



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BUSINESS COMMITTEE  
PUBLIC MEETING  
INFORMATION SHEET**

DATE: June 14, 2023  
 TO: Business Committee  
 FROM: Mark Walsh, Secretary-Treasurer  
 SUBJECT: Updated Student Family Affordability Fund and Feeding Futures Fund

---

**Background**

This Information Sheet is intended to both outline the status of the Student Family Affordability Fund to June 5, 2023 and provide an initial overview of the steps taken with respect to the planning for the Feeding Futures Fund.

**Discussion**

***Student Family Affordability Fund***

As the Board will recall, the Student Family Affordability Fund (the “SFAF”) was a one year allocation of funds to help students and families address inflation.

The budget and expenditures to June 5, 2023 are as follows:

*June 5, 2023*

**Student Family Affordability Fund**

| Financial Summary               | Annual Budget    | Ytd Exp          | Funds Avail    | % Avail       |
|---------------------------------|------------------|------------------|----------------|---------------|
| Elementary Totals               | 593,800          | 461,483          | 132,317        | 22.3%         |
| Secondary Totals                | 393,450          | 345,732          | 47,718         | 12.1%         |
| Program Totals (ICE, LAlt, CTC) | 53,300           | 51,097           | 2,203          | 4.1%          |
| Business Services Totals        | 47,132           | 22               | 47,110         | 99.95%        |
| Elementary Outreach             | 7,000            | 602              | 6,398          | 91.40%        |
| Provided to NLSF                | 275,000          | 275,000          | -              | 0.00%         |
| Provided to First Nations       | 88,500           | 83,845           | 4,655          | 5.26%         |
| <b>Totals</b>                   | <b>1,458,182</b> | <b>1,217,782</b> | <b>240,400</b> | <b>16.49%</b> |

The initial instructions from the Ministry of Education and Childcare were for these funds to be expended in the current fiscal year. However, updated instructions provided in Spring envisioned carryforwards to ensure that funds were used wisely.

As previously reported these funds have been used to support the purchase of food, gift cards and clothing for students. They have subsidized meal programs in our schools (e.g. food directly to students), assisted with the purchase of bus passes and a variety of other supports.

Unfortunately, some schools are concerned about the reliance on this fund. As positive as the benefits were they simply will not be available (with the exception of some carryforward).

Staff note that secondary schools are particularly concerned about access to bus passes in the 2023-24 school year and we are currently gathering data to determine the amount of bus passes purchased to determine next steps.

**Feeding Future Fund**

The following chart illustrates the current allocation of the Feeding Futures Fund based on the current secondary food programming:

**Feeding Futures Fund - Staffing at June 5, 2023**

2023/24 Annual Amended Budget (Post approval of the Annual Budget)

| Budget Center Name    | Category Name        | Position Name              | FTE           | Total Salary and Benefits |
|-----------------------|----------------------|----------------------------|---------------|---------------------------|
| Dover Bay             | Education Assistants | Cafeteria Attendant        | 0.5714        | \$32,016                  |
| Dover Bay             | Education Assistants | Chef's Education Assistant | 0.6857        | \$41,126                  |
| Dover Bay             | Educators            | Teacher                    | 0.2860        | \$36,109                  |
| John Barsby           | Education Assistants | Cafeteria Attendant        | 0.5714        | \$32,016                  |
| John Barsby           | Education Assistants | Chef's Education Assistant | 0.6857        | \$41,126                  |
| John Barsby           | Educators            | Teacher                    | 0.2860        | \$36,109                  |
| Ladysmith Secondary   | Education Assistants | Cafeteria Attendant        | 0.5714        | \$32,016                  |
| Ladysmith Secondary   | Education Assistants | Chef's Education Assistant | 0.6857        | \$41,126                  |
| Ladysmith Secondary   | Educators            | Teacher                    | 0.1430        | \$18,055                  |
| NDSS                  | Education Assistants | Cafeteria Attendant        | 0.5714        | \$32,016                  |
| NDSS                  | Education Assistants | Chef's Education Assistant | 0.6857        | \$41,126                  |
| NDSS                  | Educators            | Teacher                    | 0.2860        | \$36,109                  |
| <b>Total Staffing</b> |                      |                            | <b>6.0296</b> | <b>\$418,950</b>          |

Note that there is additional support already being provided by CYFSWs throughout the system. While it ranges when added up there is an argument that some CYFSW time could be billed against the fund.

The status of the program is as follows:

1. Secondary programs will largely run as is. However, staff anticipate additional funds to flow for the purchase of food in the existing programs. In addition, facilities and DLS have worked with Wellington to determine capital and maintenance needs to ensure its limited existing food preparation area is improved to host food options for students.
2. At the elementary level information on the currently existing food arrangements has showed a diversity of options. They range from providing quick grab snacks in each classroom to offering brown bag lunches to providing some hot lunch type of options like Soup Days.

Unfortunately, while schools strive to serve their students it is unlikely that any of the services provided at the elementary school level are scalable to the needs of the District. We anticipate that we will require approximately 750 meals a day at the elementary school level. It is likely going to require access to centralized support. For instance, staff are contemplating a Request for Interest and Qualification or a Request for Proposal to determine appropriate vendors or partners. For instance, third parties such as the Nanaimo Ladysmith Schools Foundation already have some of the infrastructure required to provide the services. Notably, the scale the District requires would likely require either additional partners or capital support for the expansion of the current infrastructure.

The program would likely look like bulk purchase of small breakfast items as well as lunch items including wraps and/or sandwiches, fruit and other healthy snacks. To reduce waste we would likely not have fully bagged lunches but rather a selection of individual items to allow student choice.

It will continue to involve additional staff time at the school level, even where the bulk of the food is sourced from a third party. At this time we continue to explore the options as to not impact service to students and also to attempt to avoid the assignment of duties to highly trained staff such as CYFSWs or EAs unless it is associated with student learning and support.

Finally, we have had a number of community partners reach out to the District wanting to support the program and we will examine how they may support the program. Of course we note that often special purpose funds do not get adjusted for inflation and the District is being cautious in its approach to ensure a program that meets its intent – a sustainable food program that supports as many students as possible.