

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING # 8

Tuesday, September 8, 2015
Time: 7:00 p.m.
New Prospect Public School
Dryden, Ontario

Video & Teleconference Sites

QEDHS 24A
RLDHS 235
Kenora Education Centre

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Declaration of Conflict of Interest
5. Business Arising from Committee of the Whole
6. Confirmation of Minutes – June 9, 2015
7. Presentations/Delegations
8. Observer Comments
9. Presentation of Reports and Accompanying Motions
 - 9.01 Education
 - A. 2015 Kids Come First Video
 - B. **Students Come First**
 - ***“The Possibilities are Endless: A New way of Learning”***
 - Teacher: Mary Trist
 - C. First Nation, Métis and Inuit Grad Coach Report
 - D. Open Roads PS Aboriginal Family Case Worker Report
 - 9.02 Executive Committee
 - A. Award and Scholarship Recipients
 - i. Good Citizenship Award
 - ii. Secondary School Scholarships and Awards
 - B. OPSBA First Nation Trustees Council Meeting Update
 - 9.03 O.P.S.B.A. Update
 - A. Northern Regional Meeting October 2015
 - B. Trustee Strategic Planning
 - 9.04 Parent Involvement Committee/School Council Reports (nil)

All stakeholders create a culture of learning so that students come first.

- 9.05 Operations
 - A. Sioux Lookout High School Update
- 9.06 Finance
 - A. Audit Committee Report
- 9.07 Human Resources (nil)
- 9.08 Student Trustee
- 9.09 Special Education Advisory Committee
 - A. Correspondence – resignation from L. Wheatstone
- 9.10 Native Education Advisory Council (nil)
- 10. Other Motions
- 11. Correspondence
- 12. New Business
- 13. Observer Comments
- 14. Next Meeting Date – October 13, 2015
Red Lake District High School
Red Lake, Ontario
- 15. Adjournment

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING #7

The minutes of Regular Board Meeting # 7 of the Keewatin-Patricia District School Board held June 9, 2015 at King George VI Public School, Kenora, Ontario

Call to Order

The meeting was called to order at 7:00 p.m.

Roll Call

L. Barnes (vc)	R. Griffiths	G. Kleist
J. Kitowski	J. Manitowabi	C. Marcino
M. Ott	D. Penney	G. Seaton (vc)
S. Seymour	D. Wilkinson	N. Beady-Miles

Absent with Regret

Officials

Sean Monteith, Dean Carrie, Caryl Hron, Joan Kantola, Susanne Bastable, Scott Urquhart, and visiting school administration.

Also Present

Media, Staff and interested public.

Agenda

Moved by: M. Ott
Seconded by: C. Marcino

Motion 134-15

THAT the agenda for the Regular Board Meeting of June 9, 2015 be amended to move agenda item 9.08, Student Trustee Report, to agenda item 9.02 B.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Agenda

Moved by: C. Marcino
Seconded by: M. Ott

Motion 135-15

THAT the agenda for Regular Board Meeting of June 9, 2015 be amended be approved.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Conflict of Interest

Declaration of conflict of interest re proceedings on agenda None

Business Arising from Committee of the Whole

None

Minutes

Moved by: M. Ott
Seconded by: C. Marcino

Motion 136-15

THAT the minutes of Regular Board Meeting held May 12, 2015 having been duly circulated be confirmed.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Observer Comments

None

All stakeholders create a culture of learning so that students come first.

Students Come First

Parents at Secondary School – Beaver Brae Secondary School
Presented by: Sherry King, Teacher

Two students from the PASS program attended with their babies and shared their experiences at BBSS. Vice-Principals of Beaver Brae SS, Lisa Achilles and Bob Kowal were also in attendance.

The Parents at Secondary School (PASS) program is offered at several of our secondary schools. The program allows young parents to work towards their secondary school diploma in a supportive and caring environment where they can complete their credits while caring for their children. The students agreed that the program has changed their lives, and that of their children, by helping them to become better moms, and they were extremely grateful for the support we have been able to offer to them.

