

Audit Committee

AGENDA

April 11, 2017 – 6:30 pm

Meeting Location: Stormont Room, Board Office Administrative Building
225 Central Ave. West, Brockville, Ontario K6V 5X1

- School Board Members:** Jeremy Armer, John McAllister, David McDonald
- External Members:** Sheldon Black
- Administration:** Stephen Sliwa-Director of Education, Nancy Barkley-Superintendent of Business, Carole McKewen-Comptroller of Finance, Lianne Webster-Recording Secretary
- Guests:** Line Robitaille-Regional Internal Audit Manager
- Regrets:** None

AGENDA ITEM		NOTES
A1	Call to Order	
A2	Approval of Agenda April 11, 2017 – Meeting No. 28	
A3	Conflict of Interest Declaration(s)	
A4	Approval of Minutes – OPEN SESSION March 7, 2017 – Meeting No. 27	OPEN SESSION Minutes Attached
A5	Move into CLOSED SESSION	
A6	Report from CLOSED SESSION	
A7	❖ Adjournment Next Meeting: June 13, 2017	

David McDonald
Chair, Audit Committee

Nancy McCaslin-Barkley
Superintendent of Business/Treasurer

UPCOMING AGENDA & ACTION ITEMS		TIMELINE
1.	2017-18 Meeting Dates	June 2017
2.	2016-17 External Audit Plan – Executive Summary	June 2017
3.	Election of Chair	September 2017

Audit Committee
Minutes of March 7, 2017
OPEN SESSION
Meeting No. 27

The meeting was held at the Upper Canada District School Board Office, 225 Central Avenue West, Brockville, Ontario.

- School Board Members:** Jeremy Armer, John McAllister, David McDonald
- External Members:** Sheldon Black, Jay Woollven
- Administration:** Stephen Sliwa-Director of Education, Nancy Barkley-Superintendent of Business, Carole McKewen-Comptroller of Finance, Lianne Webster-Recording Secretary
- Guests:** Line Robitaille-Regional Internal Audit Manager, Jeremy Hobbs-Superintendent of HR and Operational Services, Jennifer McDonald-Manager of Human Resources Operations, David Coombs-Superintendent of Schools, Brad Notman-Manager of Purchasing & Admin Services, Dennis Koluk-Health & Safety Specialist
- Regrets:** None

A1	The meeting was called to order by David McDonald, Chair, at 6:27 p.m.
A2	<u>Approval of Agenda</u> Moved by J.Woollven, seconded by J.McAllister that the agenda for the March 7, 2017 Meeting No. 27 be approved. Carried.
A3	<u>Conflict of Interest Declaration(s)</u> No conflict of interest declarations were received.
A4	<u>Approval of Minutes – OPEN SESSION</u> Moved by S.Black, seconded by J.Armer, that the minutes for November 7, 2016, Meeting No. 26 be approved. Carried.
A5	<u>Move into CLOSED Session</u> Moved by J.Armer, seconded by J.McAllister, that the Upper Canada District School Board Audit Committee move into Closed Session ~ March 7, 2017. Carried.
A6	<u>Rise and Report</u> The Upper Canada District School Board received reports and discussed the following: <ul style="list-style-type: none"> • Monitoring 2016-17 High Risk Policies • Absences and Occasional Teachers Audit – Final Staff Report • Absences and Occasional Teachers Audit – Regional Internal Audit Report
A7	<u>Regional Internal Audit</u> <ul style="list-style-type: none"> • Regional Internal Audit Update <ul style="list-style-type: none"> ○ 2016:SB38 Memo - Leading Practice Repository Pilot <ul style="list-style-type: none"> ▪ Contains leading practices that Superintendents of Business may access through the Ontario Association of School Business Officials (OASBO) website ▪ First pilot project was Payroll related and best practices have been posted ○ Upcoming Regional Internal Audit Work <ul style="list-style-type: none"> ▪ Health & Safety Audit – anticipate completion by end of school year ▪ Review of UCDSB School Generated Funds (SGF) and Enrolment Audit Programs ▪ Follow Up of Facilities Audit <p>Moved by J.Woollven, seconded by S.Black, that the Upper Canada District School Board Audit Committee adopts the verbal report by the Regional Internal Audit Manager. Carried.</p>

Audit Committee
Minutes of March 7, 2017
OPEN SESSION
Meeting No. 27

A8	<ul style="list-style-type: none">❖ Adjournment❖ Next Meeting – April 11, 2017 <p>Moved by J.McAllister, seconded by J.Woollven, that the Upper Canada District School Board Audit Committee adjourn at 7:53 pm.</p> <p style="text-align: right;">Carried.</p>
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David McDonald
Chair, Audit Committee

Stephen Sliwa
Director of Education

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**Audit Committee
OPEN SESSION**

April 11, 2017 – 6:30 pm

Item A5	Move into CLOSED SESSION
Recommendation	THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ April 11, 2017

**Audit Committee
OPEN SESSION**

April 11, 2017 – 6:30 pm

Item A6	REPORT FROM CLOSED SESSION
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Item A7	ADJOURNMENT
Recommendation	THAT the Upper Canada District School Board Audit Committee adjourn ~ April 11, 2017