



FINANCE & OPERATIONS COMMITTEE MEETING
Wednesday, March 22, 2017 – 12:00pm
NLESD Headquarters
95 Elizabeth Avenue, St. John's, NL (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 12:04pm on Wednesday, March 22, 2017.

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
Peter Whittle, 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)

Regrets: Ray Bennett, Committee Member
Wayne Lee, Committee Member

2. Approval of Agenda

It was moved by Thomas Kendell, seconded by Peter Whittle that the agenda be adopted as presented. *Carried.*

3. Approval of Minutes – January 15, 2017

It was moved by Bruce Cluney, seconded by John Smith that the minutes of January 15, 2017 be adopted as presented. *Carried.*

4. New Business – Motion

4.1 Quarterly Budget Status Update – Period ending December 31, 2016

The quarterly budget status update for the period ending December 31, 2016 was tabled by Terry Hall, ADE - Finance and Business Administration/Student Transportation.

Budget Highlights

Total Revenues

Revised Budget (total)	\$ 772.09 Million
Revised Budget (net of block funding from DEECD)	\$ 86.71 Million
Revenue earned to September 30, 2016 (net)	\$ 44.06 Million

Total Expenses

Revised Budget (total)	\$ 772.09 Million
Revised Budget (net of items block funded by DOE)	\$ 86.71 Million
Incurred/encumbered to September 30, 2016 (net)	\$ 39.38 Million
% Budget remaining (net)	55%

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 was one budget adjustment during the quarter ended December 31, 2016. The approved 2016-17 budget for board owned student transportation has been received from DEECD. There has been a net decrease in the total budget of \$812,066. This primarily relates to a decrease in expenditures due to the implementation of full day Kindergarten.

Motion:

Moved by Winston Carter, seconded by Bruce Cluney that the Finance and Operations Committee recommend to the Board, approval of the revised Quarterly Budget Status Update for the period ending December 31, 2016. *Carried.*

Recommendation #1:

That the Finance and Operations Committee recommend to the Board, approval of the revised Quarterly Budget Status Update for the period ending December 31, 2016.

4.2 Bell Proposal – Small Cell

Bell was recently contacted by two schools in the St. John's metro area – St. John Bosco in Shea Heights and Octagon Pond in Paradise – with respect to improving the cellular signal in their areas. In the Shea Heights case, there was public consultation regarding a tower going in the area, but this tower will service the Waterford Valley side versus the school side, and there was no business case to extend infrastructure to the school. Similarly in the case of Octagon Pond, Bell's business analysts have determined there is no business case to add to their infrastructure in that area at this time.

After the above noted case by case analysis, Bell in turn contacted the Operations Division with a proposal. In order to improve their cellular network coverage while also reducing the number of cell towers required, Bell has a "small cell" service offering. This places a device the size of a knapsack on poles or buildings that provides coverage to the immediate area. An example given in the local context was a small cell installation on a pole adjacent to Holy Heart in St. John's; this device was at capacity almost as soon as activated as it provided improved (over existing) cell service to the high school students and staff therein.

Bell's proposal requests access to school buildings (e.g. roofs) as the base for their small cell devices, at no cost to NLESD. In turn, they would be willing to provision them at cases like the above schools where they would not ordinarily action on business case alone. Essentially, Bell is offering to trade improvements at a larger number of schools in exchange for access to buildings where they have a general business case but no available infrastructure. This would be executed via a Master License Agreement similar to ones entered into with municipalities.

Motion:

Moved by Thomas Kendell, seconded by Bruce Cluney that the Finance and Operations Committee recommend to the Board, approval for NLESD to enter into a Master License Agreement with Bell, provided there is no cost to NLESD. *Carried.*

Recommendation #2:

That the Finance and Operations Committee recommend to the Board, approval for NLESD to enter into a Master License Agreement with Bell, provided there is no cost to NLESD.

4.3 Acceptable Use of Technology/Regulations & Student/Parent & Guardian Form

The Acceptable Use of Technology policy, already approved and posted on NLESD web site, and associated regulations addresses the appropriate, responsible and acceptable use of the District's information technology resources. It also addresses use of personal devices for staff and students within the District.

Since inappropriate use of technology systems can expose the organization to risk, it is important and prudent to specify exactly what is permitted and what is prohibited. The

purpose of this policy and regulations is to detail the acceptable use of our information technology resources for the protection of all parties involved.

The Acceptable Use of Technology policy and associated regulations ensures the stewardship of District resources by demonstrating professionalism and accountability for high standards of practice in all District operations and decisions.

The Acceptable Use of Technology policy was approved by the Board in 2014. It was noted at that time that the regulations may require tweaking to ensure that sufficient guidance is available to schools regarding the proper use of technology and the consequences of misuse of technology.

Several incidents throughout the school year regarding use of technology made the District aware that the regulations and permission form required updating.

The updated regulations and permission form will be presented to School Administrators during Leadership meetings scheduled for the week of March 27, 2017.

As this is an update to the Regulations as opposed to the Policy, it was agreed that no motion was required for this item.

4.4 Virginia Park Elementary – Name for New School

Virginia Park Elementary School Council have undertaken a voting process to select a name for the new elementary school being constructed in their area.

The voting process included one vote per family of students attending the school with a total of 115 votes being cast during the process.

The majority of votes were for the name “East Point Elementary”, with “Virginia Waters Elementary” ranking second and “Blue Puttees Elementary” ranking third.

As per District Policy on “The Naming and Re-Naming of Schools”, “The Board shall approve by way of motion the naming or the changing of names of schools.” Past practice has seen these requests pass through the Finance and Operations Committee for motion prior to proceeding to the Board for approval.

Motion:

Moved by Peter Whittle, seconded by Thomas Kendell that the Finance and Operations Committee recommend to the Board, approval of the name “East Point Elementary” for the new Virginia Park area elementary school as requested by the Virginia Park Elementary School Council. *Carried.*

Recommendation #3:

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

name “East Point Elementary” for the new Virginia Park area elementary school as requested by the Virginia Park Elementary School Council.

4.5 Request for land – Town of Botwood

In 2013 the Town of Botwood requested a small strip of land for a connector road. The Town changed the request in April of 2016 seeking a larger portion of land to facilitate a connector road and also the construction of a new Municipal Building to accommodate the Town Hall and Fire Department.

The Town has agreed to cover all costs in the transfer including acquiring a survey of the land in question. The survey was received by the District the end of September 2016.

The land that the Town is requesting is a portion of the total parcel of land that was originally transferred to the District by the Town of Botwood in 1983.

District staff has determined that the land is not required for future expansion, however, the District will continue to work with the Town to ensure that there is no impact to remaining school property due to the Town’s development of the land being transferred.

Motion:

Moved by Thomas Kendell, seconded by John Smith that the Finance and Operations Committee recommend to the Board, approval of the request from the Town of Botwood to transfer the portion of land as per attached survey, subject to Ministerial Approval. *Carried.*

Recommendation #4:

That the Finance and Operations Committee recommend to the Board, approval of the request from the Town of Botwood to transfer the portion of land as per attached survey, subject to Ministerial approval.

New Business – Updates

4.6 Student Transportation Inquires

Information was provided by Terry Hall, Assistant Director of Education – Finance and Business Administration/Student Transportation in response to several questions put forward by committee members surrounding Student Transportation related issues.

For information purposes only.

4.7 Remuneration for Trustees in Boards across Canada

Terry Hall, Assistant Director of Education – Finance and Business Administration/Student Transportation provided an overview of remuneration for School Board Trustees across Canada in response to a request put forward by committee members.

It was decided that this item would be brought forward to the Executive Committee for further discussion and consideration with the possibility to bringing it to the full Board

for motion.

For information purposes only.

4.8 Cost Analysis of holding meetings away from St. John's

In response to questions posed by committee members, Terry Hall, Assistant Director of Education – Finance and Business Administration/Student Transportation, provided a cost analysis of holding meetings in St. John's as opposed to holding meetings in Corner Brook. Analysis indicates that it is more cost efficient to hold meetings in St. John's, however, the cost for a meeting in Corner Brook could be incorporated into other District business so that travel for District staff is minimized.

For information purposes only.

4.9 Hotel accommodations in St. John's for meetings

Information provided by Terry Hall, Assistant Director of Education – Finance and Business Administration/Student Transportation in response to questions from committee members. Analysis indicates that there is no substantial cost difference between hotels used by the District for Board/Committee meetings.

For information purposes only.

5. Date of Next Meeting

The next meeting will be held on May 24, 2017 at 12:00pm or if necessary, at the call of the Chair.

6. Adjournment

Motion to adjourn by Thomas Kendell at 1:43pm. *Carried.*