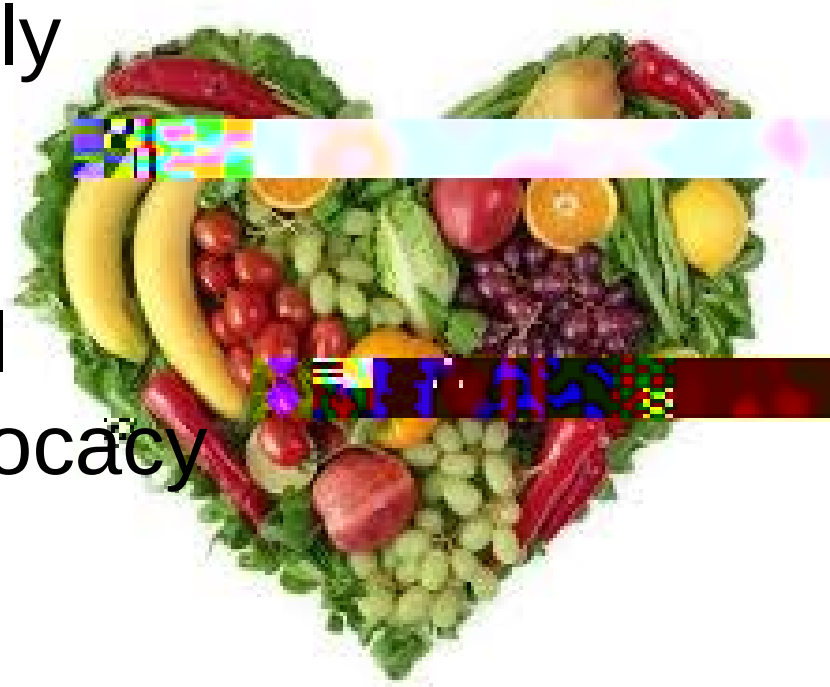
Model 3

Goals: Same goals as model 2; however, the role of the Food Services Coordinator would expand to include nutrition education,

Model 3

- CUPE staff to coordinate ordering of daily lunches and delivery of catered lunches
- District Food Services Coordinator to coordinate catered lunches with external caterer, provide nutrition education, advocacy for funding, centralized purchasing, and evaluation of meals program
- Subsidies W } u u µ v] š Ç > / E < (µ v] v P v ñ ì T surcharge to all catered lunches/lunch program



New Westminster Schools

Financial Review

Model	Cost
Current Program	$191,000
Model 1	$221,579
Model 2	$238,303
Model 3	$244,303

Financial Review

- 317 students are estimated to need subsidies: 127 full and 190 partial subsidies based on survey results (304 responses representing 1800 students)
- Survey results may not have captured actual need
- 77% of respondents would be willing to pay a surcharge to help fund subsidies

New Westminster Schools

School Nourishment Program Review and Recommendations for Moving Forward

Report Prepared by:

Belinda Scott, Director of Programs and Planning, New Westminster Schools
Betina Wheeler, Community Program Development Officer, New Westminster Schools
Deanna Tan Francoeur, Dietitian, Fraser Health
Sukhdeep Jassar, Community Health Specialist, Fraser Health

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