



OFFICE OF THE DIRECTOR

Board Chair: Milton Peach
C.E.O./Director of Education: Darrin Pike

**EXECUTIVE COMMITTEE MEETING
TELECONFERENCE**

Thursday, October 20, 2016 – 12:00 PM

1. OPENING

An Executive Committee meeting of the Newfoundland & Labrador English School Board was held by on Thursday, October 20, 2016. The meeting was called to order at 12:05 PM.

Members present: Milton Peach, Chair
Nada Borden
John George
Eric Snow
Guy Elliott
Goronwy Price

Also in attendance: Mr. Darrin Pike, CEO
Mr. Anthony Stack, Associate Director of Education
Mr. Terry Hall, Assistant Director of Education
Mr. Lloyd Collins, Assistant Director of Education
Ms. Jackie Crane, Executive Assistant
Ms. Julia Chislett, Director of Finance
Mr. Byron Smith, External Auditor
Mr. Jim Sinnott, Director of Facilities

The Chair welcomed everyone to the Executive meeting.

2. ADOPTION OF AGENDA (Nada Borden/Goronwy Price) Carried

Motion: The Executive Committee agreed unanimously to adopt the agenda as amended to add item 5.7.

3. CONSIDERATION OF MINUTES

3.1 Minutes September 30, 2016 (John George/Guy Elliott) Carried

4. BUSINESS ARISING

4.1 No business arising.

5. NEW BUSINESS

5.1 GMAIL

There was a discussion regarding email correspondence and the executive committee were asked to put forward a motion that would prevent trustees from using personal email for Board related correspondence. It was decided that GMAIL would be used for all Board related correspondence and the following motion was put forward.

MOTION: That the Executive Committee, on behalf of the Board, approve that all board related email correspondence be sent through a designated GMAIL account provided by the NLESD. (John George/Eric Snow) Carried

5.2 Grand Falls-Windsor Land

Terry Hall provided a briefing to the executive committee regarding Grand Falls Academy.

The District has received a request from Town of Grand Falls Windsor for transfer of Grand Falls Academy to the town. In exchange the Town would drop its lawsuit against the District for Environmental cleanup of previous closed school property.

History

Cleanup claim submitted by Towns Lawyer for former closed school (GFA Elementary) which was sold by the board and eventually the Town re-possessed it from the last owner for nonpayment of taxes and had the building torn down. Claim put against the District for remediation for cleanup of old fuel tank in ground. (\$133,123) (Letter dated October 3, 2013)

Town has had meetings with the district in 2015 on this and other properties in the town which the Town had shown interest.

Update:

Town given Hazmat report for the School. Town had estimate of remediation done for area they want to demolish. Cost at \$150,000 including HST.

In a meeting with the Town September 21, 2016 a new plan was submitted.

The Town has agreed to accept the building "as is" and is working through the Department of Transportation and Works to have the demolition completed by a company that is demolishing the former Paper Mill. (This could reduce cost to the town significantly)

Request time sensitive due to agreement that has to be worked out with Demolition Company that may only be in town for next few months.

District will still have ownership and access for parking on most of current parking lot. Joint use agreement to be put in place.

District is owner of the property. No church interest or restrictive grant issue.

MOTION: That the Executive Committee approve on behalf of the Board, the request by the Town of Grand Falls Windsor to transfer the former Maple Street Property on “as is” basis in exchange for Dropping lawsuit relating to another closed school property, pending Ministerial approval. (Goronwy Price/John George) Carried

5.3 Financial Statements 2015-2016

Mr. Terry Hall and Byron Smith provided an overview of the Financial Statements to the executive committee.

