



FINANCE & OPERATIONS COMMITTEE MEETING
Saturday March 8, 2014 – 12:30 p.m.
District Conference Centre – Strawberry Marsh Road

1. Call to Order

The fourth meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 12:35 p.m. on Saturday, March 8, 2014.

Members Present: Nada Borden, Chair
 Milton Peach, Chair of Board
 John George, Committee Member
 Wayne Lee, Committee Member
 Newman Harris, 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
 Larry Blanchard, Assistant Director of Education, Finance & Business
 Administration
 Susan Clarke, Administrative Assistant (Finance & Business
 Administration/Recorder)
 Heather Hillier, SAO (Corporate)

Regrets: Don Brown, Committee Member

2. Approval of Agenda

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

3. Approval of Minutes – January 18, 2014

It was moved by John George, seconded by George Sheppard and carried unanimously that the minutes of January 18, 2014 be adopted as presented. Carried.

4. Prior Business

4.1 Trustee Entertainment Expense Policy

As a follow-up to discussions at the January 18, 2014 meeting of the Finance and Operations Committee, the Trustee Entertainment and Expenses draft policy was tabled for further discussion. Some minor edits were discussed. Research is to be undertaken by Larry Blanchard on this policy before it is finalized to ensure the final draft is consistent with other public sector entity policies.

No recommendation. Item was for discussion purposes only.

4.2 School Lockdown Policy

The draft policy outlines the procedures to be followed by schools in the event of a perceived or actual threat to a school population. In addition, the companion handbook has been issued to Administrators for their review and feedback.

The policy and 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 who reviewed and agreed with wording of the overall policy and noted the importance of setting procedures between police and schools including drills within schools throughout the school year in conjunction with RCMP and RNC.

Consultations were also held with all principals and SEO's on this policy.

Motion:

Moved by George Sheppard, seconded by Wayne Lee and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the Lockdown and Secure School Policy as tabled at the March 8, 2014 meeting of the Finance and Operations Committee.

Recommendation #1:

That the Board, approve the Lockdown and Secure Schools Policy as tabled at the March 8, 2014 meeting of the Finance and Operations Committee.

5. New Business

Motion Items

5.1 **Newfoundland Power Inc. and Bell Aliant Regional Communications Easement – Millcrest Academy**

The Newfoundland and Labrador English School District received a request from Newfoundland Power Inc. and Bell Aliant Regional Communications to have an easement signed for the area behind Millcrest Academy in Grand Falls-Windsor. This easement was previously approved however, the easement was not signed.

An email from the previous Manager of Procurement for Nova Central School District was forwarded advising that approval was granted and that documents should be forwarded for signature (dated July 28, 2011).

Work has been completed.

Motion:

Moved by John George, seconded by Newman Harris and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to sign the utility easement for Millcrest Academy as requested by Newfoundland Power Inc. and Bell Aliant Regional Communications as tabled at the March 8, 2014 meeting of the Finance and Operations Committee of the Board.

Recommendation #2:

That the Board, approve the utility easement for Millcrest Academy as requested by Newfoundland Power Inc. and Bell Aliant Regional Communications as tabled at the March 8, 2014 meeting of the Finance and Operations Committee of the Board.

5.2 **Splash Centre – Harbour Grace Primary Lease**

The Splash Centre is a part of the Harbour Grace Community Youth Network. Its mandate is to provide support to area youth through support with employment, education, health counseling and recreational activities. Their web site can be viewed at <http://www.thesplashcentre.com/>.

The Splash Centre has operated in the former St. Paul's Elementary in Harbour Grace under a lease with the former Eastern School District. In fall 2013 the St. Paul's facility was transferred from the school district to the Department of Health for use as a health care facility, and accordingly the Splash Centre must relocate.

Harbour Grace Primary closed in June 2013 and has been identified as a potential site to which the Splash Centre could relocate. In accordance with the motion approved at the September 23, 2013 meeting of the Transition Board, steps are being taken to complete

the transfer of the facility to the Department of Health for use by the Eastern Health Authority. Eastern Health has requested that the Splash Centre be permitted to relocate to the Harbour Grace Primary facility while they undertake their own due diligence process on the facility.

In order for the Splash Centre to utilize space at the Harbour Grace Primary facility, it is appropriate to enter into a lease outlining the terms of usage, including, but not limited to:

- Term: 16 month period to coincide with 2015 school year end
- Lease rate: \$1
- Operating costs (e.g. heat and light, telephone) – to be paid by Splash Centre
- Insurance: to be insured by the Splash Centre, with NLESD as additional named insured
- Joint usage of the parking lot shared with St. Francis School

Motion:

Moved by George Sheppard, seconded by John George and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to lease space at the Harbour Grace Primary facility to the Splash Centre for the 16 month period March 2014 to June 2015, subject to Ministerial approval.

Recommendation #3:

That the Board, grant approval to lease space at the Harbour Grace Primary facility to the Splash Centre for the 16 month period March 2014 to June 2015, subject to Ministerial approval.

5.3 Revised Deed of Conveyance – Memorial Academy, Wesleyville

The former Memorial Academy in Wesleyville closed in June 2010. Disposition of the property to E. and K. Holdings Inc. for \$5,100 had been approved by the former Nova Central School District and the Minister of Education, with the Deed of Conveyance executed. Upon further review it was determined that the following changes were required:

- Change the name of the purchaser from E and K Holdings LTD to E. and K. Holdings Inc. to reflect the proper legal name of the purchaser.
- Change the name of the vendor from Nova Central School District to Newfoundland and Labrador English School Board to reflect the September 1, 2013 transition to a single school board.
- Modification of language to ensure clarity regarding transfer of ownership.

The revised Deed of Conveyance has been reviewed and accepted by legal counsel for the purchaser and the District's legal counsel.

Motion:

Moved by John George, seconded by Newman Harris and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to execute the revised Deed of Conveyance, subject to Ministerial approval.

Recommendation #4:

That the Board, grant approval to execute the revised Deed of Conveyance, subject to Ministerial approval.

New Business

Discussion Items

5.4 Property Updates: St. Theresa's - Port aux Choix, Roncalli - Port Saunders, Our Lady of Labrador – West St. Modeste

An update was provided outlining a status summary of three closed schools in the Western region. Discussions with the Roman Catholic Episcopal Corporation of Labrador and the Corner Brook Episcopal Lands Corporation (CBELC), as successor to the Roman Catholic Episcopal Corporation, St. George's, have been ongoing on each of the schools.

Disposal documents have been drafted and are currently under final legal review. Additional meetings are being sought for late March so that final preparations can be made to dispose of each property. In the case of Our Lady of Labrador, a crown grant remains in effect that must be addressed. Further updates will be provided as the disposal process proceeds.

No recommendation. Update is for information purposes only.

Update on new school in Western region

A brief update was provided on new school being constructed in Western Region. No name for the new school and project is on time, however, it was noted that there is still quite a bit of work to be completed. July 31, 2014 deadline does not seem viable, schools told to plan on being in their present schools until October 2014.

Presentation and G.C Rowe will be moving into the new building. Details on layout of the school structure were provided.

5.5 Auditor General follow up re: WSD and NCSD

Correspondence dated January 31, 2014 was received from the Office of the Auditor General requesting an update on various recommendations contained in the 2010 and

2011 annual reports containing recommendations on reviews conducted at the Nova Central School District and Western School District respectively. The request asked the District to confirm whether recommendations were fully, partially or not implemented. The response from the Newfoundland and Labrador English School District was submitted by the February 26, 2014 deadline.

Follow-up with Western regional staff for verification of certain items listed on the request is being presently undertaken.

No recommendation. Item is for information purposes only.

5.6 Community Use of School Policy

The revised 2nd draft policy incorporates a number of changes recommended by District legal counsel. A number of review points were administrative and operational in nature and are addressed through Administrative Regulation.

The matter of consumption of alcohol in schools was addressed by legal counsel, and indicated the following:

- More school districts are allowing community groups to rent out school facilities and serve alcohol at those events
- No language in the Schools Act 1997 prohibiting the practice of renting out school facilities and allowing community groups to serve alcohol at those events
- Decision to permit or prohibit is a function of risk management.

If prohibited, risk is avoided. If permitted, exposure to risk of being held accountable for personal injury and/or property damage caused by a person who consumed too much alcohol at the function. The District must then determine appropriate risk management measures. With respect to risk management it was acknowledged that permission for user groups renting the school to consume alcohol would require strong controls that would include, but not be limited to: obtaining a liquor license, obtaining liability insurance, provision of adequate supervision, provision of designated transportation and any other measures the District may deem appropriate to the occasion.

Practice with respect to rental of schools to community groups and permitting the consumption of alcohol at such events varied among the four predecessor school boards. It was acknowledged that in many rural communities the school is the only building large enough to hold large events. Where a user group seeking to rent a school for an event cannot satisfy the District's risk management requirements, requests may be denied.

No recommendation. Item is for discussion purposes only.

6. Date of Next Meeting

The next meeting will be held in April with final date yet to be determined.

7.0 Adjournment

It was moved by, John George and carried unanimously to adjourn at 1:56p.m.