Transitions North Presentation

Moved by: C. Marcino
Seconded by: M. Ott

Heather Mutch, Principal, Keewatin Public School, introduced the Transitions North classroom staff Mike Dean, (teacher) and Nicole Downey (Education Assistant).

Motion 137-15

THAT the Transitions North Year-End Report for Keewatin Public School be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Special Education Summary

Moved by: R. Griffiths
Seconded by: C. Marcino

138-15

THAT the Special Education Summary dated June 9, 2015 be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: R. Griffiths
Seconded by: C. Marcino

Motion 139-15

THAT the verbal report on Policy 322, Code of Conduct, be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Policy 322

Moved by: R. Griffiths
Seconded by: C. Marcino

Motion 140-15

THAT Policy 322, Code of Conduct, be approved as amended with the next review date in year 2019.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: R. Griffiths
Seconded by: C. Marcino

Motion 141-15

THAT the verbal report on Policy 325, Access to Schools, be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Policy 325
Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 142-15 THAT Policy 325, Access to Schools, be approved as amended with the next review date in year 2019.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Employee Recognition
Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 143-15 THAT the Employee Recognition Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

OPSBA update
Moved by: C. Marcino
Seconded by: G. Kleist

Motion 144-15 THAT the O.P.S.B.A update be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

School Council Report
Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 145-15 THAT the School Council annual report for the following schools be received.

<u>Elementary</u>		
Ear Falls PS	King George VI PS	Red Lake-Madsen PS
Evergreen PS	Lillian Berg PS	Sioux Mountain PS
Golden Learning Centre PS	New Prospect PS	Sioux Narrows PS
Keewatin PS	Open Roads PS	Valleyview PS

<u>Secondary</u>		
Beaver Brae SS	Dryden HS	Queen Elizabeth DHS
Red Lake DHS		

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Student Trustee Report
Moved by: C. Marcino
Seconded by: G. Kleist

Motion 146-15 THAT the Student Trustee Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Policy 803
Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 147-15 THAT the verbal report on Policy 803, Facilities, be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Trustee Seymour left the meeting at 8:29 p.m.

Student Trustee, Norman Beardy-Miles left the meeting at 8:30 p.m.

Policy 803

Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 148-15

THAT Policy 803, Facilities, be approved as amended with the next review date in year 2019.

Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 149-15

THAT the verbal report on Policy 807, Facility Partnerships, be received.

Non-Binding(Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	

Policy 807

Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 150-15

THAT Policy 807, Facility Partnerships, be approved as amended with the next review date in year 2019.

Non-binding(Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

Finance Committee

Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 151-15

THAT the Finance Committee Mandate dated May 11, 2015 be approved as presented.

Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

Finance Mandate

Moved by: M. Ott
Seconded by: C. Marcino

Motion 152-15

THAT the Finance Committee Mandate dated May 11, 2015 be approved as presented.

Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

Budget Estimates

Moved by: C. Marcino
Seconded by: M. Ott

Motion 153-15

THAT the verbal report on the 2015-2016 Budget Estimates be received.

Non-binding(Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

Moved by: M. Ott
Seconded by: C. Marcino

Motion 154-15 THAT the 2015-16 Budget Estimates be approved as presented.

Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

Estimated Revenues
Moved by: C. Marcino
Seconded by: R. Griffiths

Motion 155-15 WHEREAS the total amount of the estimated revenues of the Keewatin-Patricia District School Board as set out in its 2015-16 Estimates, not including revenues derivable from the sale of assets, borrowings, or issues of debentures or from surplus is Eighty Three Million Six Hundred and Sixty-Six Thousand Dollars (\$83,666,000.00)

AND WHEREAS the Keewatin-Patricia District School Board deems it necessary to borrow up to the sum of Five Million Dollars (\$5,000,000.00) to meet, until the current revenue has been received, its current expenditures as defined by the Education Act for the 2015-16 fiscal year and the debt charges of the Board in such year.

