



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

Ministry Reporting

The following are some of the Ministry reports due in October that we have been working on:

Form 1701 - Collection of data on FTE and Headcount, along with data on categorized Special Education students, Aboriginal students and French students. The data reported drives our operating funding for the year. The snapshot date is September 27th, with the final report due October 5th. Charlene and I worked with the secretaries, principals, SpecialED and AbEd teachers doing test downloads and running the data through the Ministry's verification software starting on September 24th to identify any errors. We are confident that the data is accurate. Great work, everyone!

Form 1530 - Collection of data on all employee positions in the District that are paid for through the operating budget. The categories include: Teachers, Principals/Vice-Principals, EAs, Support Staff, and Other Professionals. The snapshot date is September 27th, with the final report due October 31st. I have been updating this information as staffing changes occur and will be ready to submit before the deadline.

Form 1601 - Reports school demographics information including physical and mailing address, telephone and fax number, email address, name of principal/head teacher, and school organization. This information must be updated at the Ministry on or before October 5th. Charlene has worked with the school secretaries to ensure each school's information is current.

CEF (Classroom Enhancement Fund) - CEF is special purpose funding provided to the District to fund additional costs associated with ensuring we are in compliance with the reinstated 2001 language. CEF staffing information as of September 30th is due October 19th. We have been monitoring both class size and composition in each school very closely. Our enrollment is slightly lower than projected, which means we have not had to add any new classes to be in compliance with the reinstated language and will actually return some funding to the Ministry once we submit our report.

PSEC LIGER (Labour Information Gathering & Executive Reporting) - Public sector employers are required to report compensation for senior and executive employees with a base salary of \$125,000 or more. Charlene has uploaded this information for the year-ended June 30, 2018.

Trustee Elections

The election will be held October 20th - please encourage voter participation in the community!



The Kootenay Regional Chamber of Commerce hosted an All Candidates Forum October 4th for School Trustees. The three Area D candidates participated. Charlene has forwarded letters of acclamation to all Trustees that were acclaimed and information on election proceedings to the candidates running.

Maintenance & Transportation

The 2nd new bus arrived last week; however, we are still waiting for the bus permit from the CVSE officer before we get it on a regular run.

Otherwise, maintenance has been busy focusing on work orders. We have a new maintenance request approval process being implemented October 9th whereby all maintenance requests from schools will be approved by the principal before it is submitted to maintenance. The intention is to reduce any duplicate requests, as well as help prioritize requests.

Technology

The technology department has been busy with higher than normal tech requests this month, in addition to set-up of hardware and user-accounts for new staff.

Finance

The audited financial statements were submitted to the Ministry.

A reminder that the Board will be presented with an expenditure report for 2018/2019 in November.

Operational Health & Safety

The District OH&S Committee is meeting October 11th. The agenda will include developing Terms of Reference for this committee to clarify its role and make it as effective as possible.

BCSTA Branch AGM

I attended the BCSTA Branch AGM in Trail on September 14th/15th with Ken, Cindy and Teresa. It was great to meet other SBO staff and Trustees in the region and hear updates from the other districts. Katrine Conroy (Minister of Children and Family Development) and Shelley Moore also presented to the group - great weekend!