

“Education is not the filling of a pail, but the lighting of a fire.”  
- William Butler Yeats



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# Annual Report

## 2009-2010



 **Eastern  
School District**  
Helping Each Student Achieve



*OFFICE OF THE CHAIR*

*Chair: Milton Peach, B.A., B.A.(Ed.)*

*C.E.O./Director of Education: Ford Rice, B.A., B.Ed., M.Ed.*

September 22, 2010

Honourable Darin King, MHA  
Minister of Education  
P. O. Box 8700  
Confederation Building  
St. John's, NL  
A1B 4J6



Dear Minister King:

It is my pleasure to present the Annual Report 2009-10 for the Eastern School Board.

The Eastern School Board is mandated as per Section 75 of the *Schools Act, 1997* to organize and administer primary, elementary and secondary education within the District. This report provides a balanced summary of the efforts and accomplishments of the Eastern School Board in respect to the goals that are articulated in its strategic plan. It reflects the commitment of the entire learning community of the Eastern School District that includes 40,950 students, 3,156 educational staff, 1,120 support staff, parents, District-level personnel, and other community partners that are associated with our 122 schools, including the Janeway Hospital school. As well, it affirms the Board's commitment to children and learning and to building an efficient and effective school district capable of meeting the needs of each learner for whom it has responsibility.

My signature below is on behalf of the entire Eastern School Board and is indicative of our accountability for the actual results reported.

**MILTON PEACH**  
Chair

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# Eastern School District Overview

## **Vision:**

The Eastern School District empowering all students to achieve and succeed.

## **Mission:**

By 2011, the Eastern School District will have enhanced achievement and success for all students within a healthy, active, safe, caring, and socially-just learning environment.

**Strategic Issue 1:** Student achievement and success.

**Goal 1:** By June, 2011, Eastern School District will have supported student achievement and success through high quality learning opportunities.

**Strategic Issue 2:** Healthy and active, safe and caring, and socially-just learning environments.

**Goal 1:** By June, 2011, Eastern School District will have developed a wellness action plan for all staff and students.

**Goal 2:** By June, 2011, the Eastern School District will have enhanced safety, a culture of caring and socially-just learning environments for all throughout the District.

**Strategic Issue 3:** Organizational effectiveness and efficiency.

**Goal 1:** By June, 2011, Eastern School District will have increased effectiveness and efficiency within its jurisdiction.

## **Lines of Business:**

Eastern School Board has the following lines of business:

### **Curriculum and Programs:**

Responsibilities include providing for the full range of curriculum implementation; student assessment and evaluation; student placement, distance learning; supporting the core program with programs designed to improve the teaching and learning process; and teacher professional development. The Board also develops and provides support for school development.

### **Corporate Services and Financial Administration:**

The Board has responsibility for compliance with provincial financial legislation and regulations; acquisition of materials, equipment, and services; school construction in conjunction with the Department of Education; properties and facilities management; transportation management; support staff payroll; collaborating with the Department of Education on teacher payroll; information technology; protection of privacy and access to information requests; and school finance.

### **Student Support Services:**

Responsibilities include the implementation, administration, and monitoring of programs and services to students with special needs. This includes implementation of provincial policy on Individual Student Support Services Plans (ISSP) as well as the Pathways to Graduation Program.

## Trustees by Regions:

Zone 1	Burin Region	Mr. Jack Cumben
Zone 2	Burin Region	Mr. Fred G. Douglas
Zone 3	Vista Region	Mr. Rick Martin
Zone 4	Vista Region	Ms. Anne Marie Furlong
Zone 5	Avalon West Region	Dr. Jim Hearn –Vice Chair
Zone 6	Avalon West Region	Mr. Milton Peach – Chair
Zone 7	Avalon West Region	Mr. Eric A. Snow
Zone 8	Avalon West Region	Mr. Des Linehan, Sr.
Zone 9	Avalon East Region	Mr. Christopher Hammond
Zone 10	Avalon East Region	Mr. Derek Winsor
Zone 11	Avalon East Region	Mr. George Joyce
Zone 12	Avalon East Region	Mr. Darrin Feehan
Zone 13	Avalon East Region	Mr. Ken Best
Zone 14	Avalon East Region	Mr. John McCarthy
Zone 15	Avalon East Region	Mr. George Sheppard



*Front row (left to right): Eric A. Snow; Richard Martin; Ford Rice, CEO/Director of Education; Milton Peach, Chair; Dr. James Hearn, Vice-Chair ; Fred G. Douglas; Des Linehan, Sr.  
Back row: Darrin Feehan, Jack Cumben, Chris Hammond, George Joyce, Anne Marie Furlong, George Sheppard, John McCarthy, Ken Best, and Derek Winsor.*

## Executive:

Mr. Ford Rice	CEO/Director of Education
Mr. Allister Dyke	Assistant Director of Education, Human Resources
Ms. Janet Vivian-Walsh	Assistant Director of Education, Programs
Mr. Larry Blanchard	Assistant Director of Education, Finance and Administration
Dr. Albert Trask	Assistant Director of Education, Rural Education and Corporate Services

## Key District Statistics:

### Physical Location:

Headquarters:	Suite 601, Atlantic Place, 215 Water Street, Box 65-66 St. John's, NL A1C 6C9
Avalon West Region:	Spaniard's Bay, NL A0A 3C0
Burin Region:	Burin, NL A0E 1G0
Vista Region:	Clareville, NL A5A 1P4

### Schools: 122

- Of the 122 schools:
  - 2 (1.7%) had enrolments of less than 50 students.
  - 35 (28.9%) had enrolments between 50-199.
  - 42 (34.7%) had enrolments of 200-399.
  - 42 (34.7%) had enrolments of 400 or more.
- 66 (54.5%) schools located in urban areas, while the remaining 55 (45.5%) schools were located in rural areas.
- The remaining school is operated in the Janeway Hospital.



### Students:

- In 2009-10, there were 40,950 students (19,932 female and 21,018 male) in Eastern School District.
- 6836 (16.7%) students received special education support.
- 29,716 (72.6%) students were enrolled in schools in an urban setting, while the remaining 11,234 (27.4%) students were enrolled in rural schools.
- The average K-9 class size was 19.5 students.
- The total attendance rate was 91.1%.

Grade	Enrolment
K	2838
1	2911
2	2874
3	2971
4	3013
5	3058
6	3004
7	3114
8	3237
9	3267
Level I	3414
Level II	3301
Level III	3435
Level IV	513
Total	40,950

**Other Statistics:**

Employees	4276
Teachers and Administrators	3156
Student Assistants	405
Support Staff	715

**Capital**

Facility Capacity (Square Footage)	5.54 Million square feet
Cost of Capital Assets	\$361 Million

**Board-Owned Busing**

Size of Bus Fleet	61 units
Operational Cost (Busing)	\$3.4 Million

**Contracted Busing**

Number of units	406
Annual	\$17.6 Million

**Special Transportation**

Contracts	180
Annual	\$2.5 Million

**District Budget**

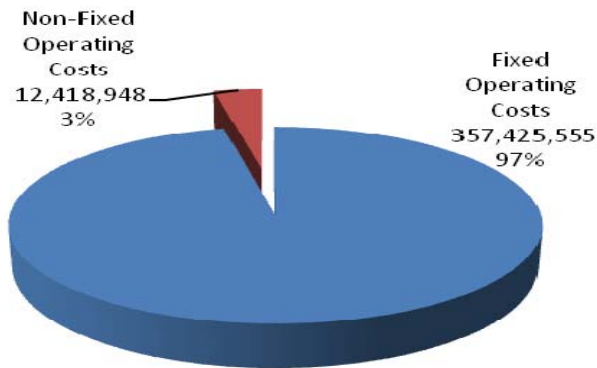
Operating Revenue	\$365 Million
Capital Additions	\$25.9 Million



## Revenue and Expenditures:

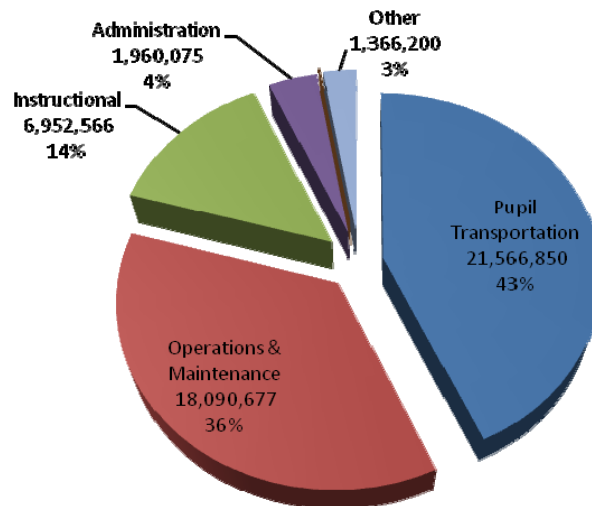
### Fixed versus Non-Fixed Operating Costs (including salaries)

Figure 1 shows how the Board's operating budget is apportioned between those costs that are fixed and those that allow the District to have a limited level of flexibility. The "fixed" costs include such items as salaries and benefits, pupil transportation, snow clearing, fuel, electricity, telecommunications, and municipal taxes. These accounted for 97% of the District's total expenditures for the year. The remaining 3% is spent on such things as professional development, instructional materials, and equipment and building repairs.



### Expenditure by Major Category (excluding salaries)

Figure 2 shows how the expenditures of the Board for the year excluding salaries and benefits, are distributed among the major categories with equivalent percentage cost comparisons. The operations and maintenance costs took 36% of this total; the cost of pupil transportation took an additional 43%; instructional costs received 14%; District administration 4%; and other costs, including capital expenditures, 3%.



## **Shared Commitments:**

Eastern School Board relies on the commitment and cooperation of a number of partners in the delivery of high-quality educational programs to our students. The collaborative work that occurred with these partners also helped the Board work towards achieving the strategic direction of Government of: “Improved educational programs and environments respond to constantly evolving demographics”.

## **Department of Education:**

Eastern School Board operates within the context of the *Schools Act, 1997*. The Act provides school boards with the direct responsibility for the administration and operation of schools including staffing, distribution of resources, technology, repair and maintenance of school buildings, student transportation, and the development of instructional policies and practices. The Eastern School District receives its teacher allocation, operational and capital funding from the Department of Education. Furthermore, the Department sets the provincially prescribed curriculum delivered by the District.

## **School Councils:**

*“The purpose of a school council is to develop, encourage and promote policies, practices and activities to enhance the quality of school programs and the levels of student achievement in the school” (Schools Act, 1997).* School councils are relied upon by the Board to provide meaningful input into the operation of each school by monitoring teaching and learning in schools, providing input to the annual school report, and advising their schools and the Board on matters important to the learning community. The Eastern School Board is committed to working with all school councils, both individually and through the Newfoundland and Labrador Federation of School Councils, to improve the delivery of education to each student.

## **Other Educational and Community Agencies and Organizations:**

Along with the commitment of parents/caregivers and the Department of Education, the Board relies upon the engagement of the larger community. The following stakeholders provide invaluable assistance and help ensure the success of the Board in meeting its goals and objectives, as well as the Government’s strategic directions.

- The Newfoundland and Labrador Teachers’ Association (NLTA)
- Canadian Union of Public Employees (CUPE)
- Newfoundland and Labrador Association of Public and Private Employees (NAPE)

- Newfoundland and Labrador Association of Directors of Education (NLADE)
- The Newfoundland and Labrador School Boards' Association (NLSBA)
- The Newfoundland and Labrador Federation of School Councils
- Memorial University (MUN)
- College of the North Atlantic (CNA)
- Regional Economic Development Boards
- Eastern Health
- Y-Enterprise Center
- Royal Newfoundland Constabulary (RNC)
- Royal Canadian Mounted Police (RCMP)
- Violence Prevention Initiative Committees
- Newfoundland and Labrador School Milk Foundation
- Eastern Education Foundation
- Computers for Schools
- Family Services Canada
- The Department of Human Resources, Labour and Employment
- Human Resources and Social Development Canada
- The local business community
- Volunteers

# Outcomes of Objectives & Goals: Strategic Plan 2008-11

## Mission:

By 2011, the Eastern School District will have enhanced achievement and success for all students within a healthy, active, safe, caring, and socially-just learning environment.



\*Please refer to page 7 of the Eastern School Board's Strategic Plan 2008-11 for the full Mission Statement including Measures and Indicators.

## **Strategic Issue 1: Student achievement and success**

The District is pleased to report that it has been successful in providing opportunities for all support staff to engage in system-supported professional development activities, programs and initiatives. This objective aligns with the overall goal of supporting student achievement and success through high quality learning opportunities and is consistent with the philosophy and praxis of what it means to be a Professional Learning Community. This further aligns with the Minister's strategic direction of "improved educational programs and environments respond to constantly evolving demographics." The following list itemizes the specific programs/actions that were utilized to achieve this success:

**Goal 1:** By June, 2011, Eastern School District will have supported student achievement and success through high quality learning opportunities.

