

**SCHOOL DISTRICT 54**  
**(Bulkley Valley)**

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**COMMITTEE REPORT**  
**OPERATIONS COMMITTEE MEETING OF**  
**April 4, 2012**

**In attendance:**

**Committee Members:** Chair: K. Martinsen, P. Michell, F. Farrell

**Administration:** S. Richards, Secretary Treasurer, C. van der Mark, Superintendent; E. Hildebrandt, Supervisor of Operations

**Trustees:** (non voting) Sheryl Yaremco

**Regrets:** Priscilla Michell

**Ex Officio:** L. Kearns

The meeting convened at 4:00 and moved *in-camera* immediately to discuss items relating to property / facilities issue. The committee returned to regular session at 4:30 and discussed the following issues.

**REPORT:**

**1. Audit 2011 – 2012**

Administration presented the Auditor General's Audit Plan and Letter of Engagement to the committee. It was noted that the 2 auditors conducted a preliminary audit during the week of March 26, 2012 and provided a presentation to the Chair and Chair of the Operations Committee. ***The committee recommends that the Board Chairperson sign the Engagement Letter for the fiscal year 2011-2012.***

**2. BC Hydro Rate Increase**

Administration provided a briefing note outlining a number of issues related to a rate increase, deferral accounts and the district's participation in a new program known as the Continuous Optimization Program. This program will provide some funding for energy management studies of two of our school facilities.

**3. Telus – Government Procurement Contract**

A Briefing note provided information on a provincial initiative which has been designed to find economic efficiencies in telecommunication costs for school districts throughout the province. Preliminary survey and data collection information suggests that our district may achieve some \$20,000 in savings. Administration will provide further reports in the future.

**4. PEBT Regional Meetings**

Mr. Richards informed the committee that he and the Payroll Administrator would attend a meeting in Terrace on April 11, 2012 in which an update would be provided on the program. Topics will include an annual report, financial information and updates on the JEIS and LTD programs. We will also be meeting with meeting with Morneau representatives and reviewing the district's renewal in the program.

**5. 2012 – 2013 Budget Development Process**

Administration provided 2 Powerpoint presentations to the committee. The first was on preliminary budget development processes and revenue information. The second highlighted changes to the formula especially with respect to the Unique Geographic Factors and the phasing out of Transportation funding.

**6. 2012 – 2013 Spring Break**

Administration provided information relating to the issue of having a 1 or 2 week spring break. The committee discussed a number of options and correspondence from union stakeholders as well as the results of a 'moodle' survey distributed to other stakeholders. The committee considered the responses from all and discussed the options in terms of the impact on students, impact on all employee groups and the impact on families. The committee explored all options for a 2 week break, but without agreement from the BVTU to move a NID as part of a collective effort to mitigate the above concerns, was unable to support a 2 week Spring Break.

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Understanding the desire for a longer break at that time of the year, the committee proposed the following "extended" Spring Break, which maintains the key guiding principles of mitigating the impact on students, families and employee groups.

***The committee recommends that the Board distribute for consultation, a school calendar for the 2012-2013 school year that deviates from the provincial standard calendar with the spring break from March 25 – April 2 inclusive.*** Given the timing of Easter, this calendar will provide 11 consecutive days off from school. Students would return to classes on April 3, 2013.

***The committee also recommends that should the results of the consultation does not indicate significant support from all partner groups, we will default to the standard provincial calendar for 2012-13.***

## 7. Capital (Bus) Bylaw No. 115526

Administration provided a bylaw in the amount of \$201,781.96 for the purchase of 2 school busses. ***The committee recommends that the Board give all 3 readings of the bylaw at its regular meeting of April 17, 2012***

## 8. Capital (AFG 2012-13) Bylaw No.126407

Administration provided a bylaw in the amount of \$496,623 representing the capital portion of next year's AFG. ***The committee recommends that the Board give all 3 readings of the bylaw at its regular meeting of April 17, 2012***

## 9. Letter from Minister re Shared Services

A letter from the Minister to Chairperson Kearns was provided to the committee for information. The letter provides an update on the Shared Services initiative. There is no impact on the district at this point.

## 10. 2011 Carbon Neutral Action Report (CNAR)

Administration provided the committee with the report noting that emissions had increased marginally over the previous year and the increase was entirely due to increased Natural Gas consumption. Government is now in the process of reviewing the report and will provide edits. The final submission is required in May, 2012. The district is required to purchase 'offsets' from the Pacific Carbon Trust at \$25.00 per tonne on total emissions of 1,110.51 t CO<sub>2</sub>e resulting in a payment of 27,762.75 + HST = \$31,094.28

The committee adjourned at approximately 6:05 PM

Date & Time of Next Meeting: May 2, 2012

Respectfully submitted:

K. Martinsen      Chairperson, Operations Committee