



**FINANCE & OPERATIONS COMMITTEE MEETING**  
**May 28, 2019 – 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 12:03pm on Tuesday, May 28, 2019.

Members Present: Peter Whittle, Chair  
John George, Committee Member  
Wayne Lee, Committee Member  
Ray Bennett, Committee Member  
Jennifer Aspell, Committee Member  
Winston Carter, Committee Member  
Keith Culleton, Committee Member

NLESD Staff Present: Tony Stack, CEO/Director of Education  
Terry Hall, CFO/ADE – Corporate Services  
Jim Sinnott, Director of Facilities and Custodial Management  
Susan Clarke, Administrative Assistant (Finance/Recorder)

Regrets: Goronwy Price, Board Chair  
Thomas Kendell, Committee Member

**2. Approval of Agenda**

It was moved by John George, seconded by Ray Bennett that the agenda be adopted as presented. *Carried.*

**3. Approval of Minutes – April 3, 2019**

It was moved by John George, seconded by Ray Bennett that the minutes of April 3, 2019 be adopted as presented. *Carried.*

**4. New Business (Motion)**

**4.1 Revised Community Use of School Policy**

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

The Community Use of Schools Policy outlines the terms and conditions under which the Newfoundland and Labrador English School District facilities may be utilized by the community for other educational, cultural, recreational and appropriate commercial activities.

The draft contains revisions that were required in order to better reflect the District's stance on Community Use of Schools.

The intent is for this revised policy to be recommended to the Board for adoption.

**Motion:**

**Moved by John George, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval of the revised Community Use of Schools Draft Policy as tabled at the May 28, 2019 meeting of the Finance and Operations Committee. *Carried.***

**4.2 Revised Employee Travel Policy**

Tabled by Terry Hall, CFO/ADE – Corporate Services.

The Travel – District Employees Policy outlines the terms and conditions under which the Newfoundland and Labrador English School District reimburses its employees for expenses incurred for travel to conduct NLESD business or attend professional development sessions.

The draft contains revisions that are suggested in order to clarify employee entitlements to meal per diems and also to remove directives relating to travel in board owned vehicles which is being presented in a separate policy – Vehicle Usage.

The intent is for this revised policy to be recommended to the Board for adoption.

**Motion:**

**Moved by Wayne Lee, seconded by Jennifer Aspell that the Finance and Operations Committee recommend to the Board, approval of the revised Travel – District Employee Draft Policy as tabled at the May 28, 2019 meeting**

**of the Finance and Operations Committee. *Carried.***

**4.3 Vehicle Usage Policy**

Tabled by Terry Hall, CFO/ADE – Corporate Services.

The District has well over 400 District owned/leased vehicles; this includes school buses, passenger cars, light trucks and snowmobiles. It is important that clear expectations be established for their use.

On May 2, 2018 an internal audit was completed titled “Log Books and Fuel Cards Processes”. As part of this audit, it was recommended for the District to establish a vehicle policy to outline acceptable use of District vehicles among other purposes.

The District agrees with this recommendation and feels this policy will clearly establish what type of usage is acceptable and establish stakeholder expectations with respect to District vehicle usage.

**Motion:**

**Moved by John George, seconded by Ray Bennett that the Finance and Operations Committee recommend to the Board, approval of the Vehicle Usage Policy as tabled at the May 28, 2019 meeting of the Finance and Operations Committee. *Carried.***

**4.4 Vehicle Idling Policy**

Tabled by Terry Hall, CFO/ADE – Corporate Services.

The District recognizes the importance of ensuring the health, safety and welfare of its workers, students and others at or near the workplace. The District also recognizes the importance of providing guidance and direction on the use of District vehicles and idling.

The District finds it appropriate to establish a policy in line with the District’s mission that establishes the District’s stance on vehicle idling and provides stakeholder expectations in an effort to minimize idling.

This policy applies to all vehicles while on District property including but not limited to the following vehicles; parent, employee, student, vendor, contractor, private, commercial. It also applies to all District fleet, regardless of location.

**Motion:**

**Moved by Winston Carter, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval of the Vehicle Idling**

**Policy as tabled at the May 28, 2019 meeting of the Finance and Operations Committee. *Carried.***

**4.5 Quarterly Budget Status Update – period ending March 31, 2019**

Tabled by Terry Hall, CFO/ADE – Corporate Services.

**Total Budget**

Original Budget (total)	\$792.71 Million
Revised Budget (total)	793.11 Million
Budget increase	0.40 Million

**Net of block funding from DEECD**

Revised Budget	87.02 Million
Revenue earned to March 31, 2019 (net)	65.41 Million
Expenses incurred/encumbered to March 31, 2019 (net)	62.37 Million
% Budget remaining (net)	28%

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 a total of \$405,300 since July 1, 2018. In this quarter (January 1, 2019 to March 31, 2019), the total budget increase is \$265,000 as summarized below:

<b>Division</b>	<b>Increase (Decrease)</b>	<b>Notes</b>
Information Technology	\$ 200,000	Additional interest revenue of \$200,000 was allocated to assist with Information Technology initiatives.
Instructional	\$ 65,000	Funding for travel for additional programs specialists relating to the Premiers Task Force.
<b>Total</b>	<b>\$ 265,000</b>	

The schedules summarize the operating results compared to the revised budget for the period ending March 31, 2019.

**Motion:**

**Moved by Jennifer Aspell, seconded by John George that the Finance and Operations Committee recommend to the Board, approval of the Quarterly Budget Status Update for the period ending March 31, 2019. *Carried.***

A suggestion was made that it would be an ideal time to prepare information and

present it to Government Officials/Political Parties for consideration prior to this year's budget being finalized. This would give the Board an opportunity to bring forward items that are imperative to the successful operation of the District which have not been previously approved. As the budget will be debated, it was felt that a detailed report outlining critical budget request items such as IT, School Administrators, Guidance Counsellors and the District's requirements for a school financial system suited to its operations which was a recommendation of the Auditor General's report would be in the best interest of the District.

It was agreed that this item should be brought forward to the larger Board to discuss at the next Board meeting scheduled for June 8, 2019.

#### **4.6 Town of Port Aux Basques – Land Request**

Tabled by Terry Hall, CFO/ADE – Corporate Services.

The Newfoundland and Labrador English School District received a request from the Town of Port Aux Basques to transfer a portion of St. James Elementary School located on Hardy Road in the Town of Port Aux Basques. The land requested is approximately .29 hectares.

The parcel of land is part of St. James Elementary School property which was purchased from the Town of Port Aux Basques by a former School District.

As per the Facilities Division, the parcel of land in question is of no use to the District and there is no perceived infringement should future expansion be required for school use.

The parcel of land requested is separated from the area where the school is constructed by a natural stream and valley. The request is for the portion of land from the stream to the boundary of Valley Pharmacy property.

#### **Motion:**

**Moved by Wayne Lee, seconded by Jennifer Aspell that the Finance and Operations Committee recommend to the Board, approval to grant the request from the Town of Port Aux Basques for the transfer of land in principal subject to a survey, appraisal and pending Ministerial approval. *Carried.***

#### **4.7 Posting of Trustee Expenses (added item)**

This item was added by Keith Culleton as a discussion item while meeting was in session. As it is the practice with politicians to post itemized expenses publicly, it was suggested that it may be an idea for Trustee's expenses to be posted following the same suit in order to provide total transparency to the public. Requested that this be brought forward to the larger Board for further discussion and consideration at the June

8, 2019 Board meeting.

**5. Date of Next Meeting**

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

**6. Adjournment**

Motion to adjourn by Jennifer Aspell at 1:07 pm. *Carried.*