The audit of the Newfoundland and Labrador English School District [“NLESD”] for the year ended June 30, 2016 is substantially complete. The audit and statements will be finalized upon receipt of the actuarial report for accrued sick leave and severance liability. Highlights of the District’s financial statements include:

- 1) These non-consolidated financial statements are prepared based on the financial information of the NLESD for the year ended June 30, 2016. These financial statements are prepared in accordance with the Public Sector Handbook, which constitutes generally accepted accounting principles as recommended by the Public Sector Accounting Board.
- 2) Consolidation – the financial statements are prepared on a non-consolidated basis and do not include the results of operations for school controlled funds, the Newfoundland and Labrador Education Foundation Inc. and the Newfoundland and Labrador International Student Education Inc. The financial statements do include the ancillary funding provided by the Nunatsiavut Government for the five Nunatsiavut coastal communities in Labrador.
- 3) Comparative figures – the comparative amounts for the previous year ended June 30, 2015.
- 4) Cash position – The District transferred \$25M of surplus cash to the Government in the year however the District still continues to maintain a stable cash position.
- 5) Tangible capital assets – during the year ended June 30, 2016, there approx. \$76 million in tangible capital asset additions which include the completion of new schools including Octagon Pond, Waterford Valley High, and Corner Brook Intermediate. Also, investments for new schools in progress in Torbay, CBS and Portugal Cove-St. Phillips. Substantial investment was also incurred for expansions related to implementation of Full Day Kindergarten.
- 6) Restricted equity – a portion of the District’s equity is restricted to be used for a future purpose. The balance of restricted equity at June 30, 2016 is \$1,370,659 remaining unchanged from June 30, 2015.
- 7) Deferred Revenues – The District’s deferred revenues decreased by a net \$4.0M over the period ended June 30, 2015. The decrease included \$3M which was included in the \$25M cash transfer back to Government.

MOTION: That the Executive Committee, on behalf of the Board, approve the draft statements of the Newfoundland and Labrador English School District for the year ended June 30, 2016 as presented with any substantial changes to come back to the committee. (Goronwy Price/Nada Borden) Carried

Juliah Chislett and Byron Smith left the meeting after the financial statements were discussed.

5.4 Trustee Expenditures- Darrin Pike told the committee that all trustees expenses have been put on the website. This is a proactive measure and falls in line with government procedures.

5.5 Capital Budget Request / Repairs and Maintenance Correspondence

Capital Requests

A letter from the government requesting submission of Capital and Repairs and Maintenance was provided to the trustees. This letter has an urgent turn around date of 10 days. The executive committee were provided with the ranked list of Capital requests and Repairs and Maintenance requests. Tony Stack and Jim Sinnott provided an overview of the list to the committee. Due to the provincial fiscal situation there has been a delay in many of our requested capital projects, this list is basically the same as previous year. There is one addition of a request for a new school for Southern Shore.

MOTION: that the executive committee, on behalf of the Board, accept the updated Capital requests list pending emerging requirements. (Eric Snow/John Geoge) Carried

Repairs and Maintenance

Tony Stack and Jim Sinnott also provided an overview of the Repairs and Maintenance list and stated this is a draft and there may be some changes as issues arise.

MOTION: that the executive committee, on behalf of the Board, accept the draft Repairs and Maintenance list with it coming back to the Board with any significant changes. (Nada Borden/Guy Elliott) Carried

5.6 **Board Meeting/AGM Schedule**

The committee were provided with two alternatives for AGM schedule for new Board. Option A had a Saturday only schedule and Option B had a Friday night, Saturday schedule. Goronwy Price felt we should take into consideration that the new Board could have working trustees and getting time off can be difficult. The majority voted for Option B. The election is on November 22, 2016, we have an obligation under the Schools Act 1997 to hold our AGM by November 30, 2016. We also have to provide two week notice of the meeting, hence the importance of having this decided upon prior to new Board.

MOTION: that the executive committee, on behalf of the Board, approve Option B schedule which would include November 25 and 26 for AGM of new Board. (John George/Guy Elliott) Carried

5.7 Redevelopment of GC Rowe

The District is in the process of completing the redevelopment of GC Rowe. We will need an additional half million dollars in order to complete. We will request this funding from the government, however, we may have to fund the completion ourselves.

MOTION: that the executive committee, on behalf of the Board, approve for the District to use the half million dollars to complete the redevelopment of GC Rowe, with an expectation that the District will ask the government to cover the cost. (Goronwy Price/Nada Borden) Carried.

6. ADJOURNMENT TO CLOSED SESSION

There being no further business the meeting adjourned at 1:48 PM, by a motion from John George.