



FINANCE & OPERATIONS COMMITTEE MEETING
Tuesday, October 29, 2013 – 6:00 p.m.
District Office 7th Floor Board Room – Atlantic Place

1. Call to Order

The first meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 6:11pm on Tuesday, October 29, 2013. The meeting was held in the Newfoundland and Labrador English School District Office, 7th Floor Board Room, Atlantic Place.

Chair, Nada Borden, extended thanks and welcome to Committee Members present with regrets from Don Brown and George Sheppard who could not attend.

Members Present: Nada Borden, Chair
 Milton Peach, Board Chair
 John George, Committee Member
 Guy Elliott, Committee Member
 Wayne Lee, Committee Member
 Newman Harris, Committee Member

Regrets: Don Brown, Committee Member
 George Sheppard, Committee Member

NLESB Staff Present: Darrin Pike, CEO/Director of Education
 Larry Blanchard, Assistant Director of Education, Finance &
 Business Administration
 Tony Stack, Assistant Director of Education, Operations
 Jim Sinnott, Director of Facilities and Custodial Management
 Susan Clarke, Administrative Assistant (Finance & Business
 Administration/Recorder)
 Cathy Martin, Administrative Assistant (Operations)

2. Approval of Agenda

It was moved by John George, seconded by Wayne Lee and carried unanimously that the agenda be adopted as presented. Carried.

3. New Business

3.1 Terms of Reference

A draft terms of reference was presented by Mr. Larry Blanchard and Mr. Tony Stack proposing areas of responsibility and matters for which the Finance and Operations Committee make recommendation to the Board of Trustees of the Newfoundland and Labrador English School District.

The tabled draft has been prepared based upon consultation with the governing documents of each of the Labrador, Western, Nova Central and Eastern School Districts, including by-laws and previous terms of reference.

The draft Terms of Reference as tabled is recommended to the Finance and Operations Committee of the Board of Trustees of the Newfoundland and Labrador School District.

Motion:

Moved by Newman Harris, seconded by Guy Elliott and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the Terms of Reference as tabled at the October 29, 2013 meeting of the Finance and Operations Committee of the Board.

Recommendation #1:

That the Finance and Operations Committee recommend to the Board, approval of the Terms of Reference as tabled at the October 29, 2013 meeting of the Finance and Operations Committee of the Board.

3.2 Disposal of Davis Elementary

Davis Elementary, located on 6 Church Street, Carbonear is a two story, steel frame, slab on grade, 26,922 square foot building situated on 2.24 acres of land.

The school closed effective June 2013 with the consolidation of students at Carbonear Academy on Valley Road, Carbonear. Davis Elementary is no longer required for District purposes.

The property is a former United Church property acquired under the 1969 Document of Integration. To date the District has neither sought, nor received any expressions of interest in the property, including the United Church, which has not approached the District since closure of the school.

Discussion with the originating denominational authority will be required in order to initiate disposal of the property. Pending outcome of this discussion, it would be in order to commence disposal of the property.

Motion: Moved by John George, seconded by Wayne Lee and carried unanimously that the Finance and Operations Committee recommend to the Board, approval for the Board to authorize the Director to proceed with disposition of the former Davis Elementary, Carbonear, including (i) negotiation of an agreement on disposition with the denominational authority having legal title to the property, United Church of Canada, (ii) offer for sale the property by public tender or listing with an agent, and (iii) to enter into an agreement of purchase and sale for sale of the property, subject to approval of the Minister in accordance with the requirements of the Schools Act, 1997.

Recommendation #2:

That the Finance and Operations Committee recommend to the Board, approval for the Board to authorize the Director to proceed with disposition of the former Davis Elementary, Carbonear, including (i) negotiation of an agreement on disposition with the denominational authority having legal title to the property, United Church of Canada, (ii) offer for sale the property by public tender or listing with an agent, and (iii) to enter into an agreement of purchase and sale for sale of the property, subject to approval of the Minister in accordance with the requirements of the Schools Act, 1997.

3.3 Disposal of IJ Samson

IJ Samson Junior High, located on 50 Bennett Avenue, St. John's is a 53,250 square foot, three story, steel frame, in-ground foundation building.

The school closed effective June 2011 with the consolidation of students at Beaconsfield Junior High and Booth Memorial High School. Since closure the school has been used periodically for storage of bulk materials, with minimal maintenance and upkeep. On a long term basis the property is not required for District purposes.

The property is a former Church of England Board of Education property (Anglican) acquired under the 1969 Document of Integration. To date the District has neither sought, nor received any expressions of interest in the property, including the Diocesan Synod, which has not approached the District since closure of the school.

Discussion with the originating denominational authority will be required in order to initiate disposal of the property. Pending outcome of that discussion, it would be in order to commence disposal of the property.

Motion: Moved by Wayne Lee, seconded by Newman Harris and carried unanimously that the Finance and Operations Committee recommend to the Board, approval for the Board to authorize the Director to

proceed with disposition of the former IJ Samson Junior High, St. John's, including (i) negotiation of an agreement on disposition with the denominational authority having legal title to the property, Diocesan Synod, (ii) offer for sale the property by public tender or listing with an agent, and (iii) to enter into an agreement of purchase and sale for sale of the property, subject to approval of the Minister in accordance with the requirements of the Schools Act, 1997.

Recommendation #3:

That the Finance and Operations Committee recommend to the Board, approval for the Board to authorize the Director to proceed with disposition of the former IJ Samson Junior High, St. John's, including (i) negotiation of an agreement on disposition with the denominational authority having legal title to the property, Diocesan Synod, (ii) offer for sale the property by public tender or listing with an agent, and (iii) to enter into an agreement of purchase and sale for sale of the property, subject to approval of the Minister in accordance with the requirements of the Schools Act, 1997.

3.4 Disposal of Clarenville Primary

Clarenville Primary School, located on 56 Pleasant Street, Clarenville is a 23,016 square foot, single story, wood frame, slab-on-grade building situated on 5.6 acres of land.

The school closed effective June 2011 with the consolidation of students at Riverside Elementary in Shoal Harbour. Since closure the school has been essentially boarded up, with minimal maintenance and upkeep. On a long term basis the property is not required for District purposes.

The property is a former United Church property acquired under the 1969 Document of Integration. To date the District has neither sought, nor received any expressions of interest in the property, including the United Church, which has not approached the District since closure of the school.

Discussion with the originating denominational authority will be required in order to initiate disposal of the property. Pending outcome of this discussion, it would be in order to commence disposal of the property.

Motion: Moved by Guy Elliott, seconded by John George and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to authorize the Director to proceed with disposition of the former Clarenville Primary, Clarenville, including (i) negotiation of an agreement on disposition with the denominational authority having legal title to the property, United Church of Canada, (ii) offer for sale the property by public tender or listing with an agent, and (iii) to enter into an agreement of purchase and sale for sale of the property, subject to approval of the Minister in accordance with the requirements of the Schools Act, 1997.

Recommendation #4:

That the Finance and Operations Committee recommend to the Board, approval to authorize the Director to proceed with disposition of the former Clarenville Primary, Clarenville, including (i) negotiation of an agreement on disposition with the denominational authority having legal title to the property, United Church of Canada, (ii) offer for sale the property by public tender or listing with an agent, and (iii) to enter into an agreement of purchase and sale for sale of the property, subject to approval of the Minister in accordance with the requirements of the Schools Act, 1997.

3.5 Board Signing Authority

The attached draft policy outlines the terms and conditions under which contracts, documents and instruments of the Newfoundland and Labrador English School District may be entered into and executed by, or on behalf of, the Board of Trustees.

It has been prepared based upon consolidation of the applicable policies and procedures of the four predecessor school boards, in consultation with:

- Senior financial staff of the four predecessor school boards,
- District legal counsel, and
- Senior account management of the Newfoundland and Labrador English School District's interim bank – Royal Bank of Canada.

The draft Terms of Reference is recommended to the Finance and Operations Committee of the Board of Trustees of the Newfoundland and Labrador School District. This is subject to final confirmation of policy naming convention.

Motion:

Moved by Wayne Lee, seconded by Newman Harris and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the Signing Authority policy as tabled at the October 29, 2013 meeting of the Finance and Operations Committee of the Board.

Recommendation #5:

That the Finance and Operations Committee recommend to the Board, approval of the Signing Authority policy as tabled at the October 29, 2013 meeting of the Finance and Operations Committee of the Board.

3.6 Update – Year-end Audit

As part of the consolidation of the four predecessor school districts, each of the Labrador, Western, Nova Central and Eastern School Districts are required to complete two audits - a year-end audit for the 12 month period ending June 30,

2013; and a closing consolidation audit for the two month period ending August 31, 2013 for a total of eight audits.

Current target is to have all June 30, 2013 audits completed by December 31, 2013, with the August 31st audits to be completed in January 2014.

Unavoidable delays have been encountered due to priority given to other areas such as payroll and accounts payable.

Recommendation:

No recommendation. Update is for information purposes only.

3.7 Update – Sale of land located behind Clarenville High

The sale of a small parcel of land at the rear of Clarenville High, as approved by the Board of the former Eastern School District and Minister is proceeding. Legal counsel is presently drafting the Purchase Sale Agreement for Ministerial approval.

Recommendation:

No recommendation. Update is for information purposes only.

3.8 Update – Budget Preparation

The first budget of the Newfoundland and Labrador English School District is nearing completion and is at a stage where each of the Divisions are being engaged for purposes of review and final adjustment.

A balanced budget will be ready for tabling at the November 22, 2013 meeting of the Board of Trustees.

Unavoidable delays have been encountered due to priority given to other areas such as payroll and accounts payable.

Recommendation:

No recommendation. Update is for information purposes only.

3.9 Capital Priority List

The proposed Capital Priority list was tabled by Mr. Tony Stack who provided a brief explanation regarding how the list was compiled – with the large majority of the capital requests being carried forward from predecessor Boards.

There are also a number of new capital requests. These are primarily emergent needs based upon population projections and associated deficiencies with respect to classroom space.

Discussion was held regarding priority rankings, areas of priority related to modular classrooms, extensions, demolitions and new schools. The assigned values are estimates only and in many cases were carried forward from the prior Boards. The list tabled, represents management's best assessment of the District's consolidated needs and is put forward for consideration.

Motion:

Moved by Wayne Lee, seconded by John George and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the Capital

Priority List as tabled at the October 29, 2013 meeting of the Finance and Operations Committee of the Board.

Recommendation #6:

That the Finance and Operations Committee recommended to the Board, approval of the Capital Priority List as tabled at the October 29, 2013 meeting of the Finance and Properties Committee of the Board.

4. Date of Next Meeting

The next meeting will be November 22, 2013 – subject to final confirmation.

5. Adjournment

Motion: Moved by, Newman Harris and carried unanimously to adjourn at 7:44p.m.
Carried.