



**FINANCE & OPERATIONS COMMITTEE MEETING**  
**September 16, 2020 – 11am**  
**Newfoundland and Labrador English School District**  
**(Via Zoom)**

**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 11:00am on Wednesday, September 16, 2020.

Members Present: Steve Tessier, Chair  
Goronwy Price, Board Chair  
Thomas Kendell, Committee Member  
Winston Carter, Committee Member  
John George, Committee Member  
Jennifer Aspell, Committee Member  
Wayne Lee, Committee Member

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

Absent: Peter Whittle, Committee Member

**2. Approval of Agenda**

It was moved by Tom Kendell, seconded by Winston Carter that the agenda be adopted as presented. *Carried.*

**3. Approval of Minutes – June 3, 2020**

It was moved by Winston Carter, seconded by Jennifer Aspell that the minutes of June 3, 2020 be adopted as presented. *Carried.*

#### **4. New Business (Motion)**

##### **4.1 NG Financials – Period ended March 31, 2020**

Tabled by Terry Hall, Chief Financial Officer/ADE – Corporate Services and Amanda Broderick, Manager of Finance & Administration.

The audit of the Fiscal Financial Agreement – Nunatsiavut Government Funding for the year ended March 31, 2020 has been completed.

1. 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, 2020. The format and presentation of the financial statements is per the requirement of the Nunatsiavut Government to show expenditures by community and line object.
2. 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.
3. 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.

Amanda Broderick noted that there is a new Director of Education working with the Nunatsiavut Government. It is hoped that this position will allow for better communication and corroboration between the NG and District.

Amanda will be participating in meetings tomorrow and will provide details of how things proceed.

Suggestion from Chair Tessier to extend an invitation to Nunatsiavut Government representatives to attend the next Finance and Operations Committee meeting.

##### **Motion #1:**

**Moved by Goronwy Price, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval of the Auditor's**

**Report and accompanying Audited Financial Statements of the Fiscal Financing Agreement (Nunatsiavut) for the year ended March 31, 2020. Carried.**

**4.2 Quarterly Budget Update – period ended March 31, 2020**

Tabled by Terry Hall, Chief Financial Officer/ADE – Corporate Services.

**Total Budget**

Original Budget (total)	\$781.96 Million
Revised Budget (total)	782.24 Million
Budget Increase	0.28 Million

**Net of block funding from DEECD**

Revised Budget	86.62 Million
Revenue earned to March 31, 2020 (net)	64.81 Million
Incurred /encumbered to March 31, 2020 (net)	61.09 Million
% Budget remaining (net)	29%

Expenses are expected to remain within budget for the 2019-2020 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 \$285,300 as described in the September quarterly update.

Transfers between Divisions have occurred since the December report. These transfers relate to the purchase of technology equipment required for staff and students relating to COVID-19 that was funded through savings in instructional budgets due to the early closure of schools. The result of these transfers do not have an impact on the budget overall. Divisions may also approve transfers within their Divisions to fund various initiatives.

**Motion#2:**

**Moved by Tom Kendell, 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 ended March 31, 2020. Carried.**

**4.3 Coley’s Point – New School Name**

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

Coley’s Point Primary structure is being replaced with a new building being built

in Bay Roberts, adjacent to Amalgamated Academy. In accordance with District

policy, the school community was engaged in the process of potentially changing the school name. Over a two week period in early June, 2020 the school community was given the opportunity to suggest a name for the new school. The school council then selected the top two choices from the extensive list, and the entire school community was then offered opportunity to vote on their preference. This was completed with a Google Form survey, with almost 2000 responses received. By a vote of 52% to 48%, the preference of the school community was to name the new school Bay Roberts Primary.

**Motion#3:**

**Moved by Jennifer Aspell, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval of the renaming, upon opening of the new school, of Coley's Point Primary to Bay Roberts Primary. *Carried.***

**4.4 Persalvic Elementary School Name Change**

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

The School Council for Persalvic Elementary School accepted suggestions of name change from members of the school community during the Spring of 2019.

In accordance with District Policy and in keeping with names perceived to exemplify the best interests of the school, the following three choices were put forward for consideration.

- Persalvic Intermediate
- Persalvic School
- Persalvic School Complex

During a school council meeting on June 10, 2019 a unanimous decision was made by school council to request a name change to Persalvic School Complex.

In a letter dated June 18, 2019 parents/guardians were informed of the chosen name change and encouraged to contact the school if they had any questions or concerns.

As a result of this process, the school council respectfully recommend Persalvic School Complex as the new name for their school.

**Motion#4:**

**Moved by Goronwy Price, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval of the renaming of Persalvic Elementary School to Persalvic School Complex as requested. Carried.**

**4.5 St. Bernard's Elementary – Name Change**

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

St. Bernard's in Witless Bay was initially St. Bernard's Primary, and changed to St. Bernard's Elementary after an extension was added approximately 15 years ago. With the recent extension to Mobile, and realignment of grades – grades 5 and 6 moving to Mobile – the school is primarily but not exclusively primary. Consequently the school council wishes to rename the site as "St. Bernard's School". The Naming and Renaming of Schools Policy, Directive 4 states:

*"The Board shall determine whether a consultation process is necessary for the renaming of a school, taking into consideration whether a substantial name change is proposed or if the name is being revised to reflect current configurations (e.g. changing the name from primary to elementary)."*

It is the position of staff that while the descriptor "Elementary" is requested to be placed with "School", the school name is materially unchanged, consequently no broad consultation exercise was requested to support this change.

**Motion#5:**

**Moved by Goronwy Price, seconded by Jennifer Aspell that the Finance and Operations Committee recommend to the Board, approval of the renaming of St. Bernard's Elementary to St. Bernard's School. Carried.**

**4.6 Town of Port aux Basques – Land Swap St. James High**

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

The Town of Port aux Basques desires to acquire an adjacent, but unnecessary, parcel of land from the District. The District would in turn gain a 6m buffer strip of land the full length of the property. There are no adverse effects to the District by disposing of this land. Given that the District is uncertain who, if anyone, the Town may be transferring their parcel to, or what will be built there in the future, the 6m buffer is advantageous. The material value of the land

offered and disposed are considered equal, so there is no cash exchange associated with this deal.

**Motion #6:**

**Moved by John George, seconded by Jennifer Aspell that the Finance and Operations Committee recommend to the Board, approval of the disposition of noted land to the Town of Port aux Basques, and acquisition of noted land from the Town of Port aux Basques, subject to Ministerial approval. *Carried.***

**4.7 Request for Parcel of land close to Roncalli Elementary (disposition)**

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

There is an orphaned very small triangle of land at the rear of the school outside the school's fence but congruous with a neighbor's yard. The neighbor requests transfer – at their legal/survey cost to facilitate fencing their yard in a logical manner. The parcel is too small to have any material cash value; it slopes down onto the neighbor's yard so was not incorporated into the school's level play areas. The neighbor currently maintains the parcel as part of their land, and is reluctant to build their fence on existing property line, leaving an inaccessible patch in between fences.

**Motion #7:**

**Moved by Goronwy Price, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval of transfer of land at the legal/survey expense of the recipient adjacent property owner, subject to Ministerial approval. *Carried.***

**4.8 Exploits Valley High – Request to purchase land (acquisition)**

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

The school has traditionally had snow pushed on vacant adjacent land. The adjacent land owner has recently decided to sell this land, which will leave the District with nowhere to push the snow. The individual is willing to subdivide the lot and sell a 50'x400' parcel for this purpose for \$50,000 or alternately a 100' wide for \$100,000. The alternative to purchasing the land is trucking away snow, which will quickly exceed the land purchase cost as well as being slower and more likely to interrupt school operations. Facilities staff are confident the 50' will be sufficient for the purpose of snow clearing. As the province pays all snow clearing expenses of the District, the District will seek Government funding for

this purchase.

**Motion #8:**

**Moved by Tom Kendell, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval to purchase the 50'x400' parcel of land adjacent to Exploits Valley High, subject to Ministerial approval. *Carried.***

**4.9 Gander Collegiate – NL Power Easement Request**

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

A new long term care facility was recently constructed in Gander, the powerline running over the perimeter of Gander Collegiate land. While the normal sequence is to request easement before running the pole line, that was not followed in this case with the request coming after the fact. The easement has no adverse impact for the District, and consequently it is recommended that the board approve the easement.

**Motion #9:**

**Moved by Goronwy Price, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval of an easement for the powerline to the long term care facility, as requested by NL Power. *Carried.***

**4.10 2020/2021 – Budget Status**

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

The draft operating budget for the Newfoundland and Labrador English School District for the period July 1, 2020 to June 30, 2021 does not reflect provincial capital and special grants or Nunatsiavut government funding nor does it reflect schools' controlled funds, the operations of the Newfoundland and Labrador Education Foundation, or the Newfoundland and Labrador International Student Education Inc.

The *Schools Act, 1997* requires school districts to balance its budget each fiscal year. The draft budget for the 12 month period ending June 30, 2021 is balanced.

As the Provincial Government does not yet have an approved budget for the March 2021 fiscal year, NLESD has not received a final approved operating grant

allocation for the year of July 1, 2020 to June 30, 2021. The budget presented is

based on a draft operating grant allocation from the Department of Education and Early Childhood Development (DEECD) for this period, which is subject to change. The draft budget presented also includes known approved additional funding relating to technology purchases, student transportation expenditures and salaries. With the exception of approved additional funding relating to student transportation, the operating budget for board owned pupil transportation is based on the 2019-20 approved budget and will be adjusted when the 2020-21 budget is approved by the DEECD.

A formal budget submission for Board approval will follow as soon as information is available.

**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 Winston Carter at 11:38am. *Carried.*