NOW THEREFORE BE IT RESOLVED

THAT Dean Carrie is hereby authorized to borrow on behalf of the Keewatin-Patricia District School Board from TD Canada Trust from time to time by way of overdraft or promissory note or bankers' acceptance a sum or sums not exceeding at any one time Five Million Dollars (\$5,000,000.00).

THAT all sums borrowed pursuant to the authority of this resolution as well as all other sums borrowed in this year and in any previous year from the said bank for the aforesaid purposes shall, with interest thereon, be a charge upon the whole of the revenues of the Board for the current year and for all preceding years as and when such revenues are received.

THAT Dean Carrie is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the current year and preceding years, or from any other source, which may lawfully be applied for such purposes

Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

SEAC
Moved by: R. Griffiths
Seconded by: C. Marcino

Motion 156-15 THAT the Special Education Advisory Committee verbal update be received.

Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

New Business
None

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

September 08, 2015

NOTICE OF MOTION

That the First Nation, Métis and Inuit Graduation Coach Report be received.

First Nation, Métis and Inuit (FNMI) Graduation Coach Report

This report highlights progress in the first year of the First Nations, Métis and Inuit (FNMI) Graduation Coach model at Dryden High School.

Background

The FNMI Graduation Coach model is based on work begun in several jurisdictions in North America and adapted for our context at Keewatin-Patricia. At present, there are approximately 15 FNMI graduation coaches in Canada, and only 2 within Ontario. The work is designed to support both students and adults in learning and implementing effective practices to close the long standing achievement gap between FNMI and non-FNMI students that exists both here in Keewatin-Patricia and elsewhere. In 2014-15, after significant planning, we piloted the first graduation coach, Kieran McMonagle, in Keewatin-Patricia at Dryden High School. The determination was made after the Senior Administration (in discussion with school administration) felt that the need was greatest at DHS, partly because of the rapidly changing demographic in Dryden, and the concerns raised by many staff regarding their ability to engage newly arrived FNMI students to the community. This work, branded in our Board as **Four Directions**, serves directly the goals of the Board's Strategic Plan and the Province's renewed vision, Achieving Excellence. We are continuously striving to close achievement gaps and provide equity of opportunity and outcomes for students.

The model is multi-faceted and involves both adult and student learnings to improve achievement. We are supported in our work by researchers from the Student Achievement Division who visit regularly to help us shape and refine our work. Students receive customized and personalized supports delivered by a "circle of caring adults" that includes teachers, school staff, parents/caregivers and community supports. This is coordinated and supported by the graduation coach, who works closely with students and adults to ensure that effective supports are immediate, are leveraged to improve success and are monitored and adapted in real time. As part of their role in the circle, teachers are critical in both establishing successful relationship and work to improve teaching practice to promote and ensure success.

Student Success

The work produced significant quantitative and qualitative successes for the initial cohort of Grade 9 students at Dryden High School. Our initial goals were to improve both credit accumulation and mark distribution for this student cohort. The achievement of credits and level of achievement for each credit are important determinants of secondary school success. Particularly important is the achievement of 8 or more credits in Grade 9 and the benchmark of 16 credits in Grade 10 with grades near the provincial standard to accurately predict graduation success.

Respectfully submitted by:
Scott Urquhart, Student Success Lead

Historically, approximately 55-60 % of FNMI students at Dryden High School achieved 8 or more credits. In 2014-15 almost 80% of the cohort received 8 or more credits and also had significant improvements in mark distribution within those credits. This compares to 83% of non-FNMI Grade 9 students that achieved 8 or more credits in 2014-15. In addition, no students were disconnected from school and students in treatment or facing other significant challenges saw a continuation of supports and academic programming to help them succeed. The qualitative stories of success paint an amazing journey of personal growth and school success for students.

