



FINANCE & OPERATIONS COMMITTEE MEETING

December 3, 2018 – 1p.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 1:05p.m. on Monday, December 3, 2018.

Members Present: Peter Whittle, Chair
Thomas Kendell, Committee Member
Winston Carter, Committee member
John George, Committee Member
Hilary Primmer, Committee Member
Ray Bennett, Committee Member
Jennifer Aspell, 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
Bernadette Cole-Gendron, District Solicitor
Susan Clarke, Administrative Assistant (Finance/Recorder)

Regrets: Goronwy Price, Board Chair
Ed Walsh, Associate Director of Education (Programs/Operations) (Acting), ADE of Human Resources
Wayne Lee, Committee Member
Keith Culleton, Committee Member

*Agenda amended to add the topic of High School Graduations. Was further amended to add discussions on busing, 1.6km rule.

2. Approval of Agenda

It was moved by Jennifer Aspell, seconded by Ray Bennett that the agenda be adopted as amended. *Carried.*

3. Approval of Minutes – October 16, 2018

It was moved by Winston Carter, seconded by Tom Kendell that the minutes of October 16, 2018 be adopted as presented. *Carried.*

4. New Business (Motion)

4.1 Quarterly Budget update for period ending September 30, 2018

This item was tabled by Terry Hall, ADE (Finance and Business Administration/Student Transportation).

Budget Highlights

Total Budget

Original Budget (total)	\$792.71 Million
Revised Budget (total)	793.48 Million
Budget increase	0.77 Million

Net of block funding from DEECD

Revised Budget	86.94 Million
Revenue earned to September 30, 2018 (net)	24.47 Million
Incurred/encumbered to September 30, 2018 (net)	18.41 Million
% Budget remaining (net)	79%

Expenses are expected to remain within budget for the 2018-19 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

Budget Adjustments

The total budget has been increased by \$770,000 to reflect funding for license fees which have been transferred from the Department of Education and Early Childhood Development to the District. This includes the license for Microsoft Enrollment for Educational Solutions (EES).

Motion:

Moved by Tom Kendell, seconded by Jennifer Aspell that the Finance and Operations Committee recommend to the Board, approval of the revised Quarterly Budget Status Update for the period ending September 30, 2018. Carried.

4.2 Busing – 1.6km rule

As a branch off from discussions generated by the Quarterly Budget update, this item was added and discussed in-depth by the committee. Questions posed surrounding costs if stops were implemented at the 1.0km distance for entire

District along with variations on implementation (1.0km for K-3 or K-6 only). It was noted that to implement either scenario would require substantial funds.

Was suggested that the Board needs to make their voice stronger to convey their concerns regarding this issue with Government in the hopes that changes are made to the 1.6km rule.

Input from District staff regarding financial obligations to add stops at the 1.0km distance was requested.

Discussion item only.

4.3 Conflict of Interest and Community Use of Schools Policies (Discussion)

This item was referred back by the Board to Finance and Operations Committee for a third time to review. Particular focus is on use of school gymnasiums and gym equipment by NLESD employees (teachers, etc.)

The fact that there is a risk and conflict to allowing this as a perk to certain staff members was noted once again.

Discussion on if a policy on Health and Wellness for staff might be possible to correspond with the Mental Health support provided to staff. Noted that sports teams have to have a teacher sponsor and these teacher's travel with teams on their own merit with expenses being paid for on their own. Felt that it is only fair that they be rewarded for going above and beyond by allowing use of fitness facilities. Specific sections of the Conflict of Interest and Community Use of Schools policies were highlighted as being questionable in their wording.

The fact that only some schools have the facilities in question to be used by staff leaves an unfairness to those in schools where the facilities are not available. This leads to staff from outside schools requesting permission to use other school's facilities and have access to the schools. A problem arises in granting one group of staff special permission to use District facilities and equipment for personal use when others are denied (example, facilities staff).

Chair Whittle suggested that we need to make this a single Agenda item to review in-depth so that a possible solution can be brought forward to the full Board for consideration. He asked that committee members take some time to come up with ideas that might be of assistance. Next meeting to be held the second week of January 2019. Committee agreed that this was the best way forward for this item.

Discussion item only.

4.4 High School Graduations

Clarification was requested on changes being made for the graduation ceremonies. Bigger schools still intend to have the graduations. Question on whether they will still have to go to tender for services required. Suggested that further direction may need to be provided to schools as some are uncertain on process.

School Financial Accounting team have been addressing this issue and will be issuing a new School Financial Handbook including procurement, amount of money, quotes and tenders as relates to graduations in schools.

Further discussion to be held at a later date.

Discussion item only.

5. Date of Next Meeting

The next meeting will be held the second week of January 2019 (exact date to be determined).

6. Adjournment

Motion to adjourn by Ray Bennett at 2:10pm. *Carried.*