

EXECUTIVE COMMITTEE MEETING

Friday, September 21, 2018 – 2:00 PM

1. OPENING

An Executive Committee meeting of the Newfoundland & Labrador English School Board was held on Friday, September 21, 2018 at 2:00PM. The Chair welcomed everyone to the meeting and thanked them for joining.

Members present: Goronwy Price, Chair
Wayne Lee, Vice Chair
Lester Simmons
Winston Carter
Pamela Gill
John Smith

Regrets:

Also in Attendance: Anthony Stack, CEO/Director of Education
Terry Hall, Assistant Director of Education (Finance & Administration)
Elaine Cross, Executive Assistant

2. ADOPTION OF AGENDA-

Motion: The Executive Committee agreed to adopt the agenda with the addition of item 5.4 AGM Date, 5.5 Trustee Resignation, and 5.6. Nepotism Allegations. (John Smith / Wayne Lee) Carried

3. CONSIDERATION OF MINUTES

3.1 MINUTES November 24, 2017 (Winston Carter / Lester Simmons) Carried

4. BUSINESS ARISING

4.1 No business arising

5. NEW BUSINESS

5.1 Auditor General Report

The Chair referred to the recent skype meeting where the response to the AG report was discussed. Trustees were asked to email their input directly to the Chair and CEO. To date, there have been two or three responses.

Mr. Stack referred to the AG recommendations on page 56 of the report. Senior Management is working on our response, breaking each recommendation down to what we have already done, what we will be doing, and what we cannot do without additional resources. It was also noted that there will be some areas where it may not be possible to follow all procedures, i.e. we cannot always obtain three quotes in some remote geographical areas of the province.

There was some discussion regarding our response and that there is some expectation that we report to the public. Trustee Lee indicated that it is imperative that we have a written report in response to the recommendations. It was suggested that it be maintained on our website for anyone who would be interested. The report must focus on the recommendations only so as not to interfere with any ongoing police investigation.

In recent leadership meetings, Administrators were reminded of the importance of itemizing purchases for schools and the need to track these items, especially electronic devices.

There were some calls for a Special Board Meeting to discuss the AG report, however the numbers did not meet the majority requirement as outlined in the By-Laws. It was decided that we have a working session of the board to review and accept the report. As well, due to the ongoing police investigation, it is preferable that it be a working session and not an open meeting.

The Chair recommended that the working session take place on October 20, 2018 in Gander. At that time, the board will review our draft response and action plan to the AG report.

5.2 Finance: 2018-19 Budget Approval

Mr. Terry Hall provided the schedules summarizing the operating budget for The Newfoundland and Labrador English School District (NLESD) for the period July 1, 2018 to June 30, 2019. This is being brought before the Executive Committee as it needs to be approved prior to the next board meeting scheduled for November 3, 2018.

This budget does not reflect capital funding, special incentive or special project funding from the Department of Education and Early Childhood Development (DEECD) or Nunatsiavut government funding nor does it reflect schools' controlled funds, or the operations of the Newfoundland and Labrador Education Foundation.

The *Schools Act, 1997* requires school districts to balance its budget each fiscal year. The proposed budget for the 12 month period ending June 30, 2019 is balanced. The budget as presented reflects the most current operating grant from DEECD for this period. Any salary adjustments required as a result of future contract negotiations

have not been taken into consideration. The budget for board owned pupil transportation is based on the 2017-18 approved budget and will be adjusted when the 2018-19 budget is approved by the DEECD.

Motion:

That the Executive Committee approve on behalf of the Board, the Newfoundland and Labrador English School District's balanced operating budget for the 12 month period July 1, 2018 to June 30, 2019. (Wayne Lee / Winston Carter)

5.3 Finance: Fiscal Financing Agreement – Nunatsiavut Government March 31, 2018

Mr. Terry Hall presented the audit of the Fiscal Financing Agreement – Nunatsiavut Government Funding for the year ending March 31, 2018. This is being brought before the Executive Committee as it needs to be approved prior to the next board meeting scheduled for November 3, 2018.

The financial statements for the Nunatsiavut Government Fiscal Funding Agreement are prepared based on revenue and expense financial information recorded by the Newfoundland and Labrador English School District related to this agreement for the year ended March 31, 2018. The format and presentation of the financial statements is per the requirement of the Nunatsiavut Government to show expenditures by community and line object.

Consolidation – the financial statements are prepared on a non-consolidated basis and only include the ancillary funding provided by the Nunatsiavut Government through the Fiscal Financing Agreement to the District to enhance student programming in the five (5) Nunatsiavut coastal communities.

Surplus/(deficit) – The Fiscal Financing Agreement operates on a balanced basis. Any unexpended funds are treated as deferred revenue and brought into income in the next year and form part of the revenue source for that year. Any accounts receivable are treated as revenue in the year incurred and received in the following year as part of the grant payments.

Motion:

That the Executive Committee approve on behalf of the Board, the Auditor's Report and the accompanying Audited Financial Statements of the Fiscal Financing Agreement (Nunatsiavut) for the year ended March 31, 2018. (Pamela Gill / Winston Carter)

5.4 AGM Date

A scheduling issue has arisen with the November 3, 2018 Board meeting date. There was discussion regarding an alternate date, keeping in mind the AGM needs to be held prior to November 30th and the next board meeting needs to be prior to November 11th. November 17th has been proposed but is only possible if we have a Board Meeting on October 20th after the working session.

5.5 Trustee Resignation

The Chair informed the Executive that Trustee Corey Parsons submitted his resignation from the board effective September 19th. This is the result of him taking a new job and relocating his family to a different zone within the province. The Minister has been notified and asked to declare the seat vacant and appoint a replacement.

5.6 Nepotism Allegations

At the last board meeting the issue of nepotism was alleged in NLESD hiring. All trustees were reminded that all complaints must be submitted in writing and any such activity would be thoroughly investigated.

It was suggested that a social event for the board would be beneficial to bring the group together outside of normal board matters. This may be planned for the evening of October 19th prior to the working session on Saturday.

6. ADJOURNMENT TO CLOSED

There being no further business the meeting adjourned at 3: 25 by a motion from Wayne Lee.