**Performance Measure:** Student achievement and success.

### **Indicators:**

1. Enhanced the identification and promotion of best practices concerning learning and teaching assessment and leadership.
2. Increased participation in skilled trades programs.
3. Identified gender-based issues affecting enrolment and achievement.
4. Enhanced internal (school-based) assessment data.
5. Increased provincial assessment results.
6. Conducted quality of life surveys (students, parents, and teachers).
7. Enhanced learning environments for all staff.

**Objective 2:** By June, 2010, Eastern School District will have provided opportunities for all **support staff** to engage in system-supported professional development.

**Performance measure:** Enhanced professional development opportunities for all support staff.

### **Indicators:**

1. **Gathered input from support staff on professional development needs.**
  - All support staff were involved in both their school's internal and external review process of the school development plan.
  - Furthermore, all student assistants were surveyed regarding their professional development needs. This information was then incorporated into the professional development sessions being offered during the fall of 2010.

## **2. Increased professional development opportunities for support staff.**

- In 2009-10, support staff professional development opportunities were increased. In addition to professional development provided to all support staff during our regional closeouts, sessions on First Aid, Hazmat and Whmis training were also provided.
- Indoor air quality and associated topics have been significant topics of concern for all education stakeholders in recent years. To this end, all custodial staff were provided with professional development, delivered by an environmental consultant, regarding hazardous materials in schools.
- The Eastern School Board increased the number of sessions on Non Violent Crisis Intervention and First Aid offered to student assistants.
- Furthermore, all student assistants were assigned a First Class e-mail account to assist in registration for professional development sessions.

## **3. Ensured inclusion of support staff needs in developing and promoting best practices concerning the Professional Learning Community model.**

- Position descriptions of support staff were shared with administrators to ensure the needs of support staff were identified within the Professional Learning Community.
- A plan was developed and implemented to deliver professional development to support staff regarding safety issues related to their work. Evaluations of the professional development provided to support staff were also conducted.
- A strategic directions document for the Facilities and Maintenance Division was also developed and implemented which promoted the best practices within the Professional Learning Community.

### **Looking to 2010-11: Objective 3:**

By June 2011, Eastern School District will have supported the needs of diverse learners through the promotion of high quality instructional and assessment practices in our classrooms.

**Performance measure:** Supported the needs of diverse learners.

**Indicators:**

1. Enhanced the identification and promotion of best practices concerning learning and teaching, assessment and leadership.
2. Enhanced internal (school-based) assessment data.
3. Increased provincial assessment results.
4. Conducted quality of life surveys (students, parents, and teachers).

**Strategic Issue 2: Healthy and active, safe and caring, and socially-just learning environments**

The District is pleased to report that it has been successful in engaging in a series of actions aimed at the promotion of a safe and caring, healthy and active and socially-just learning environment. The variety and diversity of programs, activities, and initiatives listed below aligns with the District's goal of creating, nurturing and supporting a learning environment that promotes student achievement and success. The following list itemizes the specific programs/actions that were utilized to achieve this success in accordance with the Minister's strategic direction for primary, elementary and secondary education, i.e. "Improved education programs and environments respond to constantly evolving demographics".

**Goal 1:** By June, 2011, Eastern School District will have developed a wellness action plan for all staff and students.

**Performance measure:** Promotion of wellness of all staff and students.

**Indicators:**

1. Enhanced healthy and active living programs and initiatives.
2. Developed and/or reviewed policies concerning healthy and active living.
3. Monitored sick leave statistics for staff and developed an action plan.
4. Monitored attendance data for students, established benchmarks and developed a promotional campaign to support increased attendance.
5. Enhanced occupational health and safety initiatives.

**Objective 2 for Goal 1:** By June, 2010, Eastern School District will have developed an action plan to promote healthy and active living.

**Performance Measure:** Developed action plan.

## **Indicators:**

During the 2009-10 school year, the Eastern School District developed and implemented an action plan which included policy development and issues related to staff and students.

- The action plan includes:
  - Analysis of student attendance data
  - Reporting guidelines for student attendance
  - Identifying “At Risk” students
  - Developing an Awareness Campaign
  - Incorporating student attendance issues in School Development Plans
  - Offering related professional development
  - Focusing on professional development for new administrators and new teachers

### **1. Promotion of healthy and active living policies.**

- The Active and Healthy Living Policy was developed and passed by the Board in March 2010. Eastern School District is one of the first districts in Canada to develop a policy which focuses on student and staff wellness through the integration of physical activity and wellness pursuits.
- The Eastern Active Schools Project was expanded to 55 K-6 schools in all regions of the Eastern School District in 2009-2010.
- Public Health Agency of Canada project funding was obtained to determine the impact of parents and the home environment on attitudes and actions associated with healthy living.
- Participation continued to be strong in the annual Healthy Commotion Days with 96% of schools participating.
- The Board’s Athletics and Co-curricular Policies were revised to implement a ‘No Cut’ policy for student teams/groups in Grades K-6 to encourage participation and promote inclusion. (“No Cut” means that all interested K-6 students are to be accepted for athletic and other co-curricular activities).

### **2. Addressing staff sick leave.**

In 2009-2010, the Board took the following steps to address sick leave:



- The Human Resources division have identified employees with excessive sick leave and have developed plans to support them to reduce their sick leave usage.
- The Human Resources division began the process of automating leave management through the use of SDS, the District's management software. This tool, when completed, will identify areas of concern as it relates to sick leave usage. This will include the identification of frequent users, patterns of usage and other data that will help in further formulating strategies for reduction of usage.

### 3. Promotional campaign in support of student attendance.

- As part of the Eastern School District's action plan, a promotional campaign for student attendance was also implemented. The campaign was designed to stress the importance of regular attendance upon academic success to both parents and students. The campaign included information of the district website, pamphlets and direct messaging to students through district teachers and administrators.
- Furthermore, in 2009-10, a District attendance committee was formed to explore student attendance concerns.

**Goal 2:** By June, 2011, the Eastern School District will have enhanced safety, a culture of caring and socially just learning environments for all throughout the District.

**Performance Measure:** Enhanced safety, a culture of caring and socially just learning environments.

**Indicators:**

1. Increased programs and initiatives to enhance safety.
2. Enhanced policies and practices that support a culture of caring.
3. Enhanced policies and practices that support a socially just learning environment.

**Objective 2 for Goal 2:** By June, 2010, the Eastern School District will have developed and implemented select policies and initiatives to support enhanced safety, a culture of caring, and socially-just learning environments.

**Performance measures:** Developed and implemented select policies and initiatives.

## **Indicators:**

### **1. Developed strategies towards improving social justice throughout the District.**

In 2009-10, the board developed a number of strategies towards improving social justice throughout the district. Some activities related in support of these strategies are as follows:

- Support was provide to schools to ensure social justice and subsequent strategies were included in their school development plans.
- The District worked with schools in the implementation of inclusionary practices and differentiated instruction.
- A District template was developed in support of social justice programming for K-6 School Supplies to bring consistency in the type and quantity of supplies requested.
- A professional development session highlighting “What makes a School District Socially Just?” was held for all principals in October, 2009.
- Social Justice was included as a topic on all Regional Administrative Council agendas and Family of Schools Meeting agendas. In addition, numerous professional development sessions were conducted on this topic.
- With funding provided by the Department of Education for two teaching units, the Literacy and Academic Readiness for Newcomers (LEARN) Pilot was designed to provide support to immigrant students experiencing significant gaps in their education.

### **2. Developed and implemented a risk management policy.**

In 2009-10, a District steering committee was established to oversee the development of the risk management policy. While unforeseen staffing changes prevented full development and implementation, a number of important steps were taken in support of a risk management policy

- A District “Risk Profile” was initiated. The risk profile identifies systems for assessing and reporting District risks. These have been identified, and a District risk report will be presented to the Board of Trustees in 2010-11.
- A District steering committee was established to oversee the development of the risk management policy.

Work toward the risk management policy will continue in 2010-11.

### **3. Commenced implementation of the Department of Education's draft Safe and Caring Schools policy.**

Eastern School District's Safe and Caring Schools Policy was amended in December 2006 to align with the Department of Education's Safe and Caring Schools Policy. The following highlights progress towards implementation which commenced in 2009-2010:

- A District Safe and Caring Schools Handbook for school wide proactive strategies was finalized. This handbook provides schools with an overview of positive behaviour supports, lists proactive strategies and interventions when student behaviour is a challenge and provides information on supportive community partners that work with schools to enhance the climate and culture of learning.
- Seventy-five percent of schools within the Eastern School District took part in the *Personal Safety and Caring in School Study* conducted by Dr. Gerry White of Memorial University in 2009-1. This study included grade six, nine and twelve students about their experiences with personal safety at school.
- In 2009-10, 70 percent of schools within the Eastern School District have implemented Positive Behaviour Supports Programs (PBS).
- The anti-bullying presentation Students Taking Responsibility in Violence Education (STRIVE) was presented to all grade eight students within the jurisdiction covered by the Royal Newfoundland Constabulary during the 2009-10 school year.
- For the 2009-10 school year, the Eastern School District now had seven officially trained Red Cross RespectED Beyond the Hurt schools. The RespectED program was implemented thanks to a generous \$20,000 donation by STATOIL.

### **Looking to 2010-11 – Objective 3 for Goal 1:**

By June, 2011, Eastern School District will have implemented its action plan.

**Performance measure:** Implemented a wellness action plan.

#### **Indicators:**

1. Enhanced healthy and active living programs and initiatives.
2. Increased promotion of healthy eating habits.
3. Increased school involvement in green/healthy lifestyle activities.
4. Completed automation of attendance and sick leave management programs.

5. Worked with schools to identify opportunities for upgrading of food preparation equipment.
6. Enhanced occupational health and safety issues.

### **Looking to 2010-11 – Objective 3 for Goal 2:**

By June, 2011, the Eastern School District will have completed the actions identified to support enhanced safety, a culture of caring and socially-just learning environments.

**Performance measure:** Completed identified actions.

#### **Indicators:**

1. Increased programs and initiatives to enhance safety.
2. Enhanced policies and practices that support a culture of caring.
3. Enhanced policies and practices that support a socially just learning environment.
4. Continued with the development and implementation of a risk management policy

### **Strategic Issue 3: Organizational effectiveness and efficiency**

The District is pleased to report that through the assistance and support of the Provincial Department of Education and its Minister that the various divisions of the District have engaged in a wide variety of diverse actions, policies, programs and initiatives to move the organization towards increased effectiveness and efficiency. The progress capture below demonstrates the District's efforts to support student achievement and success by becoming more effective and efficient in the delivery of programs and services that have as their ultimate goal student achievement and success. This work was also in support of the strategic direction: "Improved educational programs and environments respond to constantly evolving demographics".

**Goal 1:** By June, 2011, Eastern School District will have increased effectiveness and efficiency within its jurisdiction.

**Performance Measure:** Increased effectiveness and efficiency.

#### **Indicators:**

1. Defined and communicated organizational roles to stakeholders.
2. Connected the District strategic plan to school level operations to ensure consistency of practice.
3. Developed a strategy for rural education.

4. Reviewed all facilities in relation to program delivery based upon multiple criteria.
5. Developed a Facilities Review Plan.
6. Developed a staff recruitment and retention strategy.
7. Assessed and worked with partners to address facility issues.
8. Collected appropriate data to assist in the identification of trends and issues.

**Objective 2:** By June, 2010, Eastern school District will have taken further steps toward increased effectiveness and efficiency.

**Performance measure:** Increased effectiveness and efficiency through further steps.

**Indicators:**

**1. Developed a strategy for rural education.**

In 2009-10, a strategy for rural education was developed. It included:

- The creation of a new Program Specialist position for Rural Schools to address the needs of the District's 17 K-12 Rural Schools.
- The designation of One Senior Education Officer as a lead person for Multi-aging to assist with professional development within the District.
- The promotion of the Center for Distance Learning and Innovation (CDLI) to Principals in rural areas to provide quality teaching in courses with low subscription and prepare a support system for the future.
- The 17 K-12 learning communities within Eastern School District were engaged in a dialogue around major strengths, challenges and future directions. This resulted in a District Strategic Directions discussion document for K-12 Rural Schools. It is anticipated that this document will serve its intended purpose of becoming the foundational basis for further engagement and discussion around educational issues pertaining to the seventeen (17) K-12 rural schools that exist within the school board jurisdiction.
- The hiring of a Student Success Teacher hired for St. Michael's Bell Island to address the needs of 'At Risk' students. The program provides a variety of options for learning such as cooperative learning, distance learning, experiential learning, as well as, credit recovery throughout the year to allow students to stay engaged and meet graduation requirements.

