



**FINANCE & OPERATIONS COMMITTEE MEETING**  
**Thursday, August 2, 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 12:26p.m. on Thursday, August 2, 2018.

Members Present:      Thomas Kendell, Chair  
                                 Winston Carter, Committee Member  
                                 Wayne Lee, Committee Member  
                                 Corey Parsons, Committee Member  
                                 Keith Culleton, Committee Member

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

Regrets:                    Goronwy Price, Board Chair  
                                 Ray Bennett, Committee Member  
                                 Peter Whittle, Committee Member  
                                 Lucy Warren, Associate Director of Education – Programs and  
                                 Operations

**2. Approval of Agenda**

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

**3. Approval of Minutes – June 8, 2018**

It was moved by Wayne Lee, seconded by Keith Culleton that the minutes of June 8, 2018 be adopted as presented. *Carried.*

**4. New Business – Motion**

**4.1 School Fundraising Policy (Referred back from last Board Meeting)**

Item referred back from Board to Finance and Operations Committee for review.

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.

Trustee, Keith Culleton addressed concerns and requested to have item #17 ***“Fundraising or seeking donations for jerseys or uniforms in return for advertising on the jerseys/uniforms or on school property is prohibited”*** amended to reflect that this not be prohibited but left to the discretion of School Councils and/or School Administrators. General discussion among trustees/committee members indicated that they were in agreement with amending this item and it was felt that the donations garnered by allowing companies to advertise on jerseys/uniforms are beneficial to schools, especially school sport teams. It was also noted that prior to the merger some Boards had allowed this particular means of securing donations for school sports while others did not permit such methods of fundraising.

Concerns regarding the appropriateness of this particular fundraising method were raised by ADE – Finance and Business Administration/Student Transportation, Terry Hall and Director of Education/CEO, Tony Stack. Public perception, conflict of interest and potential need to make available to all were among the main concerns as well as the fact that there would have to be limitations to which companies would be acceptable to have advertising on a school jersey/uniform and school property (examples of unacceptable companies would be Wendy’s, KFC or any fast food restaurants, any business or company affiliated with alcohol, potential vendors who would be bidding on contracts with the District, etc.). After discussion, the committee members decided to proceed as follows:

**Motion to Amend Item #17:**

**Moved by Keith Culleton, seconded by Winston Carter to amend the School Fundraising Policy so that item #17 reads “Fundraising or seeking donations for jerseys or uniforms in return for advertising on the jerseys/uniforms or on school property is left to the discretion of School Council and/or School Administration on a case by case basis.” Carried.**

**Motion #1:**

**Moved by Wayne Lee, seconded by Keith Culleton that the Finance and Operations Committee recommend to the Board, approval of the School Fundraising policy as amended. *Carried.***

**4.2 Eastlink Easement, Swift Current**

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

Eastlink is a telecommunications provider, including being the provider to many NLESD schools, that is expanding their physical network in the province. To this end they require a telecommunications cabinet in the Swift Current area. Eastlink requested permission to place such a cabinet on the perimeter of the Swift Current site, at no cost to NLESD and no impact to the school. Power would come to the cabinet via an existing NF Power easement. District staff have no objection to allowing Eastlink to locate said cabinet on our site.

**Motion #2:**

**Moved by Wayne Lee, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval of an easement on the Swift Current Academy site for use by Eastlink, provided it is at no cost to the District and does not adversely impact the school. *Carried.***

**New Business Information Only**

**4.3 Health Canada Radon Testing**

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

Health Canada was in contact with the Government of Newfoundland and Labrador in 2017 about radon testing, yielding the *St. Lawrence Radon Project*. This involved Health Canada testing residential and institutional structures – including St. Lawrence Academy (SLA). Based on the high radon results at SLA, NLESD implemented procedures to lower the levels immediately, and are adding a radon-reducing system to the school this summer. At the follow-up meeting about St. Lawrence results, District facilities staff agreed in principal to test the Newfoundland and Labrador schools for radon using Health Canada's support.

Health Canada hopes to collaborate with the District on this project during the fall of 2018, testing at least 50 public schools in the Avalon Region. In the next fiscal year, Health Canada tentatively supports testing the remainder of the Province's schools. As indicated by the table below, NL currently has the lowest percentage of schools test, thus this is very worthwhile project. Should levels be elevated in any more schools, NLESD will need seek financial support from the Government of Newfoundland and Labrador to mitigate. For this reason, the Department of Transportation and Works are also closely involved with this project.

**Item for Information Purposes only.**

5.       **Date of Next Meeting**  
The next meeting will be held at the call of the Chair.
  
6.       **Adjournment**  
Motion to adjourn by Wayne Lee at 1:10pm. *Carried.*