

Operations/Transportation Report

January 2009

Jeanette Hanlon, Secretary-Treasurer

CLERICAL PRO-D

The District Secretaries got together on January 16, 2009 for a Clerical Pro-D Day. Shawn Lockhart gave them some instruction on how to maintain web pages as well as updating and upkeep of the school online calendars. He gave them some excellent tips on color coding and also linking of titles to specific pages.

Alex Campbell went through School Trust Accounts and Account Codes. He went through the December statements with the secretaries and demonstrated the Bank reconciliation now available on the SDS system. This will definitely make their accounting lives easier.

I gave an overview and demonstration on how to process School Incident Reports online through a new link available with Schools Protection Program. This will hopefully facilitate a more updated data base of information. Thankfully, as a whole, we do not have too many incidents to report.

We had a round table discussion time which consisted of questions about waiver/release forms, school classroom inventories, as well as the necessity for regular criminal record checks of our volunteers.



OPERATIONS MANAGER

January 23, 2009 was Andy Kusch's last day with SD 51. Together Andy and I developed a description of the various aspects of the job of Operations Manager. We will really miss Andy but I am very pleased with how the rest of the crew is working together to keep everything running smoothly. Many people have been sick with colds and flu through this season and all the staff have been working together to help out in many ways, even pinch hitting as crossing guards.

FINANCE COMMITTEE

There were Finance Committee Meetings in January. The District will not know the funding for 2009/2010 until the middle of March. There has been an indication that *funding protection* will be phased out, but there will be a buffer put in place to help districts with the reduction of funding protection. At the meeting the group was asked to rank their top ten priorities from a list of items that have been added to, or put into the budget over a number of years. I wanted them to rank the items that were important to them. This could help give direction, if we should need to make cuts, as to what areas to look at. This exercise turned out to be quite difficult as all the categories are important and no one wants to see us lose any of these options.

BCPSEA – EDAS system (Employee Data Collection & Analysis System)

Data is being collected by BCPSEA for the next round of bargaining. Lynn and I have been involved in the training of the set up on our system with SDS. We need to do our first test file by the end of February. We will then be required to send a file quarterly.