**2. Reviewed select facilities in relation to program delivery based upon multiple criteria.**

- In 2009-10, all 121 administrators were surveyed with respect to school facilities and program needs for September, 2010. As a result of this survey, the Eastern School District was better able to prioritize its summer maintenance projects, positioning all schools to deliver appropriate programming to students for September 2010.

**3. Developed a Facilities Review Plan.**

- The Facilities Review Plan was developed in 2009-10 and it involves all administrators. The administrators have been tasked with submitting suggestions to improve the ability of their plan to facilitate curriculum delivery. These are then prioritized by the division and work commences on the most critical ones as soon as school finishes each June. The remaining suggestions are carried forward to the priority list for the next year.

**3. Altered the executive level position descriptions to reflect the organizational redesign noted above.** (“Noted above” is a reference to “Prepared a new organizational chart” on Page 19 of the Eastern School Board Annual Report 2008-09).

- Position descriptions reflecting the new structure and responsibilities for Assistant Directors of Education, along with a current position description for the Director of Education, were completed and submitted to the Department of Education for review and appropriate action in 2009-10.

**Looking to 2010-11 – Objective 3 for Goal 3:**

By June, 2011, Eastern School District will have implemented identified strategies toward increased effectiveness and efficiency.

**Performance measure:** Implemented identified strategies.

**Indicators:**

- Implemented a School Inspection Enterprise Management System to ensure critical facility issues are addressed.
- Reorganize the teacher allocation and hiring work flow.
- Increase engagement of school administrators to identify further opportunities for improvement of financial and administrative services to schools.
- Developed a disaster recovery plan for District information systems.
- Defined and communicated organizational roles to stakeholders.

- Connected the District strategic plan to school level operations to ensure consistency of practice.
- Developed a staff recruitment and retention strategy.
- Assessed and worked with partners to address facility issues.
- Collected appropriate data to assist in the identification of trends and issues.

## Highlights & Accomplishments

This section outlines further activities, programs, and initiatives in support of the Minister's strategic direction applicable to the Board in the area of primary, elementary and secondary education of "improved educational programs and environments, responding to constantly evolving demographics", as well as the curriculum component encompassed by this direction.

### Recruitment and Retention:

- The Human Resources Division has successfully worked through the first year of implementation of the Professional Evaluation Policy for Probationary, Replacement and Tenured teachers.
- We have increased our staffing levels for apprentices in accordance with the initiative put forth by government in the "Government Hiring Apprentices" Program. The District was provided an allocation of \$118,750. As a result of this funding, the District hired three new apprentices.
- Our HR Manager, in consultation with Occupational Health and Safety, has commenced the process of examining the factors that directly cause or contribute to soft tissue injuries (commonly called musculoskeletal injuries – MSI). We have submitted a written request to Prevention Services at the Workplace Health, Safety and Compensation Commission (WHSCC) for statistical reports by type of claim, by nature, by source, by cause, by body part, by age and by occupation. We have also organized and centralized all of the Job Site Analysis (JSA) reports for the various positions under the Eastern School District and former legacy school boards. We will request that ergonomic risk factors be identified and evaluated for some of the positions that commonly experience a high rate of soft tissue injuries.
- The Government of Newfoundland and Labrador has introduced a new job evaluation system (JES) and classification framework for approximately 25,000 unionized positions within government departments, the education sector, the healthcare sector, and selected government agencies. Deloitte Inc. has been contracted by the Provincial Government to assist in this initiative. Many of our unionized support staff and their supervisors have attended training sessions and together have completed the employee's PDQ (position description questionnaire).

## **School Construction:**

As a result of the increased funding and other supports provided by the Department of Education, the District was able to move forward with respect to several new schools, multiple extensions, and numerous capital works projects. The improvements are having a positive effect on the learning environments, and serve as a tangible sign of the Department's and District's commitment to student achievement and success.

- New school construction completed for:
  - Holy Trinity Elementary, Torbay
  - Paradise Elementary, Paradise
  - Laval High School, Placentia
  
- New school construction is currently underway at:
  - Elizabeth Park Elementary, Paradise
  
- School extensions have been completed at:
  - Beachy Cove Elementary, Portugal Cove / St. Phillips
  - Roncalli Elementary, St. John's (phase II)
  - St. Bernard's Elementary, Witless Bay
  - St. Edward's Elementary, Kelligrews
  - St. Peter's Junior High, Mount Pearl
  - Upper Gullies Elementary, Upper Gullies
  
- Presently site selection process is underway for:
  - St. Teresa's Elementary, St. John's
  - Davis Elementary, Carbonear
  - West End High School, St. John's
  - Virginia Park Elementary, St. John's
  
- Extensive renovations completed at:
  - Holy Cross Elementary, Holyrood

## **Technology:**

During 2009-2010 efforts continued to focus on development of core infrastructure requirements in order to ensure safe, cost effective and reliable information technology and telecommunication services for central and regional District operations, as well as school connectivity and in-class operability. The following actions outline the various areas of focus during 2009-2010:

- Strategic assessment of Information Technology infrastructure- a request for proposals (RFP) was developed, evaluated and awarded to IBM K-12 division to conduct a review of current IT operations and create a long term strategic



plan that will identify, quantify, and prioritize the projects and associated infrastructure requirements for delivering the teaching and learning services that are core to Eastern School District.

- The School Inspection System (SIEMS)- a joint project between the Department of Education and Eastern School District was initiated in September 2009 to provide a repository system to manage, track, report and notify on various aspects of facilities and maintenance issues throughout Eastern School District.
- Disaster Recovery Plan (DRP) for the District's IT Infrastructure and Business Continuity- initiate and develop a DRP- DRP planning was initiated with the collection and documentation of current network infrastructure as well as planned implementations for redundant and failover network hardware for mission critical components (e.g. redundant firewalls).
- School network upgrades- completed a technology refresh/upgrade strategy within fifteen District schools. Very positive feedback was received from schools.

### **Active & Healthy Living:**

In accordance with the Minister's strategic direction with respect to improved educational programs and environments respond to constantly evolving demographics, the following programs and activities were supported.

- With funding of \$23,940 provided by the Department of Education and the Department of Health and Community Services, 115 schools in the Eastern School District held Living Healthy Comotions on October 9, 2009. Living Healthy Comotions are school based events that recognize creative ways to promote healthy living.
- Friday, February 26, 2010 was Newfoundland and Labrador day at the Olympic Winter Games in Vancouver, British Columbia. Schools throughout the District planned events to celebrate the Olympics and build spirit for our Canadian athletes while participating in healthy activities with their school communities. A variety of exciting events were planned and supported through funding in the amount of \$26,275 from the Department of Education and Department of Tourism, Culture and Recreation. O'Donel High School, Mount Pearl, was one of four schools provincially chosen to have their living healthy commotion activities videotaped and showcased at Atlantic Canada House in British Columbia during the Olympics.



- In partnership with Nova Central School District, Eastern Health, Central Health and Memorial University, Eastern School District received \$101,200 in funding from the Public Health Agency of Canada's Healthy Living Fund for our proposal "***Building upon Active Schools to Increase Family & Community Involvement in the Promotion of Health & Wellness***". Through this funding, and \$80,000 received through the Department of Education and Department of Tourism, Culture and Recreation, Eastern School District has been able to expand the Eastern Active Schools program to 11 new schools and also use this program as an avenue to engage families and the community in the promotion of health and wellness. The Eastern Active Schools Program is currently offered in 55 of our District schools.
- Eastern School District, in partnership with Eastern Health, distributed "***Living Healthy News***" to administrators and school staffs, school councils, student councils, staff involved with school health, public health nurses, Eastern Health and Eastern School District officials and community partners twice a year. This is a regional newsletter that highlights schools' healthy living accomplishments and activities, and provides information on school health promotion programs and resources.
- Over 20 schools have been directly helped by the Alliance for the Control of Tobacco (ACT). During the 2009-2010 school year, all schools within the District had available free outside signs, banners and an opportunity to utilize the ACT grant program. There was also consultation between ACT with school principals and District personnel to discuss possible prevention and cessation messaging within the school system.

### **Student Events:**

The following represents some of the many student events held throughout the entire District:

- On March 21-23, 2010, more than a thousand students from Eastern School District joined students from Nunatsiavut to share their cultures at The Rooms. *Sharing Our Cultures – À la découverte de nos cultures (SOC)* provides students from diverse cultural and linguistic backgrounds with opportunities to learn from each other while developing leadership and team-building skills.



400 students representing 20 schools participated in the Chevron Open Minds at The Rooms Program which provides teachers with the opportunity to move their classroom to The Rooms for an entire week. Each week is a unique, curriculum-based program developed by the teacher in consultation with The Rooms program coordinator. Journal writing and drawing are key elements to the Open Minds concept.



- Six students from our District performed well in the Canada wide Science Fair held at Trent University in Peterborough, Ontario in May, 2010. Five of the seven projects entered received recognition and awards.
- Robotics teams from St. Francis School (Harbour Grace) and Brother Rice Junior High (St. John's) participated in a three day World Festival International Robotics Competition in Atlanta, Georgia in April.

- 49 students from the Fatima Academy Concert Choir and Accordion Group performed at Walt Disney World in Orlando, Florida in April 2010. The group was selected to represent our province at Disney Magic Music Days.



- 17 high schools throughout the District participated in the 2010 Marine Advanced Technology Education Centre's (MATE) Regional ROV Competition at the Marine Institute in May. Students from Heritage Collegiate (Lethbridge) and Clarenville High School (Clarenville) placed first and qualified to compete at the 2010 MATE International Competition in Hawaii.

The following represents some of the many student events held throughout the entire District:

- Provincial Skills Canada Competition
- Remotely Operated Vehicle Competitions (robotics)
- Choral Connections 2009
- Enterprise Regional Showcases
- Junior/Senior High Public Speaking Competitions (English and French)
- Provincial/Regional Drama Festivals
- Science Fairs
- Summer Science Camp

- Heritage Fairs
- Arts Alive
- Junior and Senior High Math Leagues.

## Policy Development:

The Board approved/amended the following policies during the 2009-2010 school year, which are available on the District website at [www.esdnl.ca](http://www.esdnl.ca): Active & Healthy Living, Acceptable Use of Technology in the Classroom, Athletics, Co-Curricular, Critical Incidents, Student Travel, Student Registration & Transfer, Volunteers, Occupational Health and Safety and Return to Work.

## Professional Development:

During the past year, the Programs Division coordinated and facilitated nine closeout days throughout all regions of the District. Approximately 260 full day sessions were offered to teachers and Support Staff. The theme for this year's closeouts was: Professional Learning Communities – Learning as we Grow. The closeout sessions were planned based on an analysis of teacher professional growth plans and new implementations. Professional Development in the areas inclusion, differentiated instruction, integration of technology in curriculum areas, co-teaching and social justice.



Numerous professional development sessions were conducted throughout the year by District Programs staff; topics included:

- Understanding Autism
- Cooperative Learning Structures to Boost Achievement
- Core French Cooperative Games
- Differentiated Instruction ( Various Subject/Curriculum Areas)
- Intermediate Core French Reading Strategies
- Smartboard Training
- Common Assessment Sessions/Creation
- Assessment for Learning Sessions (Various Subject/Curriculum Areas)
- Technology Integration
- I<sup>3</sup> (Investigate! Invent! Innovate) Training Session and Collaborative Sharing.
- Workplace Hazardous Materials Information System (WHMIS) Training
- Literature Circles Online
- Inclusive Literacy Practices; Digital Literacies

- Making Sense of Provincial Assessments
  - Literacy & Smartboard Technologies
  - Behavioral Strategies for Children with ASD
  - Assistive Technologies
  - Teaching Students with Learning Disabilities
  - Functional Behavior Assessment and BMP's
- Programs Staff and teachers within the District were able to avail of professional development from nationally recognized presenters who came to the province such as: Jay McTighe, Richard Lavoie, Jerome Sattler, Martha Kaufeldt, Carolyn Coil and Vicki Gibson.
  - Professional development sessions were conducted for school administrators, secretaries, District and regional personnel, focusing on such fiscal topics as SDS, TCAS, school raised funds, charitable status, purchasing, Board financial policies, EFunds, and school auditing protocol.
  - During 2009-2010, 212 different District professional development sessions were offered by Programs Division to over 5000 participants with an overall rating of satisfactory or better for approximately 95% of participants.
  - During 2009-2010, 126 different school-based professional development topics were offered by Programs Division to over 4000 participants with an overall rating of satisfactory or better for approximately 95% of participants.
  - 24 schools are involved in the Department of Education's Inclusion pilot and 85% of schools have one or more lead teachers trained in inclusion which represents 171 teachers from 100/122 schools.
  - 51 schools were chosen for numeracy support by Numeracy Support Teachers (NSTs) in grades 3 and 6 and 5 intermediate schools were chosen for numeracy support based on analysis of provincial assessment performance.

