



FINANCE & OPERATIONS COMMITTEE MEETING
Saturday January 18, 2014 – 1:30 p.m.
District Conference Centre – Strawberry Marsh Road

1. Call to Order

The third meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 1:30 p.m. on Saturday, January 18, 2014.

Members Present: Nada Borden, Chair
 John George, Committee Member
 Wayne Lee, Committee Member
 Newman Harris, Committee Member
 Don Brown, Committee Member
 George Sheppard, Committee Member
 Guy Elliott, Committee Member

NLESD Staff Present: Darrin Pike, CEO/Director of Education
 Tony Stack, Assistant Director of Education, Operations
 Cathy Martin, Administrative Assistant (Operations/Recorder)

Regrets: Milton Peach, Chair of Board
 Larry Blanchard, Assistant Director of Education, Finance & Business
 Administration

2. Approval of Agenda

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

3. Approval of Minutes – November 23, 2013

It was moved by George Sheppard, seconded by John George and carried unanimously that the minutes of November 23, 2013 be adopted as presented. Carried.

4. **New Business**

Motion Items

4.1 **District Policy – Budget**

Interim Annual Budget policy outlines the primary terms and conditions under which the annual district operating budget would be prepared and managed in accordance with the *Schools Act 1997*.

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.

Further policy enhancements may be brought forward at future meetings, as the new District formulates the appropriate budget configuration for the new school District.

Motion:

Moved by John George, seconded by Newman Harris and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the interim Annual Budget policy as tabled at the January 18, 2014 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 interim Annual Budget policy as tabled at the January 18, 2014 meeting of the Finance and Operations Committee of the Board.

4.2 **Leasing of School Photocopiers/Duplicators**

Standard operating practice regarding placement of photocopier machines and digital duplicators in schools is to lease finance over a five year period. Five years is generally accepted as the maximum useful life, and replacements are staggered to avoid replacement of all devices in a single year. Accordingly, each year a refresh process is undertaken to:

- identify schools with expiring copier/duplicator leases,
- seek approval to purchase and finance and issue the related tender, and
- take delivery of replacement devices (including removal of expired devices) and lease finance the equipment through a chartered bank over a five year term.

During 2013 Xerox was awarded the Managed Print Services component of the provincial Strategic Procurement Project, for a five year term commencing November 1, 2013. This allows the District to purchase devices from Xerox at prices contained within the winning Xerox RFP bid, in lieu of going to tender.

The District currently has in excess of 100 photocopier and digital duplicator leases in various schools that have, or will, reach expiry by June 30th. However, as copy/print/duplication volumes are assessed in conjunction with Xerox, where opportunities for more efficient and cost effective devices are identified, the actual number of devices may decline. Current estimates suggest a requirement for approximately 80 to 90 devices (photocopiers and multi-function printers) at various schools throughout the District.

To allow for these replacements, the District requires approval to purchase up to \$500,000 (inclusive of net HST) worth of replacement of copy/print/duplication technology for various schools throughout the District. The purchase value would be leased/financed over a five year term equal to the useful life of the asset. As a capital lease that constitutes a borrowing, Ministerial approval is required under the *Schools Act 1997*.

Motion:

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

- Purchase up to \$500,000 (inclusive of net HST) worth of replacement copy/print/duplication technology from Xerox under the provincial RFP, and
- Arrange the necessary lease financing with a five year amortization term, with such lease financing subject to Ministerial approval.

Recommendation #2:

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

- Purchase up to \$500,000 (inclusive of net HST) worth of replacement copy/print/duplication technology from Xerox under the provincial RFP, and
- Arrange the necessary lease financing with a five year amortization term, with such lease financing subject to Ministerial approval.

4.3 NLESD Priority Repair & Maintenance Requests

The repairs and maintenance list is submitted annually to the Department of Education, and covers projects that would normally be beyond the fiscal capacity of the District to fulfil within the Board's operational budget. In the last fiscal year, due to cash flow issues at the Department of Education, several projects submitted by the predecessor Boards were designed but had their tenders deferred until this year. Those projects will now be tendered by the Department in the upcoming fiscal year, consequently we do not anticipate a large number of new approvals this year.

Motion:

Moved by John George, seconded by Newman Harris and carried unanimously that the repair & maintenance requests be approved and submitted to the Department of Education, with District staff having authority to refine the listing as needed.

Recommendation #3

That the repair & maintenance requests be approved and submitted to the Department of Education, with District staff having authority to refine the listing as needed.

Information Update Items and Discussion

4.4 District Policy – Trustee Entertainment

A draft policy regarding Trustee Entertainment Expenses was tabled. The draft policy was discussed and the Assistant Director of Education – Finance and Business Administration was identified to complete drafting of this policy and ensure such expenses are in line with other government agencies/bodies. This matter will be discussed again at the next meeting.

No recommendation. Draft policy is for discussion purposes only.

4.5 District Policy – Community Use of Schools and Other Facilities

Draft policy outlines the terms and conditions under which Newfoundland and Labrador English School district facilities may be utilized by the community for other educational, cultural recreational and appropriate commercial activities. It has been prepared based upon consolidation of the applicable policies and procedures of the four predecessor school boards.

Utilizing schools by community groups after hours was discussed. One of the points raised was a code of conduct for these groups. This issue will be reviewed by school administrators and a draft policy will be prepared and circulated to the Board for consideration.

No recommendation. Draft policy is for discussion purposes only.

4.6 District Policy – Lockdown and Secure Schools

Draft policy outlines the procedures to be followed by schools in the event of a perceived or actual threat to a school population.

The policy and the handbook have been prepared based upon consolidation of the applicable policies and procedures of the four predecessor school boards as well as consultation with both the Royal Newfoundland Constabulary and the Royal Canadian Mounted Police.

After Committee input, a revised draft will be circulated to Headquarters and Regional staff and a cross section of Principals for further feedback.

A revised final draft will be tabled at a future committee meeting prior to the next board meeting.

No recommendation. Draft policy is for discussion purposes only.

4.7 Review – School Delay/Closure Guidelines

School Delay/Closure Guidelines were issued in October 2013 to all schools in the Newfoundland and Labrador English School district. Owing to the unique circumstance in Labrador Region, the School closing Criteria also remained in effect for that Region for this year. As with most other policies and procedures, the aim is to have common guidelines in place for the 2014-2015 school-year.

No recommendation. This item is for information and discussion purposes only.

4.8 Update – Active Property Disposals

An update was provided on various active property files. Discussion was held on the status of various property administration matters.

No recommendation. Update is for information purposes only.

4.9 Consolidation Update – Finance and Business Administration

Divisional update tabled by Assistant Director of Education, Operations, Tony Stack in the absence of Assistant Director of Education, Finance and Business Administration, Larry Blanchard.

4.10 Consolidation Update – Operations

Divisional update tabled by Assistant Director of Education, Operations, Tony Stack

5.0 Date of Next Meeting

The next meeting will be held on March 7, 2014 with time to be determined.

6.0 Adjournment

Motion: Moved by, George Sheppard and carried unanimously to adjourn at 3:10 p.m.
Carried.