

# SCHOOL DISTRICT 54

(Bulkley Valley)

## OPERATIONS COMMITTEE MEETING

**Regular**  
**5:00 PM**

October 10<sup>th</sup>, 2023

School Board Office

Voting Members	Administration
P. Mitchell, Alternate F. Krishan  J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer M. Monkman, Assistant Superintendent
<b>Regrets:</b> L. Kearns, Chair	

The meeting was conducted from 5:04 - 6:19 pm.

**Acknowledgement:** *“Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit’suwit’en Nation, traditional territory of the Gidmt’en - Bear Wolf Clan.”*

### REPORT

#### 1. Strategic Plan Review

Mr. McDiarmid updated the committee on the 2023-2024 Strategic Plan review process. Senior administration has met with school administration and will be meeting with the Board on Friday October 13<sup>th</sup> in Prince George. The District will also need to meet with Indigenous Council, PACs, students, and the public for consultation. The District proposes the Board also meet on November 7<sup>th</sup> at 6 pm after November committee meetings. The Strategic Plan is due by June 2024.

#### 2. Surplus Management

Mr. Margerm outlined Surplus Management policy and briefing note. The committee discussed the contingency thresholds and plans for the use of surplus in conjunction with minor capital applications, appropriating surplus for future projects and restricted capital applications. The Committee provided guidance on surplus management and asked Mr. Margerm to come to board meeting with expenditure proposals and resulting outline of surplus framework for approval.

#### 3. Surplus: Transfer of Operating to Capital

Mr. Margerm discussed the need to requested that the Board transfer \$1.2 million from operating surplus to local capital reserve surplus.

***The Committee recommends the Board approve a transfer of \$1.2 million dollars from operating surplus to local capital reserve surplus.***

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## 4. 2023-2024 Capital Plan Amendment

Mr. Margerm updated the committee on that Capital department revised their 2023-2024 capital response letter to include new food infrastructure funding. The letter authorizes an additional \$107,250.

*The committee recommends three readings amending the Bylaw **CAPITAL BYLAW NO. 23/24-CP-SD54-01-R, CAPITAL PLAN 2023-2024-Revised** to include the new revised capital response letter.*

## 5. September Enrollment vs Projected Update

Mr. Margerm updated the committee on the September 30<sup>th</sup> funding snapshot for current district enrollment. The enrollment snapshot shows that enrollment is approximately equal to last year at 1,964 FTE. The enrollment snapshot will determine annual Ministry funding for the district which will be provided in December.

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**Date & Time of Next Meeting: November 7<sup>th</sup>, 2023 at 5:00 pm**