### **First Time Events:**

- The Human Resources Division has completed the process of automating the reference checklists. To date, approximately 700 reference checklists have been completed on line and are attached to individual teacher profiles.
- As part of a pilot project initiated by the District, 50 Numeracy/Literacy Support Teachers (NLSTs) worked collaboratively in 38 schools with classroom teachers in all regions of the District to work with teachers in classrooms to support learning in literacy and numeracy through collaboration. A similar project is now being undertaken by the Department of Education.

- Department of Education Referral Tracking System (RTS) for educational assessment information was implemented in all schools.
- In collaboration with the NRC (National Research Council), the District successfully implemented the Canadian National Marsville 2010 Program with eight grade six students at Bishop White All Grade School in Port Rexton. The program helps students understand more about space. Participants work in teams to simulate a space voyage and habitation of the 'Red Planet'.
- January 6-9, 2010 EWB (Engineers Without Borders) Canada held its annual conference in St. John's. In partnership with the Eastern School District, organizers of the conference developed a two part massive outreach event to take their message of global awareness to the students of our District.

- In partnership with the Burin Green Team, Conoco Philips Environmental Quest, and the Burin Peninsula Environmental Reform Committee (BPERC) a greenhouse was opened at Sacred Heart Academy in Marystown. Students are gaining hands on knowledge of environmental science as they nurture plants, from seed to feed.



- Turning Points – a Character Education Program sponsored by the Learning Partnership was offered for the first time outside of Ontario to 500 Grade 7 students in the Avalon West region of the District. A celebration of winning essays was held on May 27, 2010 with the top 9 students reading their essays.
- The “Leader in Me” program, a student centered character development program offered through Covey, was explored at St. Mary’s Elementary this year. As a preparation for the program, all teachers, as well as, some School Council members completed the “7 Habits of Highly Effective People” training in Fall 2009.
- In partnership with the Faculty of Education at Memorial University, students at St. Andrew’s Elementary participated in a “Hands On Science” Project. MUN Education students enrolled in the Science Methods Course worked with K-6 students and teachers for a six week period. During this time, Memorial students designed broad tasks to engage all students in the processes of science.

- French Conversation Classes (two six-week courses) were offered in the fall and winter semesters to 38 Core French teachers by our programs staff.

## **New Programs:**

The following programs were new implementations for 2009-2010:

- Grades 2, 5 & 8 Mathematics – As part of the Department of Education’s Excellence in Mathematics Strategy, the implementation of the new mathematics curriculum continued in Grades 2, 5 and 8 during 2009-2010. Similar to the programs previously implemented for Grades K, 1, 4 and 7 last year, the new Grade 2, 5 and 8 mathematics programs are modeled after a conceptual framework based on the Western and Northern Canadian Protocol (WNCP). The implementation was accompanied with professional development during the spring and fall of 2009.
- Grade 4 Art – This curriculum implementation is an extension of the Grades 2 and 3 Art Curriculum, designed to cultivate a love of art and sensitivity to the visual environment. The focus of this curriculum is on personal experience as the basis for visual expression.
- Grade 9 Science – This Pan-Canadian science course aims to develop scientific literacy which is an evolving combination of the science related attitudes, skills, and knowledge students need to develop inquiry, problem-solving, and decision-making abilities.
- Intermediate Music - This curriculum is a completely new philosophical approach for Music curriculum consisting of common core outcomes which can be met through a variety of musical contexts including Choral, Instrumental, Traditional and Classroom.
- Newfoundland & Labrador Studies 2205 – This course is an innovative, new course that focuses on Newfoundland and Labrador and its connections to global issues. It provides students with the analytical skills and knowledge of our heritage and culture to effectively examine the contemporary issues affecting our province. This course may fulfill either the Canadian Studies graduation requirement or the Fine Arts graduation requirement.
- Drama 2206 – This course involves students in the creation and appreciation of the dramatic art forms while also offering students the opportunity to develop their communication skills. By emphasizing the process of drama instead of the final product, this course is designed to focus upon the personal development of the student. Students engage in improvisation, movement, speech, and scene work.

- World Literature 3207 – This course encompasses a broad range of genres: drama, visual texts, novels, short stories, poems, and folk literature. A focus is placed upon traditional and contemporary myths, legends and folktales.
- Intermediate Energy and Power Module (Grade 9 Technology) – This module builds on the design and problem-solving knowledge and skills. Students receive a practical introduction to principles of physics related to work in energy and power and work in design teams to complete hands-on projects using the problem solving process.
- Design & Fabrication 2202 – This Skilled Trades course falls under the Engineering and Engineering Technology concentration within the Futures in Skilled Trades and Technology courses. Students work through the Computer Aided Design (CAD), Computer Aided Manufacturing (CAM) and Computer Numerical Control (CNC) sequence of advanced design and automation.
- Residential Construction Technology 2201 – This Skilled Trades course allows students to explore trades experientially. Focusing on residential construction, students are involved in the finishing aspects of carpentry, electrical and metal work, involving design techniques, building codes and construction methods to plan and carry out construction activities.

### **Provincial Funding:**

As a result of a number of funding and/or partnering arrangements, the Department of Education allocated:

- \$64,729 as part of the Provincial Excellence in Mathematics Strategy, to facilitate schools with their promotional projects. 52 projects representing 44 schools in all regions of the District were approved this year. The District has benefitted greatly from the funds provided through The Excellence in Mathematics Strategy with approximately \$240,000 of promotional funds provided to Eastern School District over the past three years.
- \$66,000 as part of the Provincial Excellence in Mathematics Strategy to support Numeracy Support Teachers in the District.
- \$10,000 to support the third year of funding for the “Teachers as Researchers” project. This is a professional development teacher research program that involves teachers inquiring into teacher learning and the learning and teaching of literacy/numeracy.
- \$516,700 to the District for distribution to schools with intermediate grades for the purchase of new fiction and non-fiction books for Learning Resource Centres.



- \$6,000 to support twelve schools in their projects aimed at promoting awareness of the Safe and Caring Schools Initiatives.
- 13,500 for scholarships in the area of Skilled Trades valued at \$500 each. The scholarships were awarded to graduating students who have successfully completed Skilled Trades 1201 and have enrolled in an entry level apprenticeship program upon graduation.
- \$12,000 to support travel, accommodations and related expenses for the District's two School Health Promotion Liaison Consultants. This funding is made available through Government's *Healthy Students, Healthy Schools Initiative*.
- \$599,103.75 for replacement of food service equipment in schools under the *Healthy Students, Healthy Schools Initiative*.
- \$61,018 to support the Tutoring/Work Experience Program during 2009-2010 and funding of \$17,100 to assist with the cost of tutor training.
- \$42,712 was received from the Department of Education for the organization and associated travel costs of participating teachers for two regional Arts Works Conferences which were held in May 2010. .
- \$300,000 for school renovations at Baccalieu Collegiate, St. Joseph's Academy, Random Island Academy and St. Mark's School to enable these schools to implement the Skilled Trades Program.

## Other Statistical Data:

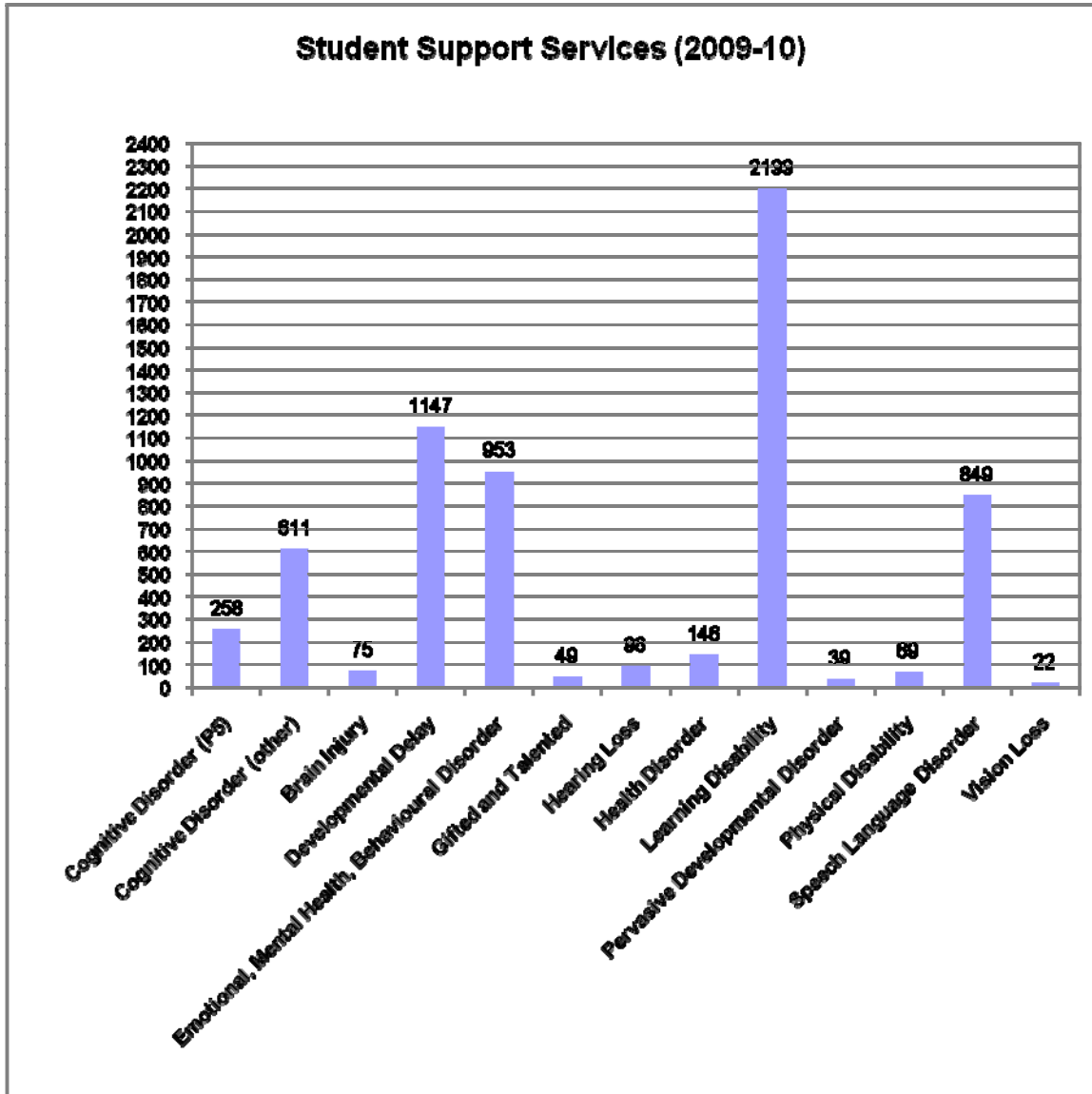
### Public Exam Results:

The 2009-2010 public exam results show that Eastern School District met or exceeded the Provincial average in 6 of the 12 public exams.

<b>PUBLIC EXAMS 2010</b>		
	<b>District</b>	<b>Province</b>
<b>ENGLISH 3201</b>	65.0%	64.6%
<b>EARTH SYSTEMS 3209</b>	56.8%	56.0%
<b>PHYSICS 3204</b>	65.6%	65.5%
<b>CHEMISTRY</b>	66.1%	66.4%
<b>BIOLOGY 3201</b>	60.6%	60.7%
<b>HISTOIRE MONDIALE 3231</b>	62.6%	62.5%
<b>WORLD GEOGRAPHY 3202</b>	57.2%	58.8%
<b>WORLD HISTORY 3201</b>	61.4%	61.5%
<b>MATHEMATICS 3205</b>	76.7%	75.3%
<b>MATHEMATICS 3204</b>	57.7%	58.0%
<b>FRANCAIS (FI) 3202</b>	72.2%	72.4%
<b>FRENCH 3200</b>	68.4%	68.1%

## Student Support Services:

Responsibilities include the implementation, administration, and monitoring of programs and services to students with special needs. This includes implementation of provincial policy on Individual Student Support Services Plans (ISSP) as well as the Pathways to Graduation Program.



\* Note: Speech Language Pathologist caseloads include direct, monitored, and consultations.

