



FINANCE & OPERATIONS COMMITTEE MEETING
Wednesday, December 21, 2016 – 1:00pm
NLESD Headquarters, 95 Elizabeth Avenue
Via Skype

1. Call to Order

A meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 1:11pm on Wednesday, December 21, 2016.

Members Present: Jennifer Aspell, Chair
Goronwy Price, Board Chair
Winston Carter, Committee Member
Bruce Cluney, Committee Member
Thomas Kendell, Committee Member
John Smith, Committee Member

NLESD Staff Present: Terry Hall, Assistant Director of Education – Finance and Business Administration/Student Transportation
Tony Stack, Associate Director of Education – Programs and Operations
Jim Sinnott, Director of Facilities and Custodial Management
Susan Clarke, Administrative Assistant (Finance/Recorder)

Absent with Regrets: Darrin Pike, Director/CEO
Wayne Lee, Committee Member
Peter Whittle, Committee Member

2. Approval of Agenda

It was moved by Winston Carter, seconded by John Smith and carried unanimously that the agenda be adopted as presented. *Carried.*

3. Approval of Minutes – October 1, 2016 and November 26, 2016

Deferred to next meeting.

4. New Business – Motion

4.1 Budget Status Update

The Budget Status Update was tabled by Terry Hall, ADE – Finance and Business Administration/Student Transportation.

Budget Highlights

Total Revenues

Revised Budget (total)	\$ 772.90 Million
Revised Budget (net of block funding from DEECD)	\$ 86.64 Million
Revenue earned to September 30, 2016 (net)	\$ 18.6 Million

Total Expenses

Revised Budget (total)	\$ 772.90 Million
Revised Budget (net of items block funded by DOE)	\$ 86.64 Million
Incurred/encumbered to September 30, 2016 (net)	\$ 17.8 Million
% Budget remaining (net)	79%

Expenses are expected to remain within budget for the 2016-17 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

Budget Adjustments

There were no budget adjustments during this quarter.

Motion:

Moved by Bruce Cluney, seconded by John Smith that the Finance and Operations Committee recommend to the Board, approval of the revised Budget Status Update for the period ending September 30, 2016. *Carried.*

Recommendation #1:

That the Finance and Operations Committee recommend to the Board, approval of the revised Budget Status Update for the period ending September 30, 2016.

4.2 R & M Approval

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 latter 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 contained herein 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 ok for ~2 years; a programming need where alternatives are in place, but which requires a permanent solution.

Rank 4 examples: a roof that is 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 expected ~5 year life remaining; a boiler that by age alone requires preventative maintenance/replacement, but has no current issues; or 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 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 Tom Kendell, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval of 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. *Carried.*

Recommendation #2:

That the Finance and Operations Committee recommend to the Board, approval of 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.

5 Date of Next Meeting

The next meeting will be held on January 15, 2017 or, if deemed so, at the call of the Chair.

6 Adjournment

Motion to adjourn by John Smith at 1:55pm. *Carried.*