



FINANCE & OPERATIONS COMMITTEE MEETING
Wednesday, March 28, 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 Wednesday, March 28, 2018.

Members Present: Thomas Kendell, Chair
 Ray Bennett, Committee Member
 Wayne Lee, Committee Member
 Corey Parsons, 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 (Interim)
 Jim Sinnott, Director of Facilities and Custodial Management
 Susan Clarke, Administrative Assistant (Finance/Recorder)

Regrets: Goronwy Price, Board Chair
 Winston Carter, Committee Member
 Keith Culleton, Committee Member

2. Approval of Agenda

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

3. Approval of Minutes – January 23, 2018

It was moved by Corey Parsons, seconded by Peter Whittle that the minutes of January 23, 2018 be adopted as presented. *Carried.*

4. New Business – Motion

4.1 Quarterly Budget/Financial Update period ending December 31, 2017

The Quarterly Budget for the period ending December 31, 2017 was tabled by Terry Hall, Assistant Director of Education – Finance and Business Administration/Student Transportation.

Budget Highlights

Total Revenues

| | |
|--|------------------|
| Revised Budget (total) | \$ 771.0 Million |
| Revised Budget (net of block funding from DEECD) | \$ 88.7 Million |
| Revenue earned to September 30, 2017 (net) | \$ 45.3 Million |

Total Expenses

| | |
|---|------------------|
| Revised Budget (total) | \$ 771.0 Million |
| Revised Budget (net of items block funded by DEECD) | \$ 88.7 Million |
| Incurred/encumbered to September 30, 2017 (net) | \$ 41.1 Million |
| % Budget remaining (net) | 53% |

Expenses are expected to remain within budget for the 2017'18 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

Budget Adjustments

The revised budget reflects the recently approved 2017'18 Board Owned Pupil Transportation budget. There is a 1.85% reduction over the prior year budget (total reduction of \$385,000). The largest decrease was in fuel to reflect the prior year actual expenses.

The schedules summarize the operating results compared to the revised budget for the period ending December 31, 2017.

Motion:

Moved by Peter Whittle, 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 December 31, 2017. Carried.

4.2 Harriot Curtis (SABRI)

The District has received a request from St. Anthony Basic Resources Inc. (SABRI) to transfer ownership of Harriot Curtis Property in St. Anthony for \$1 to facilitate the construction of affordable housing. There is no denominational interest in the property.

The property is comprised of three parcels representing the original Crown Grants:

1. Crown Grant No. 12488 dated January 24, 1911 to Israel Burt and George Toms (Section 1);
2. Crown Grant No. 12604 dated September 28, 1911 to Wilfred T. Grenfell (Section 2);

3. Crown Grant No. 14671 dated August 24, 1917 to the Newfoundland Conference of the Methodist Church (Section 3).

Motion:

Moved by Wayne Lee, seconded by Ray Bennett that the Finance and Operations Committee recommend to the Board, approval to transfer ownership of Harriot Curtis Academy property to SABRI for the amount of \$1, as requested. *Carried.*

4.3 Whitbourne Ball Field

The Newfoundland and Labrador English School District received a request from the Town of Whitbourne expressing interest in acquiring ownership of the ball field located behind Whitbourne Elementary School. This ball field is part of the Whitbourne Elementary School Property.

There has been a partnership between the school and the Town on usage of the ball field for a number of years (1970's). The Town states that it has invested significantly in the field over the years.

The Town of Whitbourne would like to install lights and washroom facilities on the field. However, given the school was slated for potential closure they are hesitant to further invest significant funds in the field.

The District has worked with Towns in partnership for many sports fields on school properties throughout the province. It should be noted that this is the school's only green space.

Motion:

Moved by Ray Bennett, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board to:

1. Deny the transfer of ownership to the Town of Whitbourne with the provision that The Board will commit to reconsider the Town's request of ownership should Whitbourne Elementary close and the land no longer be required for education purposes.
2. Approve the proposed upgrades if the Town of Whitbourne wishes to proceed. *Carried.*

4.4 St. Theresa's School in Port Aux Choix

St. Theresa's School was closed in June 2010 and was offered for sale by Public Tender on two separate occasions without any response.

The school has been listed with a Realtor for sale since June 2015.

The land is in the name of Corner Brook Episcopal Lands Corporation (previously Roman Catholic Episcopal Corporation of St. George's).

Since the school building and church are next to each other, the church has a restrictive use clause that is to be part of any sale agreement. Recently, there has been interest in acquiring the property.

The area is zoned "Community and Public Use" by the Town of Port Aux Choix.

The District would like to get this property disposed of and to help facilitate a quicker sale, the church has agreed to handle the sale subject to a Quit Claim from the District for the building.

Proceeds from the sale will be divided after legal and other fees associated with the sale have been deducted. Sale price expected to be much less than \$100,000.

Motion:

Moved by Corey Parsons, seconded by Peter Whittle that the Finance and Operations Committee recommend to the Board, approval for the District to proceed with providing the Corner Brook Episcopal Lands Corporation of St. George's with a Quit Claim so the corporation lawyer can conclude the sale. Quit Claim and sale to happen concurrently. *Carried.*

4.5 2017-2018 Repairs and Maintenance Submission to Transportation and Works

This item was tabled by Jim Sinnott, Director of Facilities and Custodial Management.

Each year the District makes a submission to the Government of Newfoundland and Labrador regarding requests for repairs and maintenance project funding. In turn, the Department of Transportation and Works 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 TW typically funds some projects off the latter lists each year (e.g. some parking lots).

To allow central evaluation of provincial submission, the list is broken down with “ranks”. 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.

The cost estimates noted on this sheet are generally order of magnitude estimates based on previous experience of managers in the region. As projects evolve through detailed evaluations, tender development and ultimately tender release, the market ultimately decides on the cost of the work via contractor submissions.

Motion:

Moved by Wayne Lee, seconded by Peter Whittle 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.*

5. **Date of Next Meeting**
The next meeting will be held at the call of the Chair.

6. **Adjournment**
Motion to adjourn by Peter Whittle at 12:47pm. *Carried.*