## APPENDIX ONE – Legislated Mandate

**Source:** *Schools Act, 1997*

### **Duties of boards**

**75. (1)** A board shall

- a). organize and administer primary, elementary and secondary education within the District;
- b). provide for the instruction of students either by the establishment of a program in its schools or by making an arrangement with another board or with another educational body in Canada ;
- c). determine policy for the effective operation of primary, elementary and secondary schools in the District;
- d). ensure that policies and guidelines issued by the minister relating to special education for students are followed in schools under its jurisdiction;
- e). ensure adequate supervision of all students enrolled in its schools during the period for which the board is responsible for those students;
- f). develop a policy on employment equity and a plan for implementing the policy;
- g). appoint and dismiss employees;
- h). appoint and assign duties of teachers;
- i). adopt personnel policies which shall follow the personnel administration procedures of the government of the province, with the necessary changes, unless other policies are approved, in writing, by the minister;
- j). formulate policies for evaluating employees;
- k). arrange for the bonding of the assistant director of finance and administration and other persons employed by the board whose duties include the collecting, receiving or depositing of money belonging to the board;
- l). purchase or otherwise acquire, subject to the prior written approval of the minister, real property that it requires;

- m). ensure that those programs or courses of study, including courses in religious education, and the materials prescribed or approved by the minister are followed in the schools under its control;
- n). ensure that each school within its District maintains adequate program and performance standards;
- o). establish policies for student evaluation and student promotion;
- p). establish priorities for school construction, maintenance and repair and make recommendations to the minister;
- q). make known to the public and enlist the support of the public for board policies and programs;
- r). transmit to the minister all records and returns required by this Act and other reports and returns that the minister may require;
- s). where the board considers it necessary, arrange for a system of transportation of students to and from schools;
- t). where arrangements are made by it for the transportation of students, ensure that all vehicles engaged in carrying students to and from school are
  - i. in good mechanical condition,
  - ii. have adequate liability insurance, and
  - iii. that an appropriate bus safety program is offered to students who are transported by bus;
- u). insure and keep insured all its buildings and equipment and obtain insurance indemnifying it against liability in respect of a claim for damages or personal injury;
- v). admit, at all reasonable times and subject to the terms of an agreement between it and the Memorial University of Newfoundland, a student enrolled in the Faculty of Education or School of Physical Education and Athletics at that University to a school under its control for the purpose of observation and the practice of teaching;
- w). admit, at all reasonable times and subject to the terms of an agreement between it and a college or institute, a student enrolled in a training program for student assistants, to a school under its control for the purpose of observation and activities associated with a work term;

- x). organize and administer a school in an institution, where directed to do so by the minister;
- y). comply with a policy directive of the minister; and
- z). immediately inform the minister in writing of a vacancy in the position of director or assistant director.

(2) Notwithstanding paragraph (1)(g), an emergency supply shall not be employed or appointed to teach without the permission of the minister.

(3) A board shall be responsible to the minister for the expenditure of public funds, the conduct of programs of instruction, and evaluation required by the minister and for the maintenance of adequate program and performance standards in schools in the District.

**Powers of boards:**

**76.** (1) A board may

- a). employ persons that the board considers necessary for its operations and to carry out its objects;
- b). enter into agreements for the purpose of carrying out its functions under this Act;
- c). permit a school building under its control to be used outside of school hours, where this does not interfere with the regular conduct of the school;
- d). assess a person or group a fee for use of a school under paragraph (c);
- e). require a student, believed by a teacher to be suffering from a communicable disease or a physical or mental condition which might endanger an employee of the board or other students, to be examined by a medical practitioner or other professional person appointed or approved by the board and, upon the recommendation of the medical practitioner or that other professional person, exclude that student from school until a certificate acceptable to the board is obtained from a medical practitioner or that other professional person permitting that student to return to school, but an exclusion or extension of an exclusion shall be reviewed by the board within 25 school days;

- f). by notice, in writing, require an employee or other person to undergo a physical examination by a medical practitioner appointed or approved by the board or a psychological examination by 2 medical practitioners or 2 psychologists registered under the Psychologists Act and to submit a certificate acceptable to the board signed by the medical practitioners or psychologists setting out the conclusions regarding the physical or mental health of that employee or person;
- g). summarily dismiss an employee or other person who within 14 days from the date of receiving a notice under paragraph (f) has not made a reasonable attempt to obtain the examination;
- h). where a certificate submitted to a board under paragraph (f) shows that an employee or other person's physical or mental health would be injurious to an employee of the board or the students, direct the employee or other person to take sick leave or other earned leave or, where he or she has no sick leave or other earned leave or the sick leave or other earned leave is exhausted, require the employee or other person to take unpaid leave;
- i). suspend from work, with or without pay, an employee or other person who is charged with an offence that in the opinion of the board would make that employee or other person unsuitable to perform his or her duties;
- j). provide, subject to the written permission of the parent of the student concerned and in conjunction with the appropriate officials responsible for traffic control in the area, a system of school patrols in which a student may assist in the control of motor vehicle traffic on highways or elsewhere so far as the traffic may affect a student going to or from the school;
- k). raise money, subject to the prior written approval of the minister, upon its corporate credit and for the purpose of the board;
- l). sell or lease property for the purpose of the board, subject to the prior written approval of the minister;
- m). levy a fee for the transportation of students; and
- n). become a member of a provincial association of school boards and pay a required membership fee.

(2) Notwithstanding section 75 or subsection (1) of this section, a board may close a school only after the parents of students affected have been given an opportunity to make representations to the board.

## **APPENDIX TWO – Audited Financial Statements**



**EASTERN SCHOOL DISTRICT**  
**AUDITOR'S REPORT**  
**NON-CONSOLIDATED FINANCIAL STATEMENTS**  
**June 30, 2010**

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CHARTERED ACCOUNTANT  
MANAGEMENT CONSULTANT

BYRON D. SMITH, B. Comm., C.F.E., C.A.

Main Office:  
P.O. Box 610  
100 Conception Bay Highway  
Spaniard's Bay, NL  
AOA 3X0

Telephone: (709) 786-1232  
Toll Free: 1-877-786-1232  
Facsimile: (709) 786-1230  
E-mail: byron@byronsmithca.com  
Website: byronsmithca.com

Branch Office:  
46 Powell Drive  
Carbonear, NL  
A1Y 1A5  
Telephone: (709) 596-2211

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and  
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### AUDITOR'S REPORT

To the Board Members of:  
Eastern School District

I have audited the non-consolidated - statement of financial position of the current and capital funds of the Eastern School District as at June 30, 2010 and the related non-consolidated - statement of operations, non-consolidated statement of cash flows and non-consolidated - statement of changes in capital fund for the year then ended. These financial statements are the responsibility of the District's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The accounting policy with respect to Teachers' Severance Pay is described in Note 2. Canadian generally accepted accounting principles require that all accounts receivable should be recorded and disclosed on the financial statements. The liability for Teachers' Severance Pay has been recorded but no offsetting receivable has been recorded. In this respect, these financial statements are not in accordance with Canadian generally accepted accounting principles. If the accounts receivable were recorded in accordance with Canadian generally accepted accounting principles, changes to the amounts reported for accounts receivable, revenue, and district equity would be necessary.

In my opinion, except for the effects of the failure to record accounts receivable as described in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Board as at June 30, 2010 and the results of its operations and changes in its capital financial position for the year then ended in accordance with Canadian generally accepted accounting principles and as explained in Note 1 to the financial statements and are in compliance with reporting requirements established for School Boards in the Province of Newfoundland and Labrador by the Department of Education.

August 27, 2010  
Spaniard's Bay, NL

CHARTERED ACCOUNTANT

**Eastern School District  
Non-Consolidated - Statement of Financial Position**

**As At June 30, 2010**

**2010**

**2009**

**Assets**

**Current**

Cash (Supp. Info. 1)	\$ 12,449,803	\$ 12,549,478
Short-term investments (Supp. Info. 2)	875,628	873,551
Accounts receivable (Note 4)	2,346,068	3,642,381
Receivable - teachers' vacation pay (Note 5)	36,366,539	33,730,795
Prepaid expenses (Supp. Info. 3)	<u>660,108</u>	<u>516,558</u>

52,698,146 51,312,763

Cash restricted (Note 1) 5,251,597 5,030,000

Property, plant and equipment (Schedule 7 and Note 1) 227,847,530 177,145,179

\$285,797,273 \$233,487,942

**Liabilities**

**Current**

Accounts payable and accrued liabilities (Note 7)	\$ 12,418,588	\$ 14,409,966
Teachers' vacation pay (Note 5)	36,366,539	33,730,795
Current maturities (Schedule 8B)	648,884	684,841
Current portion of obligation under capital lease (Note 10)	<u>834,802</u>	<u>817,060</u>

50,268,813 49,642,662

Long-term debt (Schedule 8) 1,779,335 2,560,359

Obligation under capital lease (Note 10) 1,554,596 2,287,937

Teachers' severance pay benefits (Note 2 and 16) 60,270,499 56,270,939

Other employee severance pay accrual (Note 1) 5,251,597 5,030,000

Other employee benefits (Note 8) 405,128 438,597

119,529,968 116,230,494

**District Equity**

Investment in capital assets (Note 9) 227,729,988 175,459,520

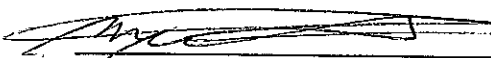
District deficiency (Note 16) (61,462,683) (58,202,072)


166,267,305 117,257,448

\$285,797,273 \$233,487,942

**Contingent Liabilities (Note 14)**

**On Behalf of the Board:**

 Chairperson

 Treasurer

**Eastern School District  
Non-Consolidated - Statement of Operations**

**For the Year Ended June 30, 2010**

**2010**

**2009**

**Current Revenue (Schedule 1)**

Provincial Government grants	\$382,250,924	\$364,381,774
Ancillary services	105,679	118,605
Miscellaneous	<u>161,656</u>	<u>627,337</u>
	<u>382,518,259</u>	<u>365,127,716</u>

**Current Expenditures**

Administration (Schedule 2)	7,609,906	6,700,056
Instruction (Schedule 3)	313,496,027	297,470,927
Operations and maintenance (Schedule 4)	36,587,626	36,509,189
Pupil transportation (Schedule 5)	22,260,828	21,876,953
Ancillary services (Schedule 6)	65,620	69,074
Interest (Schedule 8C)	164,045	237,913
Miscellaneous (Schedule 6)	<u>176,943</u>	<u>171,628</u>

380,360,995      363,035,740

**Excess of revenue over expenditures before  
underrated items**

2,157,264      2,091,976

**Amortization of capital assets (Schedule 7 and Note 1)  
Transfer to capital**

(14,673,442)      (15,046,467)  
13,255,127      13,366,223

**Excess of revenue over expenditures before  
teachers' severance**

738,949      411,732

**Net change in teachers' severance liability (Note 2)**

(3,999,560)      (4,357,944)

**Excess of (expenditures over revenue)  
revenue over expenditures**

\$ (3,260,611)      \$ (3,946,212)

**District deficiency, beginning of the year**

\$ (58,202,072)      \$ (54,255,860)

**Excess of (expenditures over revenue)  
revenue over expenditures**

(3,260,611)      (3,946,212)

**District deficiency, end of the year**

\$(61,462,683)      \$(58,202,072)

**Eastern School District  
Non-Consolidated - Statement of Cash Flows**

**For the Year Ended June 30, 2010**

**2010**

**2009**

**OPERATING ACTIVITIES**

**Excess of (expenditures over revenue)**

revenue over expenditures	\$ (3,260,611)	\$ (3,946,212)
Items not affecting cash:		
Amortization of property, plant and equipment	14,673,442	15,046,467
Amortization of energy retrofit	35,137	67,353
Adjustment on disposal of certain capital assets	130,892	
Severance pay accrual	221,597	390,454
Teacher's severance liability	3,999,560	4,357,944
Other employee benefits liability	(33,469)	(31,611)
Short term investments	(2,077)	15,313
Accounts receivable	1,296,314	863,521
Prepaid expenses	(143,550)	12,918
Accounts payable and accrued liabilities	<u>(1,991,378)</u>	<u>2,678,736</u>
	<u>14,925,857</u>	<u>19,454,883</u>

**INVESTING ACTIVITIES**

Capital expenditures - net	(65,633,703)	(25,909,438)
Proceeds on disposal of capital assets	91,880	
Change in investment in capital assets (Note 9)	<u>52,270,468</u>	<u>12,441,064</u>
	<u>(13,271,355)</u>	<u>(13,468,374)</u>

**FINANCING ACTIVITIES**

Proceeds from obligation under capital lease	146,900	145,702
Repayment of obligation under capital lease	(862,499)	(813,550)
Repayment of long-term debt	<u>(816,981)</u>	<u>(910,258)</u>
	<u>(1,532,580)</u>	<u>(1,578,106)</u>

**Change in cash resources**

121,922                      4,408,403

**Cash, beginning of the year**

17,579,478                      13,171,075

**Cash, end of the year**

\$ 17,701,400                      \$ 17,579,478

**Consists of:**

Cash	\$ 12,449,803	\$ 12,549,478
Cash - restricted	<u>5,251,597</u>	<u>5,030,000</u>
	<u>\$ 17,701,400</u>	<u>\$ 17,579,478</u>

