



FINANCE & OPERATIONS COMMITTEE MEETING
Monday, March 30, 2015 – 3:30p.m.
District Conference Centre – Strawberry Marsh Road

1. Call to Order

The fifth regular meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 3:30p.m. on Monday, March 30, 2015.

Members Present: Nada Borden, Chair
 Eric Snow, Committee Member
 Guy Elliott, Committee Member
 John George, Committee Member
 Milton Peach, Board Chair

NLESD Staff Present: Darrin Pike, CEO/Director of Education
 Tony Stack, Assistant Director of Education, Operations
 Cathy Martin, Administrative Assistant (Operations/Recorder)
 Jim Sinnott, Director of Facilities and Custodial Management

Absent with Regrets: Rick Martin, Committee Member
 Don Brown, Committee Member
 Gary Baikie, Committee Member (connected via conference but had to disconnect prior to start of meeting)

2. Approval of Agenda

It was moved by Eric Snow, seconded by Guy Elliott and carried unanimously that the agenda be adopted as presented. Carried.

3. Approval of Minutes – March 2, 2015

It was moved by John George, seconded by Milton Peach and carried unanimously that the minutes of March 2, 2015 be adopted as presented. Carried.

4. New Business – for motion

4.1 Purchase/Lease of School Copiers

A request to the Board for approval of up to \$750,000 for the purchase of approximately 130 photocopiers (multi-function devices) for various schools throughout the District is required. All copiers being replaced have been in the schools for over five years. Xerox has been awarded Government's Print Services Contract for all Newfoundland and Labrador Government entities. The Newfoundland and Labrador English School District has signed on for the replacement of copiers as they expire. Lease rate at Royal Bank is 3.24% (5 years) and 8.4% (5 years) through Xerox.

Motion:

Moved by Guy Elliott, seconded by Eric Snow and carried unanimously that the Finance and Operations Committee recommend to the Board, approval to:

- **purchase up to \$750,000 (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 #1:

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

- **purchase up to \$750,000 (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.**

4.2 Annual RM submission to DEECD

Background and Details:

Each year the District makes a submission to the Department of Education and Early Childhood Development (DEECD) regarding requests for repairs and maintenance project funding. In turn, the DEECD develops a program of work to fit within their annual budget allocation, drawn from:

1. projects that have been identified, often with planning completed, in previous years;
2. the Board's annual Repairs and Maintenance Submission; and/or
3. emergent priorities (e.g. sudden failure in building components that require immediate repair).

The Repairs and Maintenance Submission is prepared in two sections – a prioritized list of "high need" projects from across the province, and regional sub-lists of projects that are not (yet) immediate needs but we wish to have considered nonetheless. As finances permit, the DEECD typically funds some projects off the lists each year (e.g. some parking lots).

In the past, the Department allocated funding approximately in proportion with the size of the District, in order to balance funding to projects requested by the previous four Districts. However, the prioritized Board submission does not explicitly attempt to do any such allocation. Instead, to allow central evaluation of provincial submission, the list is broken down with “ranks” and “priorities”. A rank indicates on a scale of 1 to 5, the seriousness of the issue as follows:

Rank 1 examples: active leak in wooden/gypsum building (mould risk); a boiler requiring immediate replacement to prevent school closure; a room requiring immediate renovation or a child cannot attend school.

Rank 2 examples: active leak in a concrete block building (minimal mould risk); a boiler that is at high risk of failure; an item required for student needs within 12 months.

Rank 3 examples: a roof with some leaks – but managed; a boiler that requires attention in the near term, but is okay for approximately 2 years; a programming need where alternatives are in place, but which requires a permanent solution.

Rank 4 examples: a roof that is at end of life, but no current leaks; a boiler requiring replacement in the next three years; a recommended programming upgrade.

Rank 5 examples: a roof with approximately 5 years of life expected remaining; a boiler that by age alone requires preventative maintenance/replacement, but has no current issues; or a facility improvement that would be beneficial but is not an immediate need.

The ranking system allows projects being assessed by different people in the four regions, to be evaluated impartially against other regions’ lists. The priority follows from the rank; it is an ordering based on the judgement of local and headquarters staff, and is a required element by the DEECD. One can expect a material difference in projects of differing rank, whereas the difference between close-priority items is minimal.

Motion:

Moved by Eric Snow, seconded by John George and carried unanimously that the Finance and Operations Committee recommend that the Board accept the prioritized Repairs and Maintenance Submission, and further recommend that District staff be authorized to make adjustments to the list throughout the year as operational needs warrant.

Recommendation#2

That the Finance and Operations Committee recommend that the Board accept the prioritized Repairs and Maintenance Submission, and further recommend that District staff be authorized to make adjustments to the list throughout the year as operational needs warrant.

4.3 Market Ridge Easement

We have received a request from Karwood Developers to allow a Newfoundland Power Inc. easement on the rear of the property of Paradise Elementary. The easement will be in accordance with the standards of Newfoundland Power Inc. The area of land noted is

primarily at the top of an embankment and no adverse effects are anticipated regarding the school community's enjoyment of their property. The developer has offered to leave a lot as a potential future access to Paradise Elementary lot from the rear, which may be of future benefit to the traffic flow. The easement is required to install a power line across the back of the school property for a residential development adjacent to the school.

Motion:

Moved by John George, seconded by Guy Elliott and carried unanimously that the Finance and Operations Committee recommend to the Board, approval of the easement for the Paradise Elementary property pending agreement by the developer to leave a lot as offered by Karwood as a potential future access to Paradise Elementary.

Recommendation#3:

That the Finance and Operations Committee recommend to the Board, approval of the easement for the Paradise Elementary property pending agreement by the developer to leave a lot as offered by Karwood as a potential future access to Paradise Elementary.

New Business – discussion purposes

4.4 Snow Load

Jim Sinnott, Director of Facilities and Custodial Management, tabled information regarding snow load analyses. This issue will be revisited at a future Finance and Operations Committee meeting.

Recommendation:

No recommendation. This item is for information purposes only.

5. Date of Next Meeting

The next meeting of the Finance and Operations Committee will be held at the call of the Chair.

6. Adjournment

It was moved by John George and carried unanimously to adjourn at 4:10p.m. Carried.