



OPERATIONS COMMITTEE MEETING
Regular

September 13th, 2016

5:00PM

School Board Office

Voting Members	Administration
J. Williams, Chair B. Beaubien, Alternate P. Michell L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer
Regrets:	M. McDiarmid, Assistant Superintendent E. Hildebrandt, Director, Facilities and Maintenance

The meeting was conducted between 5:03 pm and 6:29 pm

Welcome: *Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en - Bear Wolf Clan."*

Agenda

1. Auditors report on 2015-2016 Draft Financial Statements

The Committee was joined by Mr. Steve Kietzmann of Carlyle Shepherd. Mr. Margerm presented the Committee with a summary of 2015-2016 Draft Financial Statements. Mr. Kietzmann made comments on the financial statements. He noted that, in their opinion, Carlyle Shepherd would be issuing an unqualified and positive opinion of the 2015-2016 draft financial statements. Mr. Kietzmann also thanked the staff for their support during the audit process. ***The Committee recommends the Board approve the audited Draft 2015-2016 Financial Statements as presented.***

2. Capital Plan

Mr. Margerm updated the Committee on Draft 2016-2017 District Capital Plan to be submitted to the Ministry by September 30, 2016. ***The Committee recommends the Board approve the Draft 2016-2017 District Capital Plan as presented.***

3. Summer Maintenance Update

Mr. Margerm updated the Committee on the completion of summer projects around the District. Capital improvements included:

SSS - theatre entrance, fascia, removal of portables, cleaned compound

HSS - roofing

Twain - boiler and water systems

Walnut - classroom renovations, new kitchen, structural foundation

Muheim - painting, flooring

Telkwa - new bathroom, air handler systems

Maintenance - drainage & compound

4. Transportation Funding Adjustment

Mr. Margerm provided an update on an August Ministry announcement of extra transportation funding provided to districts. SD54 is eligible for up to \$163,737. A report to the Ministry applying for the extra funding is due by September 30th, 2016.

5. Administrative Savings Report Update

Mr. Margerm provided an update on the two administration savings reports submitted in the past three months. The first report was on planned savings for 2016-2017 year, and second report was on actual savings for the past 2015-2016 year. Both reports were approved by the Ministry.

6. General Start-up Information

Mr. van der Mark provided an update on school start-ups. All school start-ups seemed to be going well. Walnut Park was specifically noted as having a smooth beginning, and noted the new additions: kitchen and classroom renovations.

7. Facilities Review

Mr. Margerm provided an update on the transition of the annual facilities review to the fall instead of the spring. A facilities review will be provided to the Board by November. Likely, the focus will be on the Houston school facilities.

8. Smithers Town Request for Trail Access

Mr. Margerm provided an update on a request from the Town of Smithers to create a path for the Smithers community trail through Smithers Secondary School. The committee directed Mr. Margerm to investigate possible issues such as legal, liability, financial responsibility, maintenance and then report to Committee in October.

9. School Reporting Plans

Changes to the reporting process are under way for schools and will be dealt with by the Community Relations Committee and through education forums for informing parents.

Date & Time of Next Meeting: October 4th, 2016 @5:00pm