**Supplementary cash flow information:**

Interest paid	\$ 164,045	\$ 237,913
Interest paid - bussing loans	<u>66,896</u>	<u>99,156</u>
	<u>\$ 230,941</u>	<u>\$ 337,069</u>

**Eastern School District  
Non-Consolidated - Statement of Changes in Capital Fund**

**For the Year Ended June 30, 2010**

**2010**

**2009**

**70 Capital receipts**

**71 Proceeds from bank loans**

011 School construction		
012 Equipment		
013 Service vehicles		
014 Pupil transportation		
015 Other and capital lease	\$ 146,900	\$ 145,703
	<u>146,900</u>	<u>145,703</u>

**72 EIC grants**

011 School construction and equipment	65,103,971	25,446,236
012 Other - special grants for debt repayment		
	<u>65,103,971</u>	<u>25,446,236</u>

**73 Donations**

011 Cash receipts		
012 Non-cash receipts		
013 Restricted use		
	<u>                    </u>	<u>                    </u>

**74 Sale of capital assets - proceeds**

011 Land and 012 buildings	64,411	
013 Equipment		
014 Service vehicles - insurance proceeds	27,469	
015 Pupil transportation vehicles		
016 Other		
	<u>91,880</u>	<u>                    </u>

**75 Other capital revenues**

011 Interest on capital fund investments		
013 Recoveries of expenditures (Bus Loan Principal)	363,307	361,051
015 Insurance proceeds		
016 Native peoples grants		
017 Miscellaneous		
Gain on sale of capital assets		
Department of Education technology grants		
Cost sharing for technology grants		
	<u>363,307</u>	<u>361,051</u>

**76 Transfer from (to) current fund**

	(13,255,125)	(13,366,223)
Add: Adjustment to residuals and disposals	189,251	2,179,427
Add: Amortization of capital assets - non cash items	<u>14,673,442</u>	<u>12,867,040</u>
	<u>1,607,568</u>	<u>1,680,244</u>
	<u>\$ 67,313,626</u>	<u>\$ 27,633,234</u>

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Eastern School District  
Non-Consolidated - Statement of Changes in Capital Fund(Cont'd)

For the Year Ended June 30, 2010

2010

2009

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**80 Capital disbursements**

**81 Additions to capital assets**

011 Land and sites	\$ 9,841	\$ 3,037,425
012 Buildings	65,426,736	22,395,688
013 Furniture and equipment - School	146,900	286,754
014 Furniture and equipment - other	22,421	
015 Service vehicles	27,805	189,569
016 Pupil transportation		
	<u>65,633,703</u>	<u>25,909,436</u>

**82 Principal repayment of long-term debt**

011 School construction		
012 Equipment	1,157,364	1,226,128
013 Service vehicles		
014 Energy Performance Contract	<u>522,559</u>	<u>497,670</u>
	<u>1,679,923</u>	<u>1,723,798</u>

**83 Miscellaneous disbursements**

013 Other (decrease in capital payables)		
	<u>\$ 67,313,626</u>	<u>\$ 27,633,234</u>



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**Eastern School District**  
**Non-Consolidated - Notes to Financial Statements**

**For the Year Ended June 30, 2010**

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**Nature of Operations**

The Eastern School District is responsible for the operations and maintenance of all schools in the Eastern portion of the Province of Newfoundland and Labrador. The District was formed August 31, 2004 after the Government of Newfoundland and Labrador dissolved four previous boards known as Vista School District, Burin School District, Avalon West School District, and Avalon East School District.

**1. Significant Accounting Policies**

These financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of accounting policies summarized below:

**Fund Accounting**

The accompanying financial statements have been prepared on a fund accounting basis which is generally accepted for School Boards. Fund accounting can be defined as "accounting procedures in which a self balancing group of accounts is provided for each fund." It is customary for School Boards to account separately for the current and capital funds. These financial statements include both the current and capital funds on a combined basis.

**Common Controlled Entities and Schools (Non-Consolidated)**

These financial statements are prepared on a Non-Consolidated basis.

These financial statements do not include school based financial activities which would consist of revenues, expenses and net assets controlled directly by school administration.

The District currently exercises control over corporations known as the Eastern Education Foundation Inc. and Newfoundland International Student Exchange Program Inc.

The net assets of the Eastern Education Foundation Inc. as at December 31, 2009 were \$ 192,297 in accordance with the financial statements compiled by the Corporation. These amounts have not been consolidated with the Districts financial statements.

The net assets of the Newfoundland International Student Exchange Program Inc. (NISEP) as at June 30, 2010 are recorded in note 7 (accounts payable) of these financial statements. Net funds generated from this Corporation are to be used for specific purposes and will be recognized as revenue in the District's financial statements when approved by the NISEP Management Committee. The NISEP board has received a directive from the Government of Newfoundland and Labrador to wind up operations.

**Revenue**

The District's main source of funding is derived from the Government of Newfoundland and Labrador, Department of Education ("the Department"). The Department provides funding for operations, transportation, capital expenditures and teacher salaries and severance pay. Funding is included in revenue on the accrual basis and when the related expenditures have been incurred with the exception of funding for teacher severance pay which is recorded when the severance is paid to employees (see note 2). Funding designated for specific purposes is deferred and included in revenue when the related expenditures have been incurred.

For the Year Ended June 30, 2010

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## 1. Significant Accounting Policies (Cont'd)

### Property, Plant and Equipment

Capital assets assumed by the District on August 31, 2004, as a result of legislation passed pursuant to the *Schools Act, 1997* and the *Education Act*, were recorded based on the Carrying Values shown on the audited financial statements of the predecessor entities.

Tangible capital assets are amortized using the straightline basis over their estimated useful lives, using the following rates:

Buildings	25-60 years
Furniture and equipment	10 years
Service vehicles	5 years
Buses	12 years
Miscellaneous	5 years

Consistent with provincial government accounting policies, the District capitalizes items purchased during the year that are in excess of \$15,000.

### Teachers' and Student Assistants' Payroll

The Government of Newfoundland and Labrador processes the payrolls and remits the source deductions directly to the appropriate agencies. The amounts recorded in the financial statements represent gross salaries and employee benefits as reported by the Department for the year.

### Pension Costs

All permanent employees of the District are covered by pension plans administered by the Government of Newfoundland and Labrador. Contributions to these plans are required from both the employee and the District. Post retirement obligations to employees are the responsibility of the Government of Newfoundland and Labrador and, as such, the employer contributions for pensions and other retirement benefits are recognized in the accounts on a current basis.

### Cash Restricted - Other Employee Severance Pay Accrual

Consistent with government policy, the Board has in effect severance pay policies whereby employees are entitled to a severance payment upon leaving employment with the Board. Under these policies, a permanent employee who has nine (9) or more years of continuous service in the employ of the School Board is entitled to be paid on resignation, retirement, termination by reasons of disability, expiry of recall rights or, in the event of death, to the employee's estate, severance pay equal to the amount obtained by multiplying the number of completed years of continuous employment by his weekly salary to a maximum of twenty (20) weeks pay. This liability for severance pay has been accrued in the accounts for all employees who have a vested right to receive such payments.

The District records severance pay liability for employees other than teachers and has set aside sufficient funds to satisfy this liability in a separate bank account for this purpose.

Severance pay for teachers is paid directly to employees by the Department of Education.

### Use of Accounting Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting periods. Actual results could differ from those estimates.

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Eastern School District  
Non-Consolidated - Notes to Financial Statements

For the Year Ended June 30, 2010

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**Long-Lived Assets**

Long-lived assets are reviewed for impairment upon the occurrence of events or changes in circumstances indicating that the value of the assets may not be recoverable.

**2. Teachers' Severance Pay Benefits**

Pursuant to a directive issued by the Department during fiscal 1998, the District recorded the severance pay liability for teachers in the District. The *Schools Act, 1997* specifies that salaries and other compensation for teachers are the responsibility of the Department. The District received written approval from the Minister of Education for the deficit arising from the Department's requirement for the teachers' severance.

The net change in the liability for the year ended is as follows:

	<u>2010</u>	<u>2009</u>
Balance, beginning of the year	\$ 56,270,939	\$ 51,912,995
Net change for the period	<u>3,999,560</u>	<u>4,357,944</u>
Balance, end of the year	<u>\$ 60,270,499</u>	<u>\$ 56,270,939</u>

**3. Bond Coverage**

At balance sheet date, the Insurance Division of Treasury Board carried fidelity bond coverage covering District employees in the amount of \$300,000 per occurrence.

**4. Accounts Receivable**

<b>Current</b>	<u>2010</u>	<u>2009</u>
11 131 Provincial Government	\$ 1,991,594	\$ 2,648,847
132 Transportation		
133 Federal Government		
134 Insurance		
138 Interest	9,077	5,022
139 Miscellaneous and travel advances	91,753	337,226
140 Goods and Service Tax Rebate	253,644	651,286
141 Other		
<b>Capital</b>		
11 231 Provincial Gov't -construction grants		
235 Other		
	<u>\$ 2,346,068</u>	<u>\$ 3,642,381</u>

**5. Teachers' Vacation Pay**

Pursuant to a directive issued by the Department during the fiscal year 2006, the District recorded the vacation pay liability for teachers in the District. The liability relates to teachers' salaries earned during the school year but not fully paid to teachers until subsequent to June 30. Accordingly, the District has recorded teachers' vacation pay receivable of \$ 36,366,539 at June 30, 2010, (2009 - \$ 33,730,795 ).

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Eastern School District  
Non-Consolidated - Notes to Financial Statements

For the Year Ended June 30, 2010

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**6. Bank Indebtedness**

The District had an authorized operating demand loan of \$4,000,000, bearing interest at Royal Bank prime less 0.65% which was unused as at June 30, 2010 and June 30, 2009. In accordance with the *Schools Act, 1997*, the operating demand loan was supported by a letter of approval to borrow provided by the Minister of Education.

**7. Accounts Payable and Accrued Liabilities**

<b>Current</b>	<b><u>2010</u></b>	<b><u>2009</u></b>
21 111 Trade payables	\$ 3,069,732	\$ 4,780,520
112 Accrued liabilities	278,213	290,353
114 Wages	460,154	650,367
115 Payroll deductions	154,441	83,052
117 Deferred grants	4,875,837	5,298,924
118 Other - Specify		
Vacation pay accrual - other employees	2,165,634	1,921,150
Eastern School District Trust Fund	599,227	581,897
Scholarship funds	128,680	124,850
N.I.S.E.P. due to a related corporation	686,670	678,853
<b>Capital</b>		
213 Accrued interest		
218 Other		
	<u>\$ 12,418,588</u>	<u>\$ 14,409,966</u>

**8. Other Employee Benefits**

	<b><u>2010</u></b>	<b><u>2009</u></b>
Unused pre-1985 sick leave	\$ <u>405,128</u>	\$ <u>438,597</u>

The District has recorded the obligation to pay certain employees at the termination of their employment for unused sick leave accumulated prior to January 1, 1985.

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Eastern School District  
Non-Consolidated - Notes to Financial Statements

For the Year Ended June 30, 2010

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9. Investment in Capital Assets

	<u>2010</u>	<u>2009</u>
Investment in capital assets, beginning of the year	\$175,459,520	\$163,018,456
Add:		
Grants - contributions for capital construction	65,103,971	25,446,236
Proceeds from sale of capital assets		
Gain on sale of capital assets	4,697	
Recoveries of expenditures		
Insurance proceeds - capital	(27,469)	
Capital purchases out of revenue	60,065	317,497
Miscellaneous - E.I.T.F.		
School contributions		
Principal repayment paid with operating grants	<u>1,679,923</u>	<u>1,723,798</u>
	<u>242,280,707</u>	<u>190,505,987</u>
Deduct adjustments:		
Cost of assets disposed		
Land	200,000	
Pupil transportation vehicles		
Other		
Amortization of capital assets	14,673,442	15,046,467
Adjustment to carrying value of certain capital assets	(322,723)	
Doubtful Accounts		
	<u>14,550,719</u>	<u>15,046,467</u>
Investment in capital assets, end of the year	<u>\$227,729,988</u>	<u>\$175,459,520</u>

**Eastern School District  
Non-Consolidated - Notes to Financial Statements**

**For the Year Ended June 30, 2010**

**10. Obligation Under Capital Leases**

The District had entered into a capital lease with Royal Bank of Canada to finance its Energy Performance capital expenditures (EPC). The lease was for \$ 5,000,000 for 5 years including a purchase option of \$2,750,000 which expired May 2008. During June 2008, the purchase option was refinanced for a period of 5 years with a purchase option of \$1.

The District also entered into capital leases with the Royal Bank of Canada for various equipment purchases. The principal balance outstanding as at June 30, 2010 was \$711,113 with a purchase option of \$1.

