

SCHOOL DISTRICT 54
(Bulkley Valley)

COMMITTEE REPORT
OPERATIONS COMMITTEE MEETING OF
September 7, 2011

In attendance:

Committee Members: Chair: K. Martinsen, S. Browne, S. Yaremco
Administration: S. Richards, Secretary Treasurer, C. van der Mark, Superintendent; E. Hildebrandt, Supervisor of Operations, M. McDiarmid, Asst Superintendent
Regrets: K. Martinsen, C. van der Mark
Ex Officio: L. Kearns

The meeting convened at 5:00

REPORT:

1. BC Hydro PowerSmart Program Funding

The committee reviewed a briefing note and other supporting documents providing information on funding accessed by the district for a variety of lighting upgrade initiatives. All schools are part of the program. With initiatives totaling \$158,908, Power Smart funding will be obtained in the amount of approximately \$32,000. Mr. Richards complimented Mr. Hildebrandt's initiative and persistence in obtaining this funding.

2. Provincial Rankings for Greenhouse Gas Emissions

The committee reviewed a briefing note providing information and background on a recently released listing of all school districts and their respective levels of GHG emissions. Information in the document compared districts in a number of different ways. Mr. Richards noted that our district ranked 5th overall in terms (normalized for climatic factors) of emissions per square metre.

3. New OH&S newsletter

Mr. Richards noted that Ms. Cathy Whalen, the district's new Safety, Transportation & Custodial Supervisor has developed a monthly 'safety' newsletter which will be quite helpful to administrators. The committee reviewed the first issue and asked that trustees be included in the monthly distribution list. The newsletter will also be available on the district's website.

4. Draft Audited Financial Statements 2010 – 2011

The committee reviewed the audited financial statements as well as a briefing note highlighting information from the financial statements. The auditor expressed his opinion on the statements without qualification. Highlights are provided below.

	2009 - 2010	2010 - 2011	Change	Variance to Budget
Total Revenue	23,745,011	23,531,395	(213,616)	(388,345)
Total Expense	23,879,607	23,933,771	54,164	(238,369)
Net Revenue	(134,596)	(402,376)		
Operating Fund Surplus	1,455,961	1,002,636	(453,325)	
Capital Fund Surplus	1,450,412	1,427,829	(22,583)	
Special Purpose Fund	0	0	0	
Salaries & Benefits	21,295,517	21,497,610	202,093	61,588
Service & Supplies	2,584,090	2,436,161	(147,929)	(299,957)

From the table above, the following year end highlights are noted:

SCHOOL DISTRICT 54 *(Bulkley Valley)*

- ⇒ Revenues decreased from prior year and were below budget by \$388,345
- ⇒ Expenses increased marginally over prior year but were under budget by 238,369
- ⇒ Our Operating Fund Surplus decreased by \$453,325 – a direct result of the compliance audit – but remains in a strong position at just over \$1 million.
- ⇒ Salaries & Benefits increased marginally over prior year while Service & Supplies decreased by 5.7% - the second consecutive year in which this area of business reflected an approximate 5% decrease.
- ⇒ To balance the budget, we appropriated \$252K from surplus. These funds were not used.

5. Job Action – BCTF

Mr. McDiarmid provided information to the committee relating to job action. Specifically, he noted the deployment of exempt staff to schools for various supervisory duties and communications to parents available on the website.

6. Class Size

As the new school year begins, schools are supplying enrolment information on a daily basis and class sizes and district averages throughout the district are being monitored closely. Mr. McDiarmid reported that Kindergarten enrolment is higher than expected – which is good news – but nearing the maximum district average. Everything else is on target.

The committee adjourned at approximately 6:00 PM

Date & Time of Next Meeting: October 5, 2011 at 5:00 PM

Respectfully submitted:

Sheryl Yaremco on behalf of

K. Martinsen Chairperson, Operations Committee