



FINANCE & OPERATIONS COMMITTEE MEETING
April 3, 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 12:00pm on Wednesday, April 3, 2019.

Members Present: Peter Whittle, Chair
Hilary Primmer, Committee Member
John George, Committee Member
Wayne Lee, Committee Member
Ray Bennett, Committee Member
Jennifer Aspell, Committee Member

NLESD Staff Present: 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
Tony Stack, Director of Education/CEO
Ed Walsh, Associate Director of Education (Programs/Operations) (Acting), ADE of Human Resources
Thomas Kendell, Committee Member
Winston Carter, Committee Member
Keith Culleton, Committee Member

2. Approval of Agenda

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

3. Approval of Minutes – January 17, 2019

It was moved by John George, seconded by Jennifer Aspell that the minutes of January 17, 2019 be adopted as presented. *Carried.*

4. New Business (Motion)

4.1 Request from Burnt Island Fire Department

The Newfoundland and Labrador School District received a request from the Town of Burnt Island's Fire Department for a parcel of land on which they plan to place a railway car for training purposes.

The Town has funding to purchase a fire training smoke house as per Fire Chief Corwin Thorne. The Fire Department has requested that NLESD allow them to place the smoke house on a piece of property owned by NLESD.

The building will be used to help the Fire Department training procedures which is part of the Province's Fire Emergency Services new program called Operation 2020. This facility will help in basic training and enable firefighters to become certified under Fire Emergency Services.

The 40 by 30 building will be secure when not in use and will be left mobile should the District decide to use the land.

Facilities manager confirmed with the school principal that the space requested is not used by the school.

This is a former softball field that is not being used and is now grown over, it is located some distance from the school. Entrance to field is approximately 73 meters from the school and the smoke house is approximately 112 meters from the school.

Motion:

Moved by Peter Whittle, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval to grant the request from the Town of Burnt Island's Fire Department, with the stipulation that the Town must commit to removing the structure if requested by the District within 60 days and provide the District with Certificate of Insurance indemnifying the District against liability claims. *Carried.*

4.2 Approval – Photocopier Purchase/Lease

A request to the Board for approval of up to \$750,000 for the purchase of 110 Photocopiers (Multi-function Devices) for various school throughout the District. All copiers being replaced have been in the schools for over five years and need to be replaced.

Xerox has been awarded Government's Print Services Contract for all NL

Government entities. A list of schools and expiry dates is attached.

Financing is to be arranged through Royal Bank.

Motion:

Moved by Peter Whittle, seconded by Ray Bennett that the Finance and Operations Committee recommend to the Board, approval to:

- **purchase up to \$750,000 (inclusive of net HST) worth of replacement copy/print/duplication technology from Xerox under the provincial RFP, and**
- **arrange the necessary lease financing with a five year amortization term, with such lease financing subject to Ministerial approval. *Carried.***

4.3 Quarterly Budget Status Update – December 31, 2018

Tabled by Terry Hall, ADE – Finance and Business Administration/Student Transportation.

Total Budget

Original Budget (total)	\$792.71 Million
Revised Budget (total)	792.85 Million
Budget increase	0.14 Million

Net of block funding from DEECD

Revised Budget	86.76 Million
Revenue earned to December 31, 2018 (net)	55.32 Million
Expenses Incurred/encumbered to December 31, 2018 (net)	41.50 Million
% Budget remaining (net)	52%

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 \$140,300. The summary of these changes are below:

Division	Increase (Decrease)	Notes
Information Technology	\$ 770,000	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)
Pupil Transportation	(\$ 629,700)	Reduction in funding for Board Owned transportation services due to savings resulting from route efficiencies and a reduction in debt principal payments in the current year.
Total	\$ 140,300	

The attached schedules summarize the operating results compared to the revised budget for the period ending December 31, 2018.

Motion:

Moved by Peter Whittle, seconded by John George that the Finance and Operations Committee recommend to the Board, approval of the revised Quarterly Budget Status Update for the period ending December 31, 2018. Carried.

New Business (Information)

4.4 2017/2018 Trustee Expenses to be posted online

The District discloses information to the public on its website relating to total Trustee Expenses by school year by Trustee. The following will be posted for the 2017-2018 school year.

TRUSTEE EXPENSES 2017-2018

TRUSTEE	TOTAL
Aspell, Jennifer	1,242.40
Bennett, Raymond	10,775.15
Blake, Hayward	4,356.33
Burden, Scott	5,253.19
Carter, Winston	7,624.10
Cluney, Bruce	1,202.17
Culleton, Keith	1,616.64
George, John	12,503.46
Gill, Pam	3,438.37
Kendell, Thomas	5,218.65
Lee, Wayne	28,549.98
Parsons, Corey	4,519.68
Price, Goronwy	19,120.50
Primmer, Hilary	3,456.94

TRUSTEE	TOTAL
Ryan, Kevin	2,318.52
Simmons, Lester	20,971.21
Whittle, Peter	<u>279.00</u>
TOTALS	<u>132,446.29</u>

The amount reported for Trustee Wayne Lee includes approximately \$11,000 relating to expenses of prior years' which were not submitted until 2017-18 school year.

The Trustee for Zone 5 changed during the 2017-2018 year, amounts above for Trustee Bruce Cluney and Trustee Pam Gill are for the respective periods in which they were each the Trustee for Zone 5.

Requested that further explanation regarding amounts as relates to certain Trustees be posted. This would include the fact that some Trustees are members of other Committees that require travel outside of specific Board meetings, school reviews, attendance of meetings, etc.

Chair Expenses

As per the by-laws, the expenses of the Chair of the Board are to be reviewed by the Finance and Operations Committee on a regular basis. In keeping with this, Chair Whittle reviewed information provided by the Finance Division of NLESD and noted to the Committee that there were no issues or concerns based on information contained within the report on Chair Price's expenses.

There was a small discussion on hotel rates and whether or not all Trustees should be attempting to stay at lower priced hotels, however with the small difference in rates it was not felt that it was an issue that needs to be enforced.

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 John George at 12:36pm. *Carried.*