Future minimum payments under these capital leases is as follows for the year ending in:

	<u>Risographs</u>	<u>EPC</u>	<u>Copiers &amp; Laptops</u>	<u>Total</u>
2011	\$ 94,283	\$ 618,564	\$ 220,193	\$ 933,040
2012	40,495	618,564	220,193	879,252
2013	40,495	567,017	118,911	726,423
2014			27,098	27,098
	175,273	1,804,145	586,395	2,565,813
Less: amount representing interest	<u>10,243</u>	<u>125,921</u>	<u>40,251</u>	<u>176,415</u>
	165,030	1,678,224	546,144	2,389,398
Less: current portion	<u>88,777</u>	<u>548,692</u>	<u>197,333</u>	<u>834,802</u>
	<u>\$ 76,253</u>	<u>\$ 1,129,532</u>	<u>\$ 348,811</u>	<u>\$ 1,554,596</u>

Interest has been imputed at a rate of 4.89% for the EPC.

Interest has been imputed at various rates for the other leases.

**11. Lease Commitments**

The District has entered into a new three year premises lease effective June 1, 2010 for the following annual amounts, before HST: year 1 - \$ 644,279; year 2 - \$ 666,925 and year 3 - \$ 689,571.

Furthermore, the District is committed under the terms of various equipment operating leases to make payments in the next four years approximately as follows:

2011	\$ 37,087
2012	\$ 37,087
2013	\$ 37,087
2014	\$ 24,725

**12. Financial Instruments**

The District's financial instruments consist of cash, short-term investments, accounts receivable, accounts payable, employee severance payable, employee benefits payable and long term obligations. It is management's opinion that the District is not exposed to significant interest rate risk, current or credit risks arising from these financial instruments.

The carrying value of the District's financial instruments, with the exception of long-term receivables, approximate fair values due to the short-term maturity and normal credit terms of those instruments. The long-term receivables balance does not approximate fair value as it is non-interest bearing.

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Eastern School District  
Non-Consolidated - Notes to Financial Statements

For the Year Ended June 30, 2010

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**13. Insurance Subsidy**

The cost of insuring school properties is borne by the Provincial Government and no amount has been recorded in these accounts to reflect this cost.

**14. Contingent Liabilities**

Site restoration and remediation costs associated with school properties under the District are charged to operations as incurred. Estimated future site restoration and remediation costs have not been accrued in these financial statements since the obligation, if any, is presently not determinable. Such costs are normally funded by the Province.

The Board has a potential liability for accumulated sick leave to its employees in the amount of \$13,188,272. This amount has not been included in the financial statements. The amount is calculated based on Board policy and on an interpretation of the agreement with unionized employees. Any payments to employees for sick leave is expensed in the period such payments are incurred.

**15. Comparative Figures**

Certain of the 2009 amounts have been reclassified to conform with the financial statement presentation adopted for 2010.

**16. District Deficiency**

The School District has an accumulated operating deficit of \$ 61,462,683, consisting primarily of the teacher's severance pay accrual of \$ 60,270,499, as required by the Provincial Government and as explained in notes 1 and 2.

	<u>2010</u>	<u>2009</u>
Deficit per Statement of Financial Position	\$ 61,462,683	\$ 58,202,072
Less: Teacher's Severance Pay Accrual	<u>(60,270,499)</u>	<u>(56,270,939)</u>
Net Accumulated Operating Deficit	<u>\$ 1,192,184</u>	<u>\$ 1,931,133</u>

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Eastern School District  
Schedule 1  
Current Revenues

For the Year Ended June 30, 2010

2010

2009

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**Current Revenues**

**32 010 Provincial Government Grants**

011 Regular operating grants	\$ 56,771,699	\$ 56,297,457
016 Special grants		
French immersion		
Official language monitor		
French language recuperation		
Textbook credit allocation		
Communication technology		
Other		
Salaries and benefits		
017 Directors, Assistant Directors and Senior Education Officers	3,249,053	2,356,887
021 Regular teachers	291,671,698	275,960,288
Teachers' severance		
022 Substitute teachers		
Student assistants	8,361,603	7,954,844
030 Pupil transportation		
031 Board owned	3,256,973	3,402,790
032 Contracted	16,233,867	15,817,632
033 Handicapped	<u>2,706,031</u>	<u>2,591,876</u>

382,250,924                      364,381,774

**33 010 Donations**

012 Cash receipts  
013 Non cash receipts  
014 Restricted use

\_\_\_\_\_                      \_\_\_\_\_  
\_\_\_\_\_                      \_\_\_\_\_

**34 010 Ancillary Services**

011 Revenues from rental of residences  
021 Revenues from rental of Schools and  
    facilities (Net)  
031 Cafeterias  
032 Other

105,679                      118,605  
\_\_\_\_\_                      \_\_\_\_\_  
105,679                      118,605



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Eastern School District  
Schedule 1 (Cont'd)  
Current Revenues

For the Year Ended June 30, 2010	2010	2009
<b>35 010 Miscellaneous</b>		
011 Income on investments and bank	\$ 63,896	\$ 221,791
012 Bus charters		
021 Recoveries of expenditures		
031 Revenues from other School Districts		
051 Insurance proceeds		
061 Bilingual education revenue		
071 Operating revenue from native peoples grant		
081 Miscellaneous federal grants: Special Projects (Deficit)	(16,147)	32,984
091 Textbooks - net		
092 Other		
Summer and night school fees		
Gain on sale of capital assets		
Technology support initiative		
Sundry	113,907	372,562
093 Grant - MUN		
	<u>161,656</u>	<u>627,337</u>
Total Current Revenues	<u>\$382,518,259</u>	<u>\$365,127,716</u>

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Eastern School District  
Schedule 2  
Administration Expenditures

For the Year Ended June 30, 2010

2010

2009

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51 Salaries and benefits		
011 Directors, Assistant Directors and Senior Education Officers	\$ 3,249,053	\$ 2,356,887
012 Board office personnel	2,613,121	2,620,234
013 Office supplies	100,749	99,213
014 Replacement furniture and equipment	19,273	74,923
015 Postage	25,462	33,208
016 Telephone	173,384	175,122
017 Office equipment rentals and repairs	18,028	17,065
018 Bank charges	632	534
019 Electricity	81,605	79,119
023 Repairs and maintenance	11,477	1,871
024 Travel	93,220	98,767
025 Board meeting expenses	132,361	130,502
026 Election expenses	108,795	
027 Professional fees	111,939	162,049
028 Advertising and public relations	68,360	77,579
029 Membership dues	149,148	123,963
031 Municipal service fees	11,450	12,086
032 Rental of office space	621,666	625,071
034 Professional Development and Meetings	<u>20,183</u>	<u>11,863</u>
Total Administration expenditures	<u>\$ 7,609,906</u>	<u>\$ 6,700,056</u>

**Eastern School District  
Schedule 3  
Instruction Expenditures**

**For the Year Ended June 30, 2010**

**2010**

**2009**

**52 010 Instructional Salaries**

011 Regular Teachers	\$243,976,311	\$231,949,757
012 Substitute Teachers	12,236,328	9,793,208
013 Board paid positions	695,668	416,728
014 Augmentation		
015 Employee benefits - teachers	35,459,279	34,236,800
016 School secretaries - salaries and benefits	5,174,486	5,166,271
018 Other		
Co-operative education		
Salaries and benefits - IT	1,188,263	1,075,449
Salaries and benefits - program assistants	65,171	77,267
Salaries and benefits - student assistants	<u>8,361,603</u>	<u>7,954,822</u>
	<u>307,157,109</u>	<u>290,670,302</u>

**52 040 Instructional Materials**

041 General supplies	5,307,269	5,384,311
042 Library resource materials	666	5,805
043 Teaching aids	259,822	653,292
044 Textbooks		
045 Other - Special and regional services		
	<u>5,567,757</u>	<u>6,043,408</u>

**52 060 Instructional Furniture and Equipment**

061 Replacement	48,510	31,426
062 Rentals and repairs		
063 Salary and benefits - computer technicians		
	<u>48,510</u>	<u>31,426</u>

**50 080 Instructional Staff Travel**

080 IT Travel	80,486	78,200
081 Program co-ordinators	456,712	410,748
082 Teachers' travel	36,533	44,082
083 Inservice and conferences	<u>116,570</u>	<u>160,956</u>
	<u>690,301</u>	<u>693,986</u>

**52 090 Other Instructional Costs**

091 Postage and stationary	<u>32,350</u>	<u>31,805</u>
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Total instruction expenditures	<u>\$313,496,027</u>	<u>\$297,470,927</u>
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Eastern School District  
Schedule 4  
Operations and Maintenance Expenditures - Schools

For the Year Ended June 30, 2010

2010

2009

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53

Salaries		
011 Janitorial	\$ 13,911,002	\$ 13,724,896
012 Maintenance	3,155,307	2,295,036
014 Electricity	6,306,880	6,509,608
015 Fuel	1,826,627	1,601,493
016 Municipal service fee	1,120,103	847,937
017 Telephone	1,582,596	1,431,255
018 Vehicle operating and travel	401,368	274,056
019 Janitorial supplies	866,051	812,878
021 Janitorial equipment	73,315	197,060
022 Repairs and maintenance - buildings (Fund 1)	3,859,699	4,091,413
023 Repairs and maintenance - buildings (Fund 2)	1,691,171	3,073,290
024 Equipment maintenance	20,299	31,129
025 Snow clearing	<u>1,773,208</u>	<u>1,619,138</u>
 Total operations and maintenance	 <u>\$ 36,587,626</u>	 <u>\$ 36,509,189</u>

**Eastern School District  
Schedule 5  
Pupil Transportation Expenditures**

**For the Year Ended June 30, 2010**

**2010**

**2009**

**54 010 Operation and Maintenance of Board Owned Fleet**

Salaries and Benefits

011 Administration	\$ 135,145	\$ 127,062
012 Drivers and Mechanics	1,762,548	1,739,508
013 Payroll Tax	31,695	29,613
014 Debt Repayment- Interest	66,896	99,156
015 Principal	363,307	361,051
017 Gas and oil	386,316	422,567
018 Licenses	30,821	37,213
019 Insurance	33,827	37,905
021 Repairs and Maintenance - Fleet	262,456	312,488
022 Building	18,496	41,863
023 Tires and Tubes	46,099	50,975
024 Heat and Light	8,622	8,589
025 Municipal Service		880
026 Snow Clearing	9,453	6,548
027 Office Supplies	6,264	11,298
028 Rental of buses	9,300	
029 Travel	1,327	5,167
031 Professional Fees	640	
032 Miscellaneous	52,533	59,700
033 Telephone	34,575	51,207

3,260,320                      3,402,790

**54 040 Contracted Services**

041 Regular transportation	16,156,547	15,758,499
042 Handicapped	2,706,031	2,591,876
047 Salaries	130,012	122,349
048 Travel	6,000	1,439
049 Non funded bus trips	1,918	

Pupil transportation expenditures

\$ 22,260,828                      \$ 21,876,953

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Eastern School District  
Schedule 6  
Ancillary Services and Miscellaneous Expenses

For the Year Ended June 30, 2010

2010

2009

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**Ancillary Services**

The Board operates the following ancillary services:

**55 Ancillary services**

011 Operation of teachers' residences  
031 Cafeterias  
032 Other - environmental education

\$	<u>65,620</u>	\$	<u>69,074</u>
\$	<u>65,620</u>	\$	<u>69,074</u>

**Miscellaneous Expenses**

The Board has incurred the following miscellaneous expenses:

57 011 Bad debt expense	\$	159,185	\$	153,135
Special incentive program				
Other miscellaneous expenditures		17,758		18,493
012 Provision for severance pay		<u>          </u>		<u>          </u>
	\$	<u>176,943</u>	\$	<u>171,628</u>

