



## **DURHAM DISTRICT SCHOOL BOARD**

### **NOTICE OF MEETING**

#### **AUDIT COMMITTEE PUBLIC SESSION**

**Wednesday, June 18, 2025**

Chairperson: Michelle Arseneault

Recording Secretary: Kristin Talbot

**DATE:** Wednesday, June 18, 2025

**TIME:** 6:00 p.m.

**LOCATION:** Virtual

**ATTACHMENTS:** Agenda

**Copies to:**

Committee Members

Director of Education

Associate Director of Corporate Services

Invited Board Staff

Invited Guests



## Durham District School Board

Audit Committee Meeting

### PUBLIC AGENDA

Wednesday, June 18, 2025

6:00 p.m.

Virtual

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	<u>Presented By</u>	<u>Page</u>
1. Call to Order		
2. Land Acknowledgement	Chair Arseneault	
3. Declarations of Interest	Chair Arseneault	
4. Motion to Approve the Agenda	Chair Arseneault	
5. Motion to Approve the March 25, 2025 Audit Committee Public Meeting Minutes	Chair Arseneault	1 - 2
6. 2025-2026 Meeting Schedule	D. Wright	3
7. Other Business	Chair Arseneault	
8. Next Meeting – September 17, 2025		
9. Adjournment	Chair Arseneault	



## Durham District School Board

### Audit Committee Meeting

### DRAFT MINUTES

A PUBLIC meeting of the Audit Committee was held on Tuesday, March 25, 2025, virtually via ZOOM.

#### 1. **Call to Order**

Chair Arseneault called the meeting to order at approximately 6:01 p.m.

<b>Committee Members Present:</b>	Michelle Arseneault, Trustee Mark Jacula, Trustee Carolyn Morton, Trustee Jawwad Aslam, External Member Matthew Tapscott, External Member
<b>Staff Present:</b>	Camille Williams-Taylor, Director of Education and Secretary to the Board David Wright, Associate Director, Corporate Services and Treasurer of the Board Melissa Durward, Senior Manager of Finance Jennifer Machin, Senior Manager of Finance Sid Lashley, Internal Auditor
<