



FINANCE & OPERATIONS COMMITTEE MEETING
Sunday, January 15, 2017 – 12:58pm
NLESD Headquarters
95 Elizabeth Avenue, St. John's, NL

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 12:58pm on Sunday, January 15, 2017.

Members Present: Jennifer Aspell, Chair
Goronwy Price, Board Chair
Ray Bennett, Committee Member
Winston Carter, Committee Member
Bruce Cluney, Committee Member
Thomas Kendell, Committee Member
John Smith, Committee Member
Peter Whittle, Committee Member
Wayne Lee, Committee Member

NLESD Staff Present: Darrin Pike, Director/CEO
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)

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, November 26, 2016 and December 21, 2016

It was moved by Wayne Lee, seconded by Bruce Cluney that the minutes of October 1, 2016 be adopted as presented. *Carried.*

Thomas Kendell indicated that the spelling of his last name was incorrect in minutes of November 26, 2016 and December 21, 2016 and minutes were amended to reflect correct spelling.

It was moved by Bruce Cluney, seconded by John Smith that the minutes of November 26, 2016 be adopted as amended. *Carried.*

It was moved by John Smith, seconded by Peter Whittle that the minutes of December 21, 2016 be adopted as amended. *Carried.*

4. New Business – Motion

4.1 Purchase/Lease of School Copiers

A request to the Board for approval of up to \$550,000 for the purchase of approximately 95 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 NL Government Entities. The Newfoundland and Labrador English School District has signed on for the replacement of copiers as they expire.

Total number of copiers/digital duplicators that have service agreements due to expire over the next few months is approximately 120 however all will not be replaced. Monthly volume at existing service rate does not justify replacement of unit. Estimate to replace approximately 95 copiers in schools and regional offices.

Financing to be arranged through Royal Bank.

Motion:

Moved by Peter Whittle, seconded by Bruce Cluney that the Finance and Operations Committee recommend to the Board, approval to:

- **purchase up to \$550,000 (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. *Carried.***

Recommendation #1:

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

- **purchase up to \$550,000 (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.**

New Business – Updates

4.2 Review of By-Laws/Roles and Responsibilities of Committee

Terry Hall, Assistant Director of Education - Finance and Business Administration/Student Transportation gave a brief overview of the major roles and responsibilities of the Finance and Operations Standing Committee when acting in the interest of the Board and District.

The Finance and Operations Standing Committee of the Board shall have the oversight and provide governance for finance, properties, student transportation, information technology, maintenance and facilities within the Newfoundland and Labrador English School District.

For information purposes only.

4.3 Auditors Report and Financial Statements – June 30, 2016

The Financial Statements and Auditor's Report for the period ending June 30, 2016 was provided to committee members for review. If any questions arise, they will be addressed at the next Finance and Operations Committee meeting.

For information purposes only.

4.4 Overview of Student Transportation

Terry Hall, Assistant Director of Education - Finance and Business Administration/Student Transportation gave a brief overview of Student Transportation as it relates to the District.

District Student Transportation includes the daily management of 350 Board owned buses, 101 busing contractors (regular and alternate) which translates into 344 contracts and 567 buses.

Proposed new Tendering Act is currently being reviewed by Procurement. This would impact the ability to use qualitative valuations and not just have to take lowest bidders. Qualitative aspects would include availability of fleet, inspections, registrations, list of qualified drivers, etc.

For information purposes only.

4.5 Capital Projects

Capital projects are items such as extensions, retrofits and new schools. Capital projects often cross multiple fiscal years. Each year the Board submits a capital request list which is generally due to increased capacity needs (new schools and extensions), decreased capacity needs (extension to a school resulting in the closure of another and facilities replacements (new schools to replace other existing schools).

Approved capital projects are managed by Department of Transportation and Works (TW). The Department of Education and Early Childhood Development (DEECD) is the client for TW with NLESD being the effective owner after substantial completion of the project.

Official chain of communication is Contractor/Consultant – TW – DEECD – NLESD – Community.

4.5.1.1 Review of Current Projects

- Conception Bay South – New K-7 School (3 stream)
- Gander – New 4-6 School (6 stream)
- Mobile Extension – Planning for 9 classroom extension
- Portugal Cove/St. Phillips – New 5-9 School (5 stream)
- St. Peter's Junior High – Extension and renovation
- St. Peter's Primary – Planning extension and renovation
- Torbay – New 5-7 School (8 stream)
- Virginia Park Elementary – Replacement K-6 School (2 stream)

4.5.1.2 Capital Requests

- Deferred projects: These projects were deferred in Budget 2016 and form the main Capital Requests for Budget 2017.
 - Coley’s Point Primary – Replacement K-3 School (deferred 3 years)
 - Gander K-3 – Retrofit and demolition (construction deferred 1 year)
 - Paradise Intermediate (K-8) – New School (deferred 2 years)
 - Paradise High School (9-12) – New School (deferred indefinitely)
 - Riverside Elementary – Extension (deferred indefinitely)
 - Southern Shore Intermediate – New School (deferred indefinitely)
 - Villa Nova Junior High – Extension (deferred indefinitely)

- On the extended capital list, there are new (replacement) school requests for:
 - Bay d’Espoir Academy
 - Bonne Bay Academy/Jakeman All Grade
 - CC Loughlin
 - Henry Gordon Academy
 - Larkhall Academy
 - St. Mary’s All Grade

Also numerous renovation/extension requests many involving associated reorganizations.

For information purposes only.

5 Date of Next Meeting

The next meeting will be held on April 2, 2017 or if necessary, at the call of the Chair.

6 Adjournment

Motion to adjourn by Tom Kendell at 2:30pm. *Carried.*