



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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MINUTES OF THE 20th AUDIT COMMITTEE MEETING - OPEN HELD ON WEDNESDAY, MAY 17, 2017 Board Office, Kemptville

A. OPENING

Meeting was called to order at 6:55 p.m.

A.1 Prayer

Trustee Kirby led the committee in prayer.

B. ROLL CALL

B.1 Audit Committee Members

Present: Nancy Kirby, Audit Committee Chair and Trustee
Karen McAllister, Audit Committee Member and Trustee
Alain Gravelle, Audit Committee Member (External)
Colleen Purcell, Audit Committee Member (External)

B.2 Board Administration

Present: Bonnie Norton, Superintendent of Business
Ashley Hutchinson, Manager of Finance
Traci Bloomfield, Assistant Manager of Finance

B.3 Guests

Line Robitaille, Regional Internal Audit Manager
Portia Marcaida, Internal Auditor

B.4 Recording Secretary

Amy Jordan, Assistant to the Superintendent of Business

C. AMENDMENT TO AND APPROVAL OF AGENDA

“That the Audit Committee approve the agenda of the Open meeting of May 17, 2017.”

Moved by: Al Gravelle

Carried

D. DECLARATION OF CONFLICT OF INTEREST

Not applicable.

E. APPROVAL OF MINUTES

E.1 Minutes of the Open Audit Committee Meeting held on October 24, 2016.

“That the Audit Committee approve the open minutes of the meeting of October 24, 2016.”

Moved by: Colleen Purcell

Carried

F. PRESENTATIONS

F.1 Regional Internal Audit Manager - Regional Internal Audit Update.

Line Robitaille, Regional Internal Audit Manager, provided a presentation on the Regional Internal Audit update.

An IT audit is currently underway and considers access management and scope of security. The report should be finalized in time for the September meeting.

“That the Audit Committee receive as information the presentation on the Regional Internal Audit Update.

Moved by: Karen McAllister

Carried

F.2 Interim Report: September 2016 to March 31, 2017, with comparatives

Ashley Hutchinson provided a presentation on the Interim Financial Reporting: September 1, 2016 to March 31, 2017, with comparative figures for 2016.

“That the Audit Committee receive as information the Interim Report: September 2016 to March 31, 2017, with comparatives.”

Moved by: Karen McAllister

Carried

G. ACTION ITEMS

No action items presented.

H. INFORMATION ITEMS

H.1 School Cash Online Update

Ashley Hutchinson informed the committee that a School Cash Online pilot was completed at 10 schools in 2015. School cash online, using KEV software, links directly with the school accounting software system.

All schools have now been trained to use school cash online. Schools are gradually increasing their participation rates.

Some of the benefits of school cash online include:

- Less cash in the schools
- Risk to teachers and secretaries is minimized
- Less work on staff as they no longer need to be counting and directing funds to the school office
- Many reporting benefits in regards to who has or hasn't paid

Some of the challenges of implementation include:

- Some parents are worried about the security of their information online - security audits have been put in place to ensure the system is secure
- More challenging to get secondary parents on board
- Secretaries are the driving force at the schools – some secretaries are hesitant with the uptake – hands-on training and as much support as needed is available
- Training issues are still being worked through
- Parent support with KEV is being worked through

H.2 2017-18 Grants for Student Needs Overview

Bonnie Norton informed the committee that the GSN's has increased by \$879 million provincially. \$432 per pupil increase. Total \$12,100 per student.

Most money that is flowing is the result of labour settlements through to 2019 with money attached as follows:

- .5% lump sum, for PD based on 2016-17 earnings, payable by November 1, 2017
- Salary increases of 1.5% September 1, 2017
- Future year salary increases
 - 1% September 1, 2018
 - 1% February 1, 2019
 - .5% August 31, 2019

Principals and Vice-principals already have an agreement to August 31, 2018.

Labour settlements included support for additional staffing for teachers and other support staff areas.

The benefits for all staff are moving to provincial trust agreements. Teachers have moved to the provincial trust effective April 1, 2107. Other groups will follow in the Fall.

3% increase to community use of schools funding.

Increased funding for School Renewal and School Condition Improvement capital will continue in 2017-18 and 2018-19.

H.3 Pupil Accommodation Review – Cornwall Area Update

Bonnie Norton provided an overview of the outcome of the Pupil Accommodation review that was completed in the Cornwall area.

The final report was brought to the trustees on May 2nd. All 12 recommendations were approved by the Board.

Immaculate Conception Catholic School will close at the end of 2018. Students from Immaculate Conception will attend Bishop Macdonell and St. Peter Catholic School. Existing capacity will be able to accommodate additional students at both of these schools.

St. Columban's will close, effective June 30, 2019. Students will consolidate with Sacred Heart in Cornwall. The Board will be seeking funding approval from the Ministry of Education for a total new JK – 6 elementary school or to acquire an alternate nearby facility.

All elementary schools in Cornwall will become JK – 6 models with dual track core and immersion.

Grade 7 and 8 students will attend St. Joseph Catholic Secondary School. Additional capacity will be required at St. Joseph CSS, either by adding an addition to the school or finding an alternate facility nearby.

All information regarding the Pupil Accommodation Review is available on the Board's website.

I. APPROVAL OF IN-CAMERA MOTIONS

“That the Board approve and incorporate the motions of the Closed Meeting into the Open Meeting of May 17, 2017.”

Moved by: Colleen Purcell

Carried

Learning and Growing Together in Christ

J. CLOSING PRAYER

K. ADJOURNMENT

“That the Open Meeting of May 17, 2017 be adjourned at 7:40 p.m.”

Moved by: Colleen Purcell

Carried