

SCHOOL DISTRICT 54
(Bulkley Valley)

COMMITTEE REPORT
OPERATIONS COMMITTEE MEETING OF
March 5, 2013

In attendance:

Committee Members: Chair: S. Yaremco, K. Martinsen, P. Michell

Administration: S. Richards, Secretary Treasurer, C. van der Mark, Superintendent; M. McDiarmid, Asst. Superintendent; E. Hildebrandt, Supervisor of Operations, C. Whalen, Safety, Transportation & Custodial Supervisor

Trustees: (non voting) J. McIntosh

Regrets:

Ex Officio: L. Kearns

Guests: K. Bachman, President, BVTU

The meeting convened at 5:05. At approximately 6:15, the committee moved *in-camera* to discuss items relating to personnel and labour relations.

REPORT:

1. Effective Cash Management

The committee discussed a briefing note on the subject noting that further communication had been received from the Ministry of Finance. The letter highlighted recent 'improvements' to the cash management strategy developed in response to districts' concerns. The briefing note expressed administration's ongoing concerns with the potential impact on district operations.

2. OAG IT General Controls

Mr. Richards provided the committee with the 1 page summary response on this province-wide initiative. He noted that there would likely be further follow up from the OAG on the issue.

3. Custodial Pro-D

A briefing note provided to the committee highlighted a February 15 professional development session designed for district custodial staff. Ms. Whalen provided the committee with details on the day and informed the committee that the session had been well received by custodial staff. Mr. Richards also highlighted a recent OH&S newsletter and a bussing safety newsletter for parents. Mr. Richards complimented Ms. Whalen on her work.

4. CNAR 2012

Mr. Richards provided a verbal update on the changes to the reporting format for the 2012 carbon reporting.

5. Pacific Carbon News Update

Mr. Richards provided briefing materials to the committee on the PCT's recent carbon reduction initiatives highlighting the flow of funding in one example.

6. K-9 Cross Enrolment

A letter from the DM, Ministry of Education was provided to the committee. The letter, dated February 20, informed the K-12 sector about Bill 36, and more specifically, S.2 of the *School Amendment Act*. The *School Amendment Act* amends s.3.1 of the *School Act* to allow students in K-9 to enroll in more than one educational program. Mr. Richards indicated that the impact on our district would be negligible and that the impetus for this amendment was to allow and fund cross enrolment with independent schools.

7. Facilities Review

The committee discussed possible dates for the public presentations of the facilities review. It was agreed that dates in April would be scheduled for presentations in both Houston and Smithers.

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8. 2012-2013 Audit

Mr. Richards reminded the committee that auditors would be on site the week of March 18 to conduct the preliminary phase of the annual financial audit. He noted that the auditors have requested a time to meet with the committee to review the audit workplan. The committee discussed possible dates and agreed to meet with the auditors just prior to the March 19 Board meeting at 5:30pm.

9. 2013-2014 Calendar

The committee reviewed consultative feedback received from stakeholders on the 2013-2014 draft school calendar noting that the consultation period extended to March 15 and so far, only one letter (WPE PAC) had been received. The committee discussed the PAC's support for a 2 week spring break. The committee anticipated further feedback being received and that approval of the calendar would be required at the regular meeting of the Board March 19, 2013

10. 2013 Roofing Tender

Mr. Richards advised that the annual roofing tender was out with a closing date of March 22. It is hoped that this very early tender will provide more favourable response and pricing. Mr. Hildebrandt provided further elaboration on the process and specific projects involved.

11. Special Education Compliance Audit

The committee reviewed correspondence from the Ministry of Education with respect to the recently completed Compliance Audit. The letter noted that there were no funding adjustments as a result of this audit. Mr. van der Mark noted the scope of this accomplishment and acknowledged Ms. Easterday's critical role in preparation. The committee suggested that the Chairperson send Ms. Easterday a letter of appreciation.

12. AFG 2013

The committee reviewed the draft AFG workplan for the summer of 2013. Mr. Hildebrandt provided background and context for several of the projects. He noted that of the total projected value of work to be completed (\$1.388M), almost \$1M worth was at HSS involving the BEP of \$740K and \$200K of AFG to address site drainage issues.

13. 2012-2013 Capital Plan Update

Mr. Richards provided the committee with recent correspondence from the Ministry (Capital Plan Echo Report). He noted that none of the district's capital priorities were 'supported'. However, in conversation with the capital planning officer, the echo report is not the approved projects report and final decisions have not yet been made.

14. OAG Summary Financial Statements Update

The committee reviewed correspondence the OAG with respect to their request for district financial information for the period July 1, 2012 to March 31, 2013. This information is thought by the OAG to be required for them to express an opinion on government Summary Financial Statements. Mr. Richards noted that this information was required by May 3, 2013 and further information would be provided to the committee.

The committee adjourned at 7:30PM.

Date & Time of Next Meeting: April 9, 2013 5:00 PM

Submitted by: S. Yaremco, Chairperson