

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

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**COMMITTEE REPORT**  
**OPERATIONS COMMITTEE MEETING OF**  
**November 2, 2011**

**In attendance:**

**Committee Members:** Chair: K. Martinsen, S. Browne, S. Yaremco  
**Administration:** S. Richards, Secretary Treasurer, C. van der Mark, Superintendent; M. McDiarmid, Asst Superintendent, E. Hildebrandt, Supervisor of Operations  
**Regrets:** S. Browne  
**Ex Officio:** L. Kearns

The meeting convened at 5:00 and moved *in-camera* at approximately 5:30 to discuss items relating to labour relations and collective bargaining.

**REPORT:**

1. Mr. Richards presented the management letter from the District's auditor, Carlyle Shepherd, to the committee noting that the letter had been received subsequent to the receipt and approval of the financial statements. The auditor noted the increasing use of epayments in the Accounts Payable system and commented that dual control should be exercised for the release of epayment funds. Mr. Richards noted that the recommendation was a good one and that changes had already been implemented in September.
2. The committee reviewed a briefing note on the progress of the implementation of the Capital Management System (CAMS). Mr. Richards noted that consultants had visited the district collecting important baseline information with respect to facility condition/assessment. The committee discussed the broader issues of cost and the benefits of the CAMS and the impact this will have on the capital funding environment provincially.
3. Mr. Kearns reported on his participation on a provincial committee, struck by BCSTA, and examining districts' submissions on the current Funding Allocation System. Mr. Kearns noted that 55 districts had submitted documents and that there were common themes that emerged. These submissions were collated and presented to the Minister for review who will then provide the information to the Technical Review Committee.
4. The committee discussed the value of a 'Notable Achievements' report that might be prepared for the Board and presented at the Board's last meeting in November 2011. Work will continue on this effort and Chairperson Kearns will present the report's highlights in his closing remarks at the November meeting.
5. The committee reviewed a budget review and planning document prepared by BCSTA on its 2010-2011 and 2011-2012 fiscal years.

The committee adjourned at approximately 6:10 PM

Date & Time of Next Meeting: To be determined.

Respectfully submitted:

K. Martinsen      Chairperson, Operations Committee