

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

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**COMMITTEE REPORT**  
**OPERATIONS COMMITTEE MEETING OF**  
**June 5, 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, M. McDiarmid, Asst Superintendent  
**Trustees:** (non voting) Sheryl Yaremco  
**Regrets:** E. Hildebrandt, M. McDiarmid, F. Farrell  
**Ex Officio:** L. Kearns

The meeting convened at 5:00 and discussed the following items. The committee then moved *in-camera* to discuss items relating to property and personnel issues.

**REPORT:**

**1. Budget 2012 - 2013**

Mr. Richards provided the committee with the draft final version of next year's budget noting that small changes had been made that did not affect the bottom line. It was noted that there had been no feedback from stakeholder groups and administration was recommending 2<sup>nd</sup> & 3<sup>rd</sup> reading of the Annual Budget Bylaw at the Board's regular meeting of June 19, 2012. After discussion ***the committee recommends that the Board give 2<sup>nd</sup> and 3<sup>rd</sup> reading of the 2012-2013 Annual Budget Bylaw.***

**2. Facilities Review**

The committee discussed past practice with respect to an annual facilities review process including the rationale and benefits of such public engagement. Reinstating a process in the next school year was thought to be a good idea. Administration will provide a plan in the early fall for consideration.

**3. Joint Use Agreement (Town of Smithers)**

It was hoped that the finalized JUA would have been received from the Town in time for the meeting but unfortunately, it has not.

**4. Personal Accident Insurance**

Mr. Richards informed the committee that, through SPP, personal accident insurance has been purchased which provides coverage for Trustees. Further information may be obtained through the Secretary Treasurer.

**5. Printer Monitoring**

Information was provided to the committee highlighting the benefits of software developed in house that allows tracking of paper consumption at every printer in the district connected to the network. This information will be helpful in a number of ways including, procurement strategies, behavioural change and cost reduction.

**6. 2012 – 2013 Capital Plan**

Mr. Richards noted that instructions had been received for the development of the Capital Plan for the 2012-2013 fiscal year with a due date of mid October, 2012. At this point in time, administration is proposing essentially the same priorities as the previous plan and will bring the draft plan to the committee at the earliest opportunity. Mr. Richards noted that indications from the ministry suggested little chance of obtaining any capital funding.

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**7. Houston Renovation Plans**

Mr. Richards informed the committee that, as part of this summer's AFG projects, the south wall of HSS will be renovated. He noted that the building is in such extremely poor shape that water frequently enters the building.

**8. Summer AFG Contract Awards**

Mr. Richards noted that contracts had been awarded to Smithers Lumber Yard and Prince Sheet Metal for district flooring and roofing projects respectively.

The committee adjourned at approximately 6:15 PM

Date & Time of Next Meeting:

Respectfully submitted:

K. Martinsen      Chairperson, Operations Committee