

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Administrative Office: 451 Park Street West, P. O. Box 210, Windsor, Ontario N9A 6K1

PUBLIC SESSION MEETING OF THE AUDIT COMMITTEE

Monday, September 16, 2024

3:00 pm

Board Committee Room

PLEASE SIGN AND EMAIL THE DISCLOSURE OF CONFLICT OF INTEREST TO TAMMY MELOCHE
(Requirement as per Ontario Regulation 361/10 Subsection 14(1)).

In attendance at this meeting:

Suk Bedi, KPMG (Regional Internal Auditor)
Cynthia Swift, KPMG (External Auditor)

AGENDA

Pages

- A. **CALL TO ORDER**
- B. **ATTENDANCE**
- C. **APPROVAL OF AGENDA**
 - C.1 Agenda
- D. **NEW BUSINESS**
 - D.1 Audit Committee
 - a) Election of Chairperson of the Audit Committee for the fiscal year.
 - b) Election of Vice-chairperson of the Audit Committee for the fiscal year.
- E. **CONVENE TO PRIVATE SESSION**
PUBLIC SESSION WILL RECONVENE UPON ADJOURNMENT OF PRIVATE SESSION
- F. **DECLARATION OF CONFLICT OF INTEREST**
- G. **ACTIONS OF AUDIT COMMITTEE MEETING PRIVATE SESSION**
- H. **APPROVAL OF MINUTES**
 - H.1 Minutes of Public Session meeting of the Audit Committee
– June 10, 2024
- I. **BUSINESS ARISING FROM THE MINUTES**

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Attachment 1

Audit Committee Members:

Sarah Cipkar, Trustee
Ron Le Clair, Trustee
Gale Hatfield, Trustee
Drake Reid, External Member
Paul Mancini, External Member

Committee Liaison – Shelley Armstrong
Administrative Assistant – Tammy L. Meloche

J. **REPORTS (TO BE RECEIVED)**

K. **ADJOURNMENT**

Next scheduled meetings of the Audit Committee are:

- November 7, 2023 at 3:00 p.m.
- June 16, 2025 at 3:00 p.m.

Audit Committee Members:

Sarah Cipkar, Trustee
Ron LeClair, Trustee
Gale Hatfield, Trustee
Drake Reid, External Member
Paul Mancini, External Member

Committee Liaison – Shelley Armstrong
Administrative Assistant – Tammy L. Meloche

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MINUTES OF A PUBLIC SESSION MEETING OF THE AUDIT COMMITTEE OF THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD HELD ON MONDAY, JUNE 10, 2024, VIRTUALLY BY MICROSOFT TEAMS

PRESENT AUDIT COMMITTEE MEMBERS:

G. Hatfield (Chairperson)
S. Cipkar
R. LeClair – Regrets
D. Reid (External member)
P. Mancini (External member)

ADMINISTRATION:

V. Houston, Director of Education
S. Armstrong, Superintendent of Business
J. Bell, Superintendent of Education

OTHER ADMINISTRATIVE STAFF:

S. Maheux, Manager of Financial Services
R. Skeates, Accounting Supervisor

OTHERS IN ATTENDANCE:

S. Bedi – KPMG External Auditor

RECORDER: T. Meloche

A. CALL TO ORDER

Chairperson Hatfield called the meeting to order at 3:00 p.m.

B. ATTENDANCE

Chairperson Hatfield noted Trustee LeClair sent regrets.

C. APPROVAL OF AGENDA

- C.1 Approval of Agenda
Moved by S. Cipkar
Seconded by D. Reid

THAT THE AGENDA BE APPROVED AS PRINTED.

CARRIED

D. CONVENE TO PRIVATE SESSION

- D.1 Convene to Private Session
Moved by S. Cipkar
Seconded by D. Reid
-

TO MOVE INTO PRIVATE SESSION.

CARRIED

- E. DECLARATION OF CONFLICT OF INTEREST
There were no declarations of conflict of interest.

F. ACTIONS OF AUDIT COMMITTEE MEETING PRIVATE SESSION

- F.1 Actions of the Audit Committee meeting private session
Moved by S. Cipkar
Seconded by D. Reid

THAT ITEMS F.1, FROM THE PRIVATE SESSION OF THE JUNE 10, 2024, AUDIT COMMITTEE MEETING BE PUT ON THE AGENDA OF THE COMMITTEE OF THE WHOLE PRIVATE SESSION BOARD MEETING OF SEPTEMBER 17, 2024 AS NEW BUSINESS AND THAT ITEMS E.1 and G.1 BE PUT ON THE AGENDA OF THE COMMITTEE OF THE WHOLE PRIVATE SESSION BOARD MEETING OF SEPTEMBER 17, 2024, AS REPORTS.

CARRIED

- F.2 Actions of the Audit Committee meeting private session
Moved by S. Cipkar
Seconded by D. Reid

THAT THE EXTERNAL AUDITOR PERFORMANCE ASSESSMENT BE APPROVED AS PRESENTED.

CARRIED

G. APPROVAL OF MINUTES

- G.1 Approval of Minutes
Moved by P. Mancini
Seconded by D. Reid

THAT THE MINUTES OF THE NOVEMBER 13, 2023, AUDIT COMMITTEE MEETING (PUBLIC SESSION) BE APPROVED AS PRINTED.

CARRIED

- G.2 Approval of Minutes
Moved by P. Mancini
Seconded by D. Reid

THAT THE MINUTES OF THE NOVEMBER 28, 2023, AUDIT COMMITTEE MEETING (PUBLIC SESSION) BE APPROVED AS PRINTED.

CARRIED

H. BUSINESS ARISING FROM THE MINUTES

Nil

I. NEW BUSINESS

Discussion regarding the best date for the first meeting was discussed.

Tentative date for the first meeting is September 16, 2024. Next meeting dates are scheduled for November 7, 2024, and June 16, 2025.

J. REPORTS

J.1 March 31, 2024 – Specified Audit Procedures Report to the Ministry of Education

S. Maheux noted this report is standard and no exceptions were reported.

K. ADJOURNMENT

There being no further business before the Committee, the Chairperson adjourned the meeting at 3:52 p.m.

Next scheduled meeting of the Audit Committee is: September 16, 2024