

SCHOOL DISTRICT 54
(Bulkley Valley)

COMMITTEE REPORT
OPERATIONS COMMITTEE MEETING OF
February 7, 2012

In attendance:

Committee Members: Chair: K. Martinsen, P. Michell, F. Farrell
Administration: S. Richards, Secretary Treasurer, C. van der Mark, Superintendent; M. McDiarmid, Asst Superintendent, E. Hildebrandt, Supervisor of Operations
Trustees: (non voting)
Regrets: M. McDiarmid, E. Hildebrandt, P. Michell
Ex Officio: L. Kearns

The meeting convened at 5:00 and moved *in-camera* immediately to discuss items relating to labour relations, a staffing issue and a property disposal issue. The committee returned to regular session at 5:25 and discussed the following issues.

REPORT:

1. Mr. Richards presented the **2011-2012 Amended Annual Budget** to the committee accompanied by a Briefing Note highlighting changes. The committee asked that a similar presentation be made at the Board meeting on February 21. ***The committee recommends that the Board give all 3 readings of the Amended Annual Budget at the Board's regular meeting of February 21, 2012.***
2. **Carbon Neutral Reporting 2011.** Mr. Richards highlighted some of the changes to the reporting format.
3. **Community Facility Use:** Mr. Richards provided information relating to community use of district facilities noting that there was a need to improve consistency in practice. New software about to be acquired will allow the district to centralize the booking of facilities.
4. **BCSTA Mileage Reimbursement:** Mr. Richards noted that our current policy dictates a 'lock-step' approach to mileage reimbursement rates and that this recent increase announced by BCSTA will increase district costs by several thousand dollars. The committee discussed the issue noting the policy implication and ***recommends that the Board defer any increase to preparations for the 2012-2013 budget.***
5. **Trustee Remuneration (Policy 1.170):** Mr. Richards presented a briefing note and supporting information from BC Stats indicating the increase in BC Consumer Price Index for 2011 and the district's policy on trustee remuneration mandating annual increases based on the CPI. After discussion, ***the committee recommends that the Board direct administration to maintain current remuneration levels for the 2012-2013 fiscal year.***
6. **Fleet Insurance:** Mr. Richards noted that a review undertaken by Ms. Whalen had achieved approximately \$7,000 in savings in fleet insurance costs.
7. **2011 – 2012 AFG & Capital:** Mr. Richards noted that no information had yet been received regarding this funding.
8. **2012-2013 Enrolment Projections:** A briefing note and supporting information indicated that projected enrolment for the 2012-2013 school year showed a slight increase over the previous year.

The committee adjourned at approximately 6:30 PM

Date & Time of Next Meeting: February 28, 2012

Respectfully submitted:

K. Martinsen Chairperson, Operations Committee