



**OPERATION TRANSPORTATION REPORT**  
**September 2009**  
**Jeanette Hanlon, Secretary-Treasurer**

**Maintenance** - Maintenance has been busy with work order and routine maintenance over the month of September. One employee took holidays and with maintenance we don't replace so we were down to three employees. Maury was busy with Kimco Controls getting the BCSS heating/cooling system up and running.

**Grant for BCSS HVAC** - Last May Maury and I submitted a grant application to receive 50% funding for a separate Heat Pump unit for the Library and one for the computer lab at BCSS. I received a call from Craig Harris, from the Ministry letting me know the Ministry is willing to fund 50% of the total project cost of \$26,500. The District's portion will come out of the Annual Facilities Grant. The payback will be over 5 years. The savings goes to operating fund. This project should also lower our carbon footprint.

**E-Serve Timesheets**

We are slowly moving support staff employees to use E-serve which is a web based program that allows employees to fill out their timesheet via the internet. The information is then down loaded into our payroll system. This system also gives employees personal information such as address and phone number, benefits and beneficiary etc. The employee can update their own personal information. Eventually this is the program that will also be used for leave of absences. The Board Office and Technology Department have been on this system for a year, and now the custodians are as well. The next group will be maintenance and bus drivers and finally teaching assistants and supervisors. Lynn is going out and doing the training as she brings each group on.



**Ministry Forms** - This September Charlene worked with the secretaries on the 1701 Form for our September 30<sup>th</sup> count. I showed Charlene how to do this form in February as part of the cross training to move some of these jobs from my desk to hers. The school secretaries and Charlene have done an awesome job.

**Big White Basement** - Walt has met with the Fire Chief at Big White and Dean has contacted the Safety Authority. For under \$1,000 we are able to make the basement at Big White accessible to students. We are hoping to proceed shortly with the work.