



FINANCE & OPERATIONS COMMITTEE MEETING
Friday, June 1, 2018 – 12p.m.
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 12:05p.m. on Friday, June 1, 2018.

Members Present: Thomas Kendell, Chair
 Goronwy Price, Board Chair
 Winston Carter, Committee Member
 Ray Bennett, Committee Member
 Wayne Lee, Committee Member
 Keith Culleton, Committee Member
 Peter Whittle, Committee Member

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

Regrets: Corey Parsons, Committee Member

2. Approval of Agenda

It was moved by Wayne Lee, seconded by Winston Carter that the agenda be adopted as presented. *Carried.*

3. Approval of Minutes – March 28, 2018

It was moved by Winston Carter, seconded by Keith Culleton that the minutes of March 28, 2018 be adopted as presented. *Carried.*

4. New Business – Motion

4.1 **Marine Atlantic – Property Request**

Tabled by Terry Hall, ADE (Finance and Business Administration/Student Transportation).

Marine Atlantic has engaged a consultant to look at locations suitable for it to construct a new office building in the Town of Port Aux Basques.

They decided on a parcel of land next to St. James Regional High School and have requested the District convey to them.

The land in question is part of a larger parcel that was once owned by the Town of Port Aux Basques and was sold for \$1 for construction of a school in 1989 to Port Aux Basques Integrated School Board.

The land identified is and will be of no future use to the school.

Marine Atlantic has offered to cover the expenses of the District to complete the sale up to \$10,000.

Motion:

Moved by Wayne Lee, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval for the District to transfer the portion of land requested by Marine Atlantic located next to St. James Regional High School in the Town of Port Aux Basques, with expenses for disposition incurred by the District not exceeding \$10,000 to be reimbursed by Marine Atlantic and with expenses over \$10,000 to be paid by Marine Atlantic, further subject to Ministerial approval. *Carried.*

4.2 **Policy – Facility Security and Access Control**

Tabled by Jim Sinnott, Director of Facilities and Custodial Management.

Approximately 60% of District Schools are on a common (Best by Stanley Hardware) master key system. Each year the District expands this system as budget allows, with a goal of full coverage for all schools and offices. The newest schools in the District have card access systems as well, and it is the intention to expand the card controls District-wide, also as budget permits.

The master key system allows controlled building access according to the needs of the school/user. E.g. a principal's key opens all doors in the building; a teacher's key opens all classrooms and other related areas, but not the administrative offices; and a community group key just opens the gym. This is integral to the "Safe and Caring" model in ensuring teachers can lock/unlock rooms as required to keep building occupants safe – including being able to sign out substitute teachers a key on the days when they are in a building. The card system performs a similar function, particularly for external doors, with the added benefit that lost or stolen cards can be easily disabled.

While the master key/card systems are currently guided by best practices via sign out forms, memos, etc., the lack of official Board policy and associated administrative regulations to formalize best practices is a shortcoming that needs to be addressed. The policy establishes a framework to maintain the security of buildings by tracking who has access, and the rules surrounding their access e.g. prohibiting the loaning of keys/cards.

Motion:

Moved by Peter Whittle, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, adoption of Policy OPER-605 – Facility Security and Access Control. Carried.

4.3 Policy – School Fundraising

School Generated Funds (funds raised, collected and/or generated at the school level or in the name of the school) are considered District funds and the District is therefore held to the same standard of accountability and transparency in the management of these funds as any other type of public funds. Given the volume of funds that are generated at the school level and the legislative and accounting standards required to be met, the possibility of non-compliance with these standards poses a significant risk to the Board and the District.

The intention of this policy is to ensure all employees involved in School Generated Funds activity, particularly School Administrators (the employees responsible for the management of their School Generated Funds), are aware of District expectations with respect to School Fundraising.

Item #8 of Policy to be amended to indicate “with the exception of bake sales”.

Motion:

Moved by Peter Whittle, seconded by Keith Culleton that the Finance and Operations Committee recommend to the Board, approval of the School Fundraising policy as amended.

4.4 Quarterly Budget Update – March 31, 2018

The Quarterly Budget Update for the period ending March 31, 2018 was tabled by Terry Hall, ADE (Finance and Business Administration/Student Transportation).

Budget Highlights

Total Budget

Original Budget (total)	\$771.38 Million
Revised Budget (total)	771.48 Million
Budget Increase	0.10 Million

Net of block funding from DEECD

Revised Budget	89.24 Million
Revenue earned to March 31, 2018 (net)	67.21 Million
Incurred/encumbered to March 31, 2018 (net)	61.43 Million
% Budget remaining (net)	31%

Expenses are expected to remain within budget for the 2017-2018 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

Budget Adjustments

There has been a total budget increase of \$97,325 since the original approved budget for the 2017-18 school year. The adjustments include:

Quarter ending March 31: an increase of \$464,625 due to an increase in the CDLI budget to reflect operating costs for Q4 of the 2017-18 school year. Revised budget reflects 15 months of activity from April 1, 2016 to June 30, 2018.

Quarter ending December 31: a decrease of \$367,300 due to a decrease in board owned transportation expenses primarily relating to fuel to reflect prior year actuals.

The schedules summarize the operating results compared to the revised budget for the period ending March 31, 2018.

Motion:

Moved by Winston Carter, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval of the revised Quarterly Budget Status Update for the period ending March 31, 2018. *Carried.*

5. Date of Next Meeting

The next meeting will be held at the call of the Chair.

6. Adjournment

Motion to adjourn by Winston Carter at 1:27pm. *Carried.*