



Miranda Burdock, CPA, CA  
Secretary-Treasurer's Report  
November 2018

### Professional Development

I feel like I was away from the office more than I was here this month!

- November 5-6: BCPSEA Symposium (Vancouver)
- November 15-16: BCASBO Fall Conference (Richmond)
- November 27-28: SDS/Cayenta Financial Management Training (Burnaby)
- November 29- December 1: BCSTA Trustee Academy (Vancouver)

There was a ton of information on bargaining (both BCTF and CUPE), the new funding model review (MOE guaranteeing more information to us before Christmas), capital programs/funding, and various legal topics (new cannabis legislation, conflict resolution, disposal of SD properties, expropriation, labour relations hot topics, attendance support). A great investment for me in regards to expanding my knowledge base for the future and networking with colleagues across the Province.

Hugh Blackman also came and presented on Board Governance to our Trustees on November 22<sup>nd</sup>, which was a great introduction for our new Trustees.

### Maintenance & Transportation

#### *Annual Facilities Grant (AFG) & School Enhancement Program (SEP)*

Dean Higashi, Operations Manager, and I are reviewing projects applied for under these two capital programs for the 2018/19 school year. We were approved for \$703,065 SEP funding and \$547,535 AFG funding. Most of the projects were completed over the summer months and we are reviewing actual expenditures to ensure all monies are spent by March 31, 2019.

In addition, we are reviewing the SEP submission for the 2019/20 school year and ensuring that we are prepared to tender the projects that were applied for. We should receive confirmation of approval of our submission in early 2019, and will report the projects to the Board then.

We are also getting ready to prepare the AFG submission for next year. We will be seeking input from the senior management team, as well as school principals to determine our capital priorities.

#### *Transportation*

Dean met with the RCMP to discuss the red-light-runners issue. He has also consulted with the CSV in regards to installation of cameras on the outside of the buses as it requires modifications which must meet required standards. More info to come on this!

#### *Air Quality Testing*

Apex EHS Services Inc. from Castlegar conducted mould air sampling at both the Perley Elementary music portable and the School Board Office. Results of both tests indicated that mould growth was not impacting air quality at either location.

#### *Youth Trade Capital Equipment Program (YTCEP)*

In 2017, we were approved for 3-years of funding under this program to purchase equipment for our trades programs. This is the final year of funding and Dean has been working with our shop teachers to ensure all outdated equipment has been replaced.

All of our maintenance staff are looking forward to some well-deserved vacation time over Christmas. Thank you to each of you for keeping our schools and facilities in such great shape!

## **Technology**

During November, the IT department worked on the following:

- Received and deployed majority of the Apple order equipment. Still waiting for 30 MacBook Air's for CLES, which they hope to receive and set-up over Christmas break;
- Set up new board trustees with hardware;
- Worked on tendering quotes for the server replacement (approx. \$140K);
- Converted most maintenance phones to iPhones;
- Reviewed capital plan and replacement cycles for IT equipment for upcoming capital submissions;
- Continued progress on contract amendments with the City; and
- Completed conversion of Telus analog phone lines to digital, with the exception of fax and security lines;

The IT department is also ramping up for Christmas break as this time allows them full access to all systems. They are planning updates in the schools, as well as hardware moves in the Data-centre. A big THANK YOU to our IT team for ensuring our staff and students always have access to the technology they need.

## **Ministry Reporting**

2nd quarter GRE report is due on December 12<sup>th</sup>. This is quarterly financial information reported to the Ministry to be consolidated with the Provincial government's financial statements.

The Statement of Financial Information (SOFI) report is due at the end of December. It is a listing of Trustee remuneration/expenses, employee remuneration over \$75,000 and any vendor paid over \$25,000.

Charity Return - as a registered charity, SD51 is required to complete an annual information return and submit to Canada Revenue Agency. Alex Campbell (AP Clerk) completes this return.

## **Budget/Finance**

The 2018-19 budget has been entered into the accounting system! This allows us to track actual costs against budget. Certain costs are fixed (i.e. salaries/benefits), however, there are some areas where we can adjust spending to ensure we are operating within our approved budget.

The preliminary budget was prepared by Jeanette and approved by the previous Board last spring based on projected enrollment and staffing. The Ministry confirmed our 2018-19 operating block funding late last week based on our September 2018 enrollment. I will spend early January updating the current budget based on this funding and actual expenditures to date. The amended budget will be presented to the Board for approval in February.

The 2019-20 budget process will also begin in the new-year. Ken and I will be consulting with the leadership team and other stakeholder groups, as well as working on enrollment/staffing projections.

## **Board Office Staff**

I also want to share my gratitude for Charlene Wiebe, Nicole Reid, Lynn Heriot and Alex Campbell - they have all been SO patient and supportive over the past 4 months. I can't imagine the Board office without them!!