



# CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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## MINUTES OF THE **OPEN** AUDIT COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 16, 2021 Virtual Microsoft TEAMS Meeting

### A. OPENING

Meeting was called to order at 5:51 p.m.

#### A.1 Prayer

The Committee opened with prayer.

### B. ROLL CALL

#### B.1 Audit Committee Members

Present: Karen McAllister, Audit Committee Chair and Trustee  
Gord Greffe, Audit Committee Member (External)  
Nancy Kirby, Audit Committee Member (External)

Regrets: Todd Lalonde, Audit Committee Member and Board Chair

***Recommendation: "That the Audit Committee excuse the absence of Audit Committee Member and Board Chair, Todd Lalonde, from the Open Meeting of June 16, 2020."***

***Moved by: Nancy Kirby***

***Carried***

#### B.2 Board Administration

Present: Bonnie Norton, Associate Director of Education  
Ashley Hutchinson, Manager of Finance  
Traci Bloomfield, Assistant Manager of Finance  
Stephanie Keyes, Administrative Assistant

B.3 Guests: Genevieve Segu, Regional Internal Audit Manager  
Portia Marcaida, Regional Internal Auditor

***Learning and Growing Together in Christ***

C. AMENDMENT TO AND APPROVAL OF AGENDA

***Recommendation: "That the Audit Committee approve the agenda of the Public Meeting of June 16, 2021."***

***Moved by: Gord Greffe***

***Carried***

D. DECLARATION OF CONFLICT OF INTEREST

Not applicable.

E. APPROVAL OF MINUTES

E.1 Minutes of the Audit Committee Meeting held on October 29, 2020.

***Recommendation: "That the Audit Committee approve the minutes of the meeting held on October 29, 2020."***

***Moved by: Nancy Kirby***

***Carried***

F. PRESENTATIONS

Not applicable.

H. ACTION ITEMS

Not applicable.

I. INFORMATION ITEMS

I.1 2021-22 GSN Highlights

Mrs. Norton opened by informing the committee that Grants for Student Needs (GSN) was received on May 8, 2021. Mrs. Norton reported that the CDSBEO has a balanced budget for the term September 1, 2021 to August 31, 2022.

Mrs. Norton expressed her appreciation and thanks to the Finance Team who have worked very hard over these last few months.

Ashley Hutchinson, Manager of Finance shared a summarized version of the 2021-2022 budget with the committee.

2021-2022 summary included:

- **2021-2022 Projected Enrolment** - projecting an enrolment increase of 190.64 FTE for 2021-22, mainly in the secondary panel. At this time our projections are showing that elementary enrolment FTE is showing a slight increase of 69 FTE when compared to 2020-21. In a normal year, we would expect to continue to see JK/SK numbers rise as we approach Sept school start up. We are unsure at this time if COVID-19 will impact future registrations for JK/SK.  
These projections do include the provisions for a VLES in September with approx. 350 FTE in JK-8.
- **Budget Summary - Balanced Budget for Compliance**
  - Total Operating expenditures (for Compliance) is \$199.3M. Operating budget categories are salary, benefits and other. Salaries and benefits are making up 77% of the overall operating budget.
  - Total Capital related expenditures is \$5.7M. Capital budget categories are School Condition Improvement, School Renewal and Temporary Accommodation.
  - Total expenditures is \$205.0M
- **Staffing**
  - Teachers – Include VLES teachers for ½ year only + additional teachers for the second half of the year in order to remain primary class size compliant. Overall there is minimal change from the current year.
  - Increase of 1.24 FTE in teacher Assistants/SSW/ISSW.
  - Due to the downsizing of the virtual learning elementary school there is a reduction of 9.0 Early Childhood Educators.
  - There is an overall increase of 1.6 FTE professionals
    - 1.0 Board Certified Behavioural Analyst (BCBA)
    - 0.6 increase to Board Chaplain
  - School office decreased overall by 1.0 which represents a 2.0 FTE reduction of VLES Secretaries for ½ year.
  - Coordinator/Consultants overall decreased by 2.0 FTE.
    - 1.0 VLES Special Education Consultant
    - 1.0 special education secretary was exchanged for 1.0 IAW.
  - Board Administration increased by 2.0
    - 1.0 HR COVID Secretary
    - 1.0 Equity and Inclusion HR position
  - School Operations increased 1.0 and represents a Capital Financial Analyst.

Mr. Greffe inquired about new capital funding for 2021-2022. Mrs. Hutchinson advised no new capital funding in 2021-2022. Mrs. Norton identified that in 2020-2021 we had \$11M worth of projects in our facilities. \$4-5M alone went to

air quality projects in our schools. No issues with contractors filling these projects as the board did tender early, pending approval of funding.

I.2 September 2021 School Re-entry Plan

Mrs. Norton provided information to the committee relating to School Re-entry Plans for September 2021.

Current plans, in addition to in-person learning for elementary students JK-Grade 8, include the Virtual Learning Elementary School (VLES) for half of the school year. Secondary panel planning for full in-person return on a quadmester system for first semester. Could revert in second semester to 4 courses. Secondary students will revert back to full day, in-person learning for 2021-2022. Cafeterias will be open with a grab and go, pre-packaged lunch available for at least the first half of the school year.

J. CLOSING PRAYER

Committee joined in closing prayer.

K. ADJOURNMENT

***Recommendation: "That the Open Meeting of June 16, 2021 be adjourned at 6:15 p.m."***

***Moved by: Nancy Kirby***

***Carried***