**Eastern School District  
Schedule 7  
Details of Property, Plant and Equipment**

**For the Year Ended June 30, 2010**

	Cost June 30, 2010	Accumulated Amortization 2010	NBV June 30, 2010	NBV June 30, 2009
12 210 Land and Sites	\$ 8,071,461		\$ 8,071,461	\$ 8,261,620
12 220 Buildings				
221 Schools	363,856,336	\$ 152,839,465	211,016,871	154,750,934
222 Administration	5,590,942	2,153,978	3,436,964	4,081,209
223 Residential	10,000	1,000	9,000	9,200
224 Recreational				
225 Other	452,854	415,210	37,644	40,772
	<u>369,910,132</u>	<u>155,409,653</u>	<u>214,500,479</u>	<u>158,882,115</u>
12 230 Furniture and Equip.				
231 Schools	31,447,334	28,103,683	3,343,651	6,878,726
232 Administration	3,173,731	3,173,731		431,628
233 Residential	850	819	31	116
234 Recreation				
235 Other	27,648	26,653	995	3,760
	<u>34,649,563</u>	<u>31,304,886</u>	<u>3,344,677</u>	<u>7,314,230</u>
12 240 Vehicles				
241 Service vehicles	646,122	349,620	296,502	401,272
12 250 Pupil Transportation				
251 Land				
252 Building	152,886	26,443	126,443	127,501
Vehicles				
253 Buses	5,030,070	3,602,634	1,427,436	1,851,852
254 Service	59,383	37,115	22,268	29,691
255 Equipment				
256 Other				
	<u>5,242,339</u>	<u>3,666,192</u>	<u>1,576,147</u>	<u>2,009,044</u>
12 260 Misc. Capital Assets				
Computers	894,464	894,464		178,893
Tools	18,163	18,163		3,634
Water lines	29,151	4,856	24,295	25,264
Resource lines				
	<u>941,778</u>	<u>6,717,816</u>	<u>24,295</u>	<u>207,791</u>
Subtotal	419,461,395	191,647,834	227,813,561	177,076,072
Energy retrofit	5,834,303	5,800,333	33,969	69,107
<b>Total Capital Assets</b>	<b>\$ 425,295,698</b>	<b>\$ 197,448,167</b>	<b>\$ 227,847,530</b>	<b>\$ 177,145,179</b>

**Eastern School District  
Schedule 7A  
Details of Property, Plant and Equipment - Additions and Disposals**

**For the Year Ended June 30, 2010**

	Cost June 30, 2009	Additions 2010	Disposals 2010	Write down of Impaired Assets 2010	Cost June 30, 2010
12 210 Land and Sites	\$ 8,261,620	\$ 9,841	\$ 200,000	\$	\$ 8,071,461
12 220 Buildings					
221 Schools	298,429,600	65,426,736			363,856,336
222 Administration	5,590,942				5,590,942
223 Residential	10,000				10,000
224 Recreational					
225 Other	452,854				452,854
	<u>304,483,396</u>	<u>65,426,736</u>			<u>369,910,132</u>
12 230 Furniture and Equip.					
231 Schools	31,278,013	169,321			31,447,334
232 Administration	3,173,731				3,173,731
233 Residential	850				850
234 Recreation					
235 Other	27,648				27,648
	<u>34,480,242</u>	<u>169,321</u>			<u>34,649,563</u>
12 240 Vehicles					
241 Service vehicles	646,782	27,805	28,465		646,122
12 250 Pupll Transportation					
251 Land					
252 Building	152,886				152,886
Vehicles					
253 Buses	5,774,961		744,891		5,030,070
254 Service	59,383				59,383
255 Equipment					
256 Other					
	<u>5,987,230</u>		<u>744,891</u>		<u>5,242,339</u>
12 260 Misc. Capital Assets					
Computers	894,464				894,464
Tools	18,163				18,163
Water lines	29,151				29,151
Resource lines					
	<u>941,778</u>				<u>941,778</u>
Subtotal	354,801,048	65,633,703	973,356		419,461,395
Energy retrofit	5,834,303				5,834,303
<b>Total Capital Assets</b>	<u>\$ 360,635,351</u>	<u>\$ 65,633,703</u>	<u>\$ 973,356</u>	<u>\$ NIL</u>	<u>\$ 425,295,698</u>



**Eastern School District  
Schedule 7B  
Details of Property, Plant and Equipment - Amortization**

**For the Year Ended June 30, 2010**

	Accumulated Amortization 2009	Amortization 2010	Amortization on disposals 2010	Net Amortization 2010	Accumulated Amortization 2010
<b>12 210 Land and Sites</b>					
<b>12 220 Buildings</b>					
221 Schools	\$ 143,678,666	\$ 9,160,799		\$ 9,160,799	\$ 152,839,465
222 Administration	1,509,733	644,245		644,245	2,153,978
223 Residential	800	200		200	1,000
224 Recreational					
225 Other	412,082	3,128		3,128	415,210
	<u>145,601,281</u>	<u>9,808,372</u>		<u>9,808,372</u>	<u>155,409,653</u>
<b>12 230 Furniture and Equip.</b>					
231 Schools	24,399,287	3,704,396		3,704,396	28,103,683
232 Administration	2,742,103	431,628		431,628	3,173,731
233 Residential	734	85		85	819
234 Recreation					
235 Other	23,888	2,765		2,765	26,653
	<u>27,166,012</u>	<u>4,138,874</u>		<u>4,138,874</u>	<u>31,304,886</u>
<b>12 240 Vehicles</b>					
241 Service vehicles	245,510	109,803	\$ (5,693)	104,110	349,620
<b>12 250 Pupil Transportation</b>					
251 Land					
252 Building	25,385	1,058		1,058	26,443
Vehicles					
253 Buses	3,923,109	424,416	(744,891)	(320,475)	3,602,634
254 Service	29,692	7,423		7,423	37,115
255 Equipment					
256 Other					
	<u>3,978,186</u>	<u>432,897</u>	<u>(744,891)</u>	<u>(311,994)</u>	<u>3,666,192</u>
<b>12 260 Misc. Capital Assets</b>					
Computers	715,571	178,893		178,893	894,464
Tools	14,529	3,634		3,634	18,163
Water lines	3,887	969		969	4,856
Resource lines					
	<u>733,987</u>	<u>183,496</u>		<u>183,496</u>	<u>917,483</u>
Subtotal	177,724,976	14,673,442	(750,584)	13,922,858	191,647,834
Energy retrofit	5,765,196	35,137		35,137	5,800,333
<b>Total Capital Assets</b>	<b>\$ 183,490,172</b>	<b>\$ 14,708,579</b>	<b>\$ (750,584)</b>	<b>\$ 13,957,995</b>	<b>\$ 197,448,167</b>

Eastern School District  
 Schedule 8  
 Details of Long-Term Debt

For the Year Ended June 30, 2010

2010

2009

Ref. #

**211 Bank Loans**

<u>Monthly Blended Payment</u>	<u>Interest Rate</u>	<u>Maturity Date</u>			
\$ 430	Prime + 2%	2011	\$	130,186	\$ 322,129
\$ 9,443	Prime + 2%	2012		472,158	585,477
\$ 12,475	Prime + 2%	2010			111,821
\$ 3,549	5.46%	2013		<u>89,969</u>	<u>126,554</u>
Total 211				<u>692,313</u>	<u>1,145,981</u>

**212 Mortgages**

Total 212		<u>                    </u>		<u>                    </u>	<u>                    </u>
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**213 Debentures**

repayable \$ <u>                    </u> monthly, maturing <u>                    </u>		<u>                    </u>		<u>                    </u>	<u>                    </u>
repayable \$ <u>                    </u> monthly, maturing <u>                    </u>		<u>                    </u>		<u>                    </u>	<u>                    </u>

Total 213		<u>                    </u>		<u>                    </u>	<u>                    </u>
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Subtotal				692,313	1,145,981
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215 Less current maturities				<u>113,317</u>	<u>321,534</u>
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Total loans other than pupil transportation			\$	<u>578,996</u>	\$ <u>824,447</u>
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Certain loans are secured by a first charge over specific vehicles.

Eastern School District  
 Schedule 8 (Cont'd)  
 Details of Long-Term Debt

For the Year Ended June 30, 2010

2010

2009

22 220 Loans - pupil transportation

Ref. #

221 Vehicle bank loans

Monthly Blended Payment

Interest Rate

Maturity Date

\$ 430	Prime + 2%	2011	\$ 5,186	\$ 10,342
\$ 4,169	Prime + 2%	2012	95,882	145,907
\$ 2,019	Prime + 2%	2011	38,352	62,575
\$ 5,744	Prime + 2%	2013	307,851	359,882
\$ 4,320	5.046%	2017	351,932	385,100
\$ 3,910	Prime + 2%	2016	234,625	281,550
\$ 4,336	Prime + 2%	2016	213,091	282,018
\$ 1,095	Prime + 2%	2014	52,566	65,708
\$ 1,679	Prime + 2%	2014	87,320	107,471
\$ 521	Prime + 2%	2012	7,692	13,944
\$ 521	Prime + 2%	2013	17,195	23,453
\$ 4,393	4.55%	2015	<u>324,214</u>	<u>361,269</u>

Total 221

1,735,906

2,099,219

222 Land, buildings and equipment bank loans

repayable \$ \_\_\_\_\_ monthly, maturing \_\_\_\_\_  
 repayable \$ \_\_\_\_\_ monthly, maturing \_\_\_\_\_  
 repayable \$ \_\_\_\_\_ monthly, maturing \_\_\_\_\_  
 repayable \$ \_\_\_\_\_ monthly, maturing \_\_\_\_\_  
 repayable \$ \_\_\_\_\_ monthly, maturing \_\_\_\_\_

Total 222

223 Less current maturities

535,567

363,307

Total loans - pupil transportation

1,200,339

1,735,912

Total long-term debt

\$ 1,779,335

\$ 2,560,359

Eastern School District  
 Schedule 8A  
 Summary of Long- Term Debt

For the Year Ended June 30, 2010

Description	Rate	Balance Beginning of Year	Loans Obtained During Year	Principal Repayment for Year	Balance End of Year
A) School construction					
B) Equipment	7.5%	\$ 1,145,981		\$ 453,668	\$ 692,313
C) Service vehicles					
D) Other					
E) Pupil					
Transportation		<u>2,099,219</u>		<u>363,313</u>	<u>1,735,906</u>
Total Loans		<u>\$ 3,245,200</u>	<u>\$ NIL</u>	<u>\$ 816,981</u>	<u>\$ 2,428,219</u>

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Eastern School District  
Schedule 8B  
Schedule of Current Maturities

For the Year Ended June 30, 2010

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Description	Year 1	Year 2	Year 3	Year 4	Year 5
A) School construction					
B) Equipment	\$ 113,317	\$ 113,318	\$ 113,318	\$ 113,918	18,887
C) Service vehicles					
D) Other					
E) Pupil	535,567	386,913	298,446	217,253	194,836
Transportation					
Total loans	<u>\$ 648,884</u>	<u>\$ 500,231</u>	<u>\$ 411,764</u>	<u>\$ 331,171</u>	<u>\$ 213,723</u>

Eastern School District  
Schedule 8C  
Schedule of Interest Expense

Year Ended June 30, 2010

2010

2009

56 010

Description

**012 Capital**

School construction

Equipment

\$ 38,286 \$ 45,252

Service vehicles

6,003 7,943

Other

Debt restructuring

7,185

Energy management - capital lease

119,756 177,533

**Total Capital**

164,045 237,913

**Current**

013 Operating loans

014 Supplier interest charges

\_\_\_\_\_

**Total Current**

\_\_\_\_\_

**Total Interest Expense**

\$ 164,045 \$ 237,913

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Eastern School District  
Supplementary Information

For the Year Ended June 30, 2010

2010

2009

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**1. Cash**

**Current**

11 110 Cash on Hand and in Bank

Bank

112 Current \$ 11,909,866 \$ 12,277,853

113 Severance Reserve Fund

114 Teachers' payroll 536,701 268,837

115 Non teachers' payroll

116 Executive payroll

117 Other - Funds 3,236 2,788

12,449,803 12,549,478

**Capital**

11 210 Cash on hand and in bank

211 Cash on hand

Bank

212 Current

213 Savings

214 Other

Total Cash on Hand and in Bank

\$ 12,449,803 \$ 12,549,478

**2. Short Term Investments**

**Current**

11 121 Term deposits - restricted

\$ 739,823 \$ 737,746

122 Marketable securities

135,805 135,805

123 Other

- Canada treasury bills

- Mutual funds

- Balance in broker account

- Guaranteed Investment Certificates

**Capital**

11 221 Term deposits

222 Canada Savings Bonds

223 Other

Total Short Term Investments

\$ 875,628 \$ 873,551

Term deposits relate to funds specifically allocated for educational purposes within the Province of Newfoundland and Labrador. These amounts are not intended for general operations of the District.

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Eastern School District  
Supplementary Information

For the Year Ended June 30, 2010

2010

2009

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**3. Prepaid Expenses**

**Current**

11 141 Insurance	\$	12,894	\$	12,063
142 Municipal service fees		207,021		154,435
143 Supplies				
144 Other				
Equipment lease				
Workers' compensation		440,193		350,060
Garbage collection				
Vehicle insurance				
Other				

**Capital**

11 241 Other				
		<u>        </u>		<u>        </u>
	\$	<u>660,108</u>	\$	<u>516,558</u>



# 2009-2010 Eastern School District Annual Report



“There are only two lasting bequests we can hope to give our children.  
One is roots; the other, wings”. - Hodding Carter



Suite 601, Atlantic Place  
215 Water Street  
St. John's, Newfoundland  
A1C 6C9

Telephone: (709) 758-2372  
Fax: (709) 758-2706

[www.esdnl.ca](http://www.esdnl.ca)