



**FINANCE & OPERATIONS COMMITTEE MEETING**  
**Saturday November 23, 2013 – 2:50 p.m.**  
**District Conference Centre – Strawberry Marsh Road**

**1. Call to Order**

The second meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 2:50 p.m. on Saturday, November 23, 2013. The meeting was held at the District Conference Centre located on Strawberry Marsh Road.

Members Present:       Nada Borden, Chair  
                                  Milton Peach, Board Chair  
                                  John George, Committee Member  
                                  Wayne Lee, Committee Member  
                                  Newman Harris, Committee Member  
                                  Don Brown, Committee Member  
                                  George Sheppard, Committee Member

Regrets:                    Guy Elliott, Committee Member

NLESD Staff Present:   Darrin Pike, CEO/Director of Education  
                                  Larry Blanchard, Assistant Director of Education, Finance & Business  
                                  Administration  
                                  Tony Stack, Assistant Director of Education, Operations  
                                  Susan Clarke, Administrative Assistant (Finance & Business  
                                  Administration/Recorder)  
                                  Heather Hillier, Senior Administrative Officer

**2. Approval of Agenda**

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

**3. Approval of Minutes – October 29, 2013**

It was moved by John George, seconded by Newman Harris and carried unanimously that the minutes of October 29, 2013 be adopted as presented. Carried.

#### 4. New Business

##### Motion Items

#### 4.1 **Easement Request Newfoundland Power Inc./Bell Aliant for Bishop Feild**

Newfoundland Power Inc. and Bell Aliant Regional Communications Inc. have requested an easement on the property of Bishop Feild School. The easement is in accordance with the joint partnership formed between Newfoundland Power Inc. and Bell Aliant Regional Communications in March of 2010.

The easement is for the installation of a Transformer Pad with underground wires. This was approved by Facilities Department and was relocated after first installation due to interference with play area. The Transformer Pad and related underground wiring have been installed.

**Motion:**

**Moved by Don Brown, seconded by George Sheppard and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the easement for the Bishop Feild property as requested by Newfoundland Power Inc. and Bell Aliant Regional Communications.**

**Recommendation #1:**

**That the Finance and Operations Committee recommend to the Board, approval of the easement for the Bishop Feild property as requested by Newfoundland Power Inc. and Bell Aliant Regional Communications.**

#### 4.2 **Easement Request Newfoundland Power Inc./Bell Aliant for new West End High School**

Newfoundland Power Inc. and Bell Aliant Regional Communications Inc. have requested an easement to deliver electricity and communications to the new West End High School. The easement is in accordance with the joint partnership formed between Newfoundland Power Inc. and Bell Aliant Regional Communications in March of 2010.

**Motion:**

**Moved by Newman Harris, seconded by George Sheppard and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the power and communications easement for the new West End High School as requested by Newfoundland Power Inc. and Bell Aliant Regional Communications.**

**Recommendation #2:**

**That the Finance and Operations Committee recommend to the Board, approval of the power and communications easement for the new West End High School as requested by Newfoundland Power Inc. and Bell Aliant Regional Communications.**

#### **4.3 Acquisition of Buses (Board Owned Fleet) and related debt**

Each year, the provinces of Newfoundland and Labrador, New Brunswick, Nova Scotia and Prince Edward Island undertake a joint school bus purchasing program. The fall 2013 tender number 0195001-15 has been awarded to Leeds Transit of Ontario.

Within the board owned fleet of the Newfoundland and Labrador English School District, there are thirty-one 2001 model buses that must be removed from service in accordance with provincial regulation. These buses are to be replaced with thirty-one new 2015 model year buses which meet the CSA D250 standard. These thirty-one new buses for the Newfoundland and Labrador English School District have specifications as required for regional needs.

As purchaser, the District must place the order with the vendor and arrange related debt financing. Standard practice is to finance the related debt over 12 years equivalent to the useful life of the asset

**Motion:**

**Moved by Don Brown, seconded by John George and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to:**

- a. purchase 4 buses for Labrador Region at a per unit cost of \$84,525.98(plus HST); 8 buses for Western Region at a per unit cost of \$82,417.98(plus HST); 12 buses for Central Region at a per unit cost of \$82,522.98(plus HST); 2 buses for Central Region at a per unit cost of \$86,268.98(plus HST); 5 buses for Eastern Region at a per unit cost of \$82,752.98(plus HST); and**
- b. borrow up to \$3,000,000.00 with an amortization period of twelve years,**

**with such approvals further subject to Ministerial approval.**

**Recommendation #3:**

**That the Finance and Operations Committee recommend to the Board, approval to:**

- a. purchase 4 buses for Labrador Region at a per unit cost of \$84,525.98(plus HST); 8 buses for Western Region at a per unit cost of \$82,417.98(plus HST); 12 buses for Central Region at a per unit cost of \$82,522.98(plus HST); 2 buses for Central Region at a per unit cost of \$86,268.98(plus HST); 5 buses for Eastern Region at a per unit cost of \$82,752.98(plus HST); and**
- b. borrow up to \$3,000,000.00 with an amortization period of twelve years,**

**with such approvals further subject to Ministerial approval.**

#### **4.4 Operating Budget September 2013 to June 2014**

The Operating Budget for September 2013 to June 2014 was tabled by Larry Blanchard, Assistant Director of Education – Finance and Business Administration. A detailed explanation of revenues and expenses listed on the Statement of Current Account was provided to the Committee members by Mr. Blanchard.

The operating budget presented for 2013-2014 covers the 10 month period September 1, 2013 to June 30, 2014. This budget does not reflect capital funding, special incentive or special project funding from the Department of Education (DOE) or Nunatsiavut government funding nor does it reflect schools' raised funds, or the operations of the Eastern Education Foundation.

The Schools Act 1997 requires the school district to submit a balanced budget each year. The budget tabled for the 10 month period September 2013 to June 2014 is balanced. Budget pressures are being experienced in areas related to: office rent, information technology and other support staff and administrative areas such as legal, telecommunications and regional office utilities during disposal.

The budget as presented reflects the most current operating grant from DOE for this period. The salary costs associated with the recently negotiated collective agreements (e.g. shift differential, signing bonus) are not reflected in this submission. Future budget updates will include the cost of public sector wage increases based upon a revised allocation from the Department of Education.

**Motion:**

**Moved by George Sheppard, seconded by Don Brown and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the Newfoundland and Labrador English School District's balanced operating budget for the 10 month period September 2013 to June 2014 as tabled at the November 23, 2013 committee meeting.**

**Recommendation#4:**

**That the Finance and Operations Committee recommend to the Board, approval of the Newfoundland and Labrador English School District's balanced operating budget for the 10 month period September 2013 to June 2014 as tabled at the November 23, 2013 committee meeting.**

## **Information Update Items and Discussion**

### **4.5 IT Infrastructure and Connectivity Update – Labrador**

Larry Blanchard gave a brief explanation on steps being taken to enhance connectivity and network performance for schools in the Labrador region. A new tender is being issued to upgrade the IT infrastructure and connectivity for Labrador. Newfoundland and Labrador English School District is looking for best value and enhanced service for Labrador region.

The District is currently working with Bell Aliant on provisioning the best available broadband circuits for the Labrador Region of the District. At the end of this project, where schools have been successfully connected they will be connected to a broadband network to provide sustained bandwidth for each location.

**Recommendation:**

**Update is for information purposes only. No action is required.**

### **4.6 Policy Development Priorities**

Various policy areas were brought forward for consideration in order to discuss areas of priority. The following policies were considered priority and ordering was discussed. The committee generally agreed with priority attention being given to these areas and deferred to the Executive regarding ordering.

The list of policies to be reviewed and revised for each division is as follows:

**Finance and Business Administration**

- **Annual Budget**
- **Purchase through Tendering**
- **Travel – District Employees & School Board Trustees**
- **Revenue from Investments**
- **Fiscal Accounting and Reporting - Schools**

**Operations**

- **Student Transportation**
- **Community Use of Schools**
- **Energy Management**

**Recommendation:**

**No recommendation. Item is for discussion purposes only.**

**5.0 Date of Next Meeting**

The next meeting will be January 18, 2013 with time to be determined.

**6.0 Adjournment**

**Motion:** Moved by, John George and carried unanimously to adjourn at 4:06p.m.  
Carried.