Moving Forward in 2015-16

The success of this work has resonated well beyond our Board. The Student Achievement Division of the Ministry of Education is supporting us to move further forward, both with continuing implementation at Dryden High School and to begin similar work at Beaver Brae Secondary School with their new FNMI grade 9 cohort. Planning and discussions for similar supports at Queen Elizabeth District High School will also occur this year. Over the summer, we have hired an additional graduation coach at Beaver Brae and completed the detailed planning and early implementation as the new school year begins. Significant numbers of students in both new cohorts at DHS and BBSS have completed reach ahead credits this past summer. We are also planning and implementing supports for Grade 10 students to build on and continue their successes from Grade 9.

I would like to thank trustees for your ongoing support and encouragement as we explore new work and new ways of working. I'd like to give special thanks and appreciation to the students in this cohort, their parents and caregivers and to the staff at Dryden High School who were involved in this work. The commitment and dedication of all to embrace learning to improve student success for our FNMI students is a model of commitment and cooperation that ensures that we are all doing our best in the service of youth.

Respectfully submitted by:
Scott Urquhart, Student Success Lead

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

September 08, 2015

NOTICE OF MOTION

That the Open Roads Aboriginal Family Case Worker Report be received.

September 8, 2015

Open Roads Aboriginal Family Case Worker

In March 2014, the ministry released the Ontario First Nation, Metis and Inuit Education Policy Framework Implementation Plan. The plan identifies strategies and actions to support ministry and school board implementation of the *Framework*. Areas identified include:

- Using data to support student achievement
- Supporting students
- Supporting educators
- Engagement and Awareness building

As a system, we have many school based strategies and supports in place to work on the areas identified above, but at Open Roads School in 2013 – 2014, it became apparent that more specific support was required beyond the walls of the school. Staff realized that as more families were moving to Dryden from northern communities, more support was required for those families. Early work to help families was undertaken by school based staff, but it was difficult to manage such support along with the academic nature of our work.

In response, we applied to the Aboriginal Education Office to support funding for what we called an “Aboriginal Family Case Worker”. We argued that we could not be successful in fully engaging our first nation students in academic success if their families were struggling. We were successful in securing funding and work officially began in January 2015.

Open Roads Principal Syrena Lalonde and Aboriginal Family Case Worker Heather Gardner created a plan which includes strategies such as:

- Making regular contact with families
- Building in and out of school opportunities for meeting life skills needs such as shopping, cooking, laundry
- Developing, with families, strategies and supports for regular and on time attendance
- Developing students’ sense of belonging through establishing social networks
- Encouraging and facilitating participation in community activities
- Acting as a liaison and connection between home, school and other service providers
- Attending team meetings and facilitating families’ attendance i.e. Transportation, etc.
- Facilitating families’ means to follow through with recommendations, i.e. Transportation to appointments, etc.
- Being a key adult in supporting students throughout the day
- Encouraging and facilitating families to attend meetings and school events
- Celebrating student achievement and successes with families

As noted earlier, this work began in January 2015 and has been continuous over the summer months. Successes and challenges to date will be shared with trustees at the board meeting.

Respectfully submitted by,
Susanne Bastable, School Effectiveness Lead

Keewatin-Patricia District School Board

September 8, 2015

NOTICE OF MOTION

THAT the reports for the following awards be received.

- i) Good Citizenship Award
- ii) Secondary School Scholarships and Awards

2014-2015 ELEMENTARY GOOD CITIZENSHIP AWARD

The following individuals were chosen for the Elementary Good Citizenship Award as per Policy 311 for the school year 2014-2015.

School	Recipient
Beaver Brae SS (<i>Elementary</i>)	Lauren, Gray, Jacob Iverson, William Alcock, Rachael Cameron
Crolancia PS	Andrea Maya
Ear Falls PS	Damian Wilson
Evergreen PS	Tyler Wald
Golden Learning Centre PS	Ethan From
Ignace PS	Austin Thompson
Keewatin PS	Ellie Villa
King George VI PS	Tora Treleaven
Lillian Berg PS	Harvey Smith
New Prospect PS	Jailla Stuart
Open Roads PS	Caleb Garrow Ledoux
Red Lake-Madsen PS	Erin Green, Melanie Baudry
Savant Lake PS	Tyra Belmore
Sioux Mountain PS	Cassidy Carson
Sioux Narrows PS	CJ Motlong
Upsala PS	Brandon Nelson
Valleyview PS	Ally Krolyk

Respectfully submitted by:
Caryl Hron, Superintendent of Education

2014-2015 SECONDARY SCHOLARSHIPS AND AWARDS

The following individuals were chosen for the Secondary School Scholarships and Awards as per Policy 311 for the school year 2014-2015.

Beaver Brae Secondary School
Skye Schott
Courtney Martin
Melissa Normand
Gavin Carlson
Rory Stouffer
Tyler Neil
Crolancia High School
Gregory Pelletier
Johnathan Bottle
Dryden High School
Austin Madussi
Cameron Zappitelli
Chelsea Martel
Hailey Gilmour
Jake Wickstrom
Taylor Ellery
Ignace High School
Shayla Barrett
Alexei Bannon
Queen Elizabeth District High School
Amanda Friesen
Julie Dennis
Meagan Machmity
Tyllore Martelle
Tyler Wills
Red Lake District High School
Kaitlyn Amell
Ash-Lee Austen

Respectfully submitted by:
Caryl Hron, Superintendent of Education

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

September 08, 2015

NOTICE OF MOTION

That the Ontario Public School Boards' Association First Nation Trustees Council Meeting update be received.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

September 08, 2015

NOTICE OF MOTION

That the Ontario Public School Boards' Association October 16-17, 2015
Northern Regional Meeting update be received.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

September 08, 2015

NOTICE OF MOTION

That the Trustee Strategic Planning Meeting update be received.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

September 08, 2015

NOTICE OF MOTION

That the Sioux Lookout High School update be received.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

September 08, 2015

NOTICE OF MOTION

That the report on the Audit Committee meeting held June 16, 2015 be received.

That the Year 5 Internal Audit Plan for 2015-16 include the following audits:

- a) Special Education;
- b) Network and Applications Access Management; Manage IT Security.

Report of the Chair of the Audit Committee

The Audit Committee met on June 16, 2015. The committee dealt with the following items:

1. Elected Roger Griffiths as chair for a term ending June 20, 2016.
2. Approved the minutes of the November 18, 2014 meeting.
3. Reviewed, and discussed the Risk Management Audit Report from the Internal Audit Manager.
4. Received and discussed School Generated Funds and Petty Cash Reviews and the Seven Month Report as at March 31, 2015.
5. Reviewed and approved the 2015-16 Internal Audit Plan. (attached)
6. Reviewed and approved the amended 2015-16 Audit Committee Work Plan and Meeting Schedule Board. (attached)
7. Received a verbal report by Dean Carrie on the Draft Policy Review Schedule listing the following policies that would be of interest to the Committee: 210 and 602 Expenses of Trustees, Appointed Members and Employees, policy 608 School Fundraising and 609 Investments.
8. Received staff reports on any instances of fraud, legal matters, compliance matters and investments.

The next meeting of the Audit Committee is scheduled for Tuesday, September 15, 2015 at 3:00 p.m. CDT.

Respectfully submitted by,
Roger Griffiths, Chair of the Audit Committee

June 16, 2015

Proposed Audit Committee Work Plan and Meeting Schedule for 2015-16

The following plan is based on the requirements of Regulation 361/10 Audit Committees made under the Education Act and the detailed planning tool provided by the Ministry of Education. Only the items of major significance are included. Other "housekeeping" items can be found in the detailed planning tool and will be included in meeting agendas as required.

Tuesday, September 15, 2015

- Receive and discuss external auditor's audit plan and engagement letter for the 2014-15 financial statement audit and confirm auditor's independence
- Review and discuss internal audit report on Recruitment and Retention/Hiring.
- Review and discuss management's progress report on recommendations from prior internal audit reports
- Review and discuss survey results on assessment of internal audit services (survey to be completed prior to meeting)
- Discuss board policies and procedures scheduled for 2015-16 review and provide recommendations to the Board and/or management
- Other matters arising in the course of the committee's work

Tuesday, November 17, 2015 (subject to change depending on financial statements)

- Receive and discuss external auditor's report on the 2014-15 financial statements
- Review the 2014-15 financial statements and recommend to the Board for approval
- Review the audit committee self-assessment survey results (survey to be completed prior to meeting) **Deferred until 2016-17**
- Review and approve annual report to Board on Internal Audit for 2014-15
- Review and approve annual general report to Board on committee's work for 2014-15
- Review and discuss internal audit report(s) (if available see June 14, 2016)
- Other matters arising in the course of the committee's work

Tuesday, June 14, 2016

- Review and discuss the seven month financial report for March 31, 2016
- Review and discuss survey results on assessment of external audit services (survey to be completed prior to meeting)
- Review and discuss internal audit reports on Special Education; and Network and Applications Access Mgmt – Manage IT Security
- Review and approve internal audit plan for 2016-17
- Review and discuss internal audit report(s)
- Review management reports on internal reviews
- Review and approve audit committee work plan and meeting schedule for 2016-17
- Other matters arising in the course of the committee's work

KEEWATIN PATRICIA DISTRICT SCHOOL BOARD
INTERNAL AUDIT PLAN

YEAR 1 - 2011/12		
AUDIT 1	AUDIT 2	AUDIT 3
Payroll and Compensation Benefits	Treasury	Facility Requirement Forecasting/Capital Planning
<i>REASONING</i>	<i>REASONING</i>	<i>REASONING</i>
Payroll represents around 80% of school board expenses High potential risk based on risk assessment	Includes all cash management for the board High potential risk based on risk assessment	Large and complex process High potential risk based on risk assessment
YEAR 2 - 2012/13		
AUDIT 1	AUDIT 2	AUDIT 3
Budget Planning, Development and Control	Fundraising	Procurement and Accounts Payable Purchasing Cards Expense Reports
<i>REASONING</i>	<i>REASONING</i>	<i>REASONING</i>
Intricate process that generally does not have a lot of formal documentation Overall highest potential risk based on risk assessment	Financial statements qualified by the external auditors for fundraising revenue	New guidelines for expense reporting and procurement are in place, to which compliance is required Reaches all departments Large potential financial impact and reputational impact
YEAR 3 - 2013/14		
AUDIT 1	AUDIT 2	
Grant and Non-Grant Revenue Management	Ministry Reporting	
<i>REASONING</i>	<i>REASONING</i>	
Require strong policies around revenue management to ensure efficient use of resources High potential risk based on risk assessment	Due to the potential for very large financial impact, strong policies in this area need to be confirmed Segregation of duties in this area are a concern for smaller boards High potential risk based on risk assessment	
YEAR 4 - 2014/15		
AUDIT 1	AUDIT 2	
Risk Management	Recruitment and Retention Hiring	
<i>REASONING</i>	<i>REASONING</i>	
Increased emphasis on disaster recovery Ensure sufficient management of liability High potential risk based on risk assessment	Ongoing processes that are timely and expensive Highest potential HR risk processes based on risk assessment	
YEAR 5 - 2015/16		
AUDIT 1	AUDIT 2	
Special Education	Network and Applications Access Mgmt Manage IT Security	
<i>REASONING</i>	<i>REASONING</i>	
Annual deficits appear to be the norm Quickly inflating costs	Ever improving technology requires school boards to ensure protection of sensitive information is maintained as well as appropriate use of school board IT resources	