



**FINANCE & OPERATIONS COMMITTEE MEETING**  
**Saturday, June 14, 2014 – 11:40 a.m.**  
**District Conference Centre – Strawberry Marsh Road**

**1. Call to Order**

The eighth regular meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 11:40 a.m. on Saturday, June 14, 2014.

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

NLESD Staff Present:    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

Regrets:                    Don Brown, Committee Member  
                                  Darrin Pike, CEO/Director of Education

**2. Approval of Agenda**

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

**3. Approval of Minutes – June 2, 2014**

It was moved by George Sheppard, seconded by Wayne Lee and carried unanimously that the minutes of June 2, 2014 be adopted as presented. Carried.

#### **4. New Business – for motion**

##### **4.1 Wellington Street – Corner Brook**

In accordance with Ministerial approval given on August 10, 2011, the Western regional office located at 11 Wellington Street is currently under lease from the Corner Brook Episcopal Lands Corporation until August 31, 2014. The lease contains an option to renew for one year, subject to Ministerial approval. The lease cost is funded by the Department of Education.

Approximately 27 staff remain at the office, and the office continues to be the core network hub for the western region (approximately 60 schools).

Sufficient time does not exist to relocate the internet hub and related infrastructure prior to September 1, 2014. By comparison, in summer 2013 the District closed the Spaniard's Bay office housing considerable information technology, similar to the footprint at Wellington Street. The transition of that particular data center took close to 8 months to complete.

Depending upon the outcome of the reconfiguration of the Corner Brook feeder system, Humber Elementary may become available at the end of the 2014-2015 school year. The District is assessing the feasibility of consolidating all regional staff at this location.

Exercising the one year renewal option, with an option to renew for one additional year to allow for assessment of potential use of Humber Elementary as a long term regional office, is considered the most appropriate course of action.

##### **Motion:**

**Moved by, Wayne Lee seconded by John George and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to extend the lease at 11 Wellington Street for one year, with the option to extend for a further one year, subject to Ministerial approval.**

##### **Recommendation #1:**

**That the Finance and Operations Committee recommend to the Board, approval to extend the lease at 11 Wellington Street for one year, with the option to extend for a further one year, subject to Ministerial approval.**

##### **4.2 St. Matthew's School Property – Dr. Gary Tarrant**

The former Eastern School District was approached by Dr. Gary Tarrant in May 2013 requesting that a small portion of St. Matthew's Elementary property be sold to him for purposes of erecting a new retaining wall. The size of the land was approximately 7ft by 53ft. A lease was prepared and signed by RCEC, St. John's, Eastern School District and Dr. Gary Tarrant, dated August 15, 2013.

At that time, there was a safety concern with the condition of the current retaining wall edging on St. Matthew's Elementary school property. A site visit by facilities staff and photos taken confirmed the concerns of Dr. Tarrant. In order to get work completed before the opening of school, a lease was considered to be faster than the sale of the property, particularly with the merger of the four Boards into one.

Dr. Tarrant is now requesting that the portion of land for the retaining wall be sold to him and he will pay all associated costs. Dr. Tarrant has offered to bear all costs for survey and legal work.

Considerations include:

- Dr. Tarrant fixed an unsafe situation
- There is no impact now or in the foreseeable future on use of the property by the school.
- District has no responsibility for the wall.
- Agreed to pay legal fees and any other expenses.

**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 request by Dr. Gary Tarrant to purchase the 370 Square feet of the St. Matthew's Elementary Property as outlined by the attached survey, subject to Ministerial approval.**

**Recommendation #2:**

**That the Finance and Operations Committee recommend to the Board, approval of the request by Dr. Gary Tarrant to purchase the 370 Square feet of the St. Matthew's Elementary Property as outlined by the attached survey, subject to Ministerial approval.**

#### **4.3 Isle Aux Morts Land**

In 1980 the former Port aux Basques Integrated Board was successful in its application for a crown grant for approximately 2.58 hectares of land located on Cemetery Road in the Town of Isle Aux Morts - for purposes of constructing a school.

However, a school was never constructed on the land and a process was initiated to arrange for transfer of the land to the town, however the process was not completed. Standard amendment/transfer process would require surrender of the grant from the District, concurrent with an application from the town seeking a grant for that same parcel of property.

Correspondence is on file between the District, Town and Department of Environment and Lands regarding the request to have the grant amended from school use to municipal/residential use.

Over the years the town has received requests from residents interested in building homes in that area, and the town has once again requested a transfer.

As LeGallais Memorial is currently in operation, the District has no plans to construct a school on the Cemetery Road property.

**Motion:**

**Moved by Wayne Lee, seconded by John George and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to surrender the Crown Grant on the Isle Aux Morts property on Cemetery Road, subject to Ministerial approval.**

**Recommendation #3:**

**That the Finance and Operations Committee recommend to the Board, approval to surrender the Crown Grant on the Isle Aux Morts property on Cemetery Road, subject to Ministerial approval.**

**4.4 Disposal of 8 busses – Western Region**

Within the Board owned fleet in the Western Region, there are eight 72 passenger, 2000 model year busses that have been retired from service in accordance with provincial regulations – i.e. maximum age of a school bus is twelve years.

The busses are being stored at the depot in Corner Brook and are taking up space required for new busses.

These capital assets have been fully amortized and hold no further value for the District, and would not be expected to yield any material disposal value.

The Cadet Corps in Lourdes has requested donation of two busses. Absent expression of interest in the remaining six busses, disposal through public tender is in order. It was recommended that the School District name be removed prior to disposal of busses.

**Motion**

**Moved by John George, seconded by Newman Harris and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to donate two busses to the Lourdes Cadet Corps, and dispose of the remaining six busses through donation or through public tender.**

**Recommendation #4:**

**That the Finance and Operations Committee recommend to the Board, approval to donate two busses to the Lourdes Cadet Corps, and dispose of the remaining six busses through donation or through public tender.**

## **New Business - discussion purposes**

### **4.5 Fiber/Broadband RFP Update**

As part of the overall K-12 IT strategy, the Finance and Business Administration Division has been working to enhance network connectivity to District schools. The following is a regional summary:

- Eastern Region – large majority of schools operating under a single internet fiber contract, with EastLink. The contract expires in 2015, with an option to extend for one year.
- Labrador Region/northern zone of Western Region - contracts for five schools renewed in summer 2013, and remaining 16 schools (including two French School District schools) were tendered in fall 2013 (resulting in increased speed for coastal schools). The build process is nearing completion, and we continue to monitor the region regarding network congestion and dedicated service levels.
- West and Central regions (18 Eastern region schools) – fiber contracts due to expire September/October 2014. In anticipation, in spring 2014 NLESD issued a Request for Proposal call for broadband services that included an additional 147 schools located in the Central, Western and Eastern Regions of the District. The evaluation phase of the RFP is concluded and the lead bidder has been notified.

Based on the proposed bid, 80% of the 147 locations will receive fiber based connectivity. Other locations will receive enhanced communications ranging from 100Mbps radio-wave to 10Mbps wireless circuits. Work on this deployment is scheduled to begin in early July with completion targeted for fall 2014.

This initiative will yield multiple benefits:

- For the first time in the history of the province, the entire K-12 education system will operate under a single high speed broadband network.
- enhanced support for 21<sup>st</sup> century learning environments
- District is positioned to begin pursuing implementation of Active Directory

#### **Recommendation:**

**No recommendation. Update is for information purposes only.**

### **4.6 White Hills/Polar Centre Operating Contract**

The new White Hills Academy School in St. Anthony was designed and constructed to be attached to the Town of St. Anthony municipal Polar Center - to operate jointly as a larger recreational complex. A Purchase and Sale Agreement was approved by the Minister and executed with the town. The joint arrangement also contemplated:

- a land exchange between the District and the town, as the school was constructed on town land and the Polar Center was constructed on District land. The exchange would be executed through an exchange of Deeds of Conveyance, and
- an operating agreement between the District and the town outlining the terms of usage.

The District and the Town have finalized the form of Operating Agreement and the necessary Deeds of Conveyance have been prepared – both have been reviewed internally and reviewed by District legal counsel. Execution had been delayed pending resolution of outstanding site issues (e.g. water run-off) and with these now addressed, the outstanding documents are ready for execution.

Accordingly, the documents will be presented for execution by the Chair and Vice-Chair.

**Recommendation:**

**No recommendation. Update is for information purposes only.**

**4.7 Lower Cove – Property Update**

In accordance with previous Board and Ministerial approval, the former Lower Cove regional office was placed for disposal through public tender – with a closing date of June 5, 2014.

The highest compliant bid has been accepted

The District has received the appropriate bid deposit and has drafted a Purchase and Sale Agreement that has been signed by the purchaser and will be forwarded for Ministerial approval.

If Ministerial approval is granted, the Purchase and Sale Agreement will be executed and the property will be deeded to the new owner.

**Recommendation**

**No recommendation. Update is for information purposes only.**

**4.8 Land Purchase – Harbour Grace Primary**

In accordance with previous Board approval, Ministerial approval has been granted to proceed with the purchase of the land on which the former Harbour Grace Primary and St. Francis schools are located.

District legal counsel has prepared the necessary Deeds of Conveyance and other related documentation and has been given instruction to proceed with execution of the purchase.

**Recommendation**

**No recommendation. Update is for information purposes only.**

**5. Date of Next Meeting**

The next meeting will be held at the call of the Chair.

**6. Adjournment**

It was moved by John George, and carried unanimously to adjourn at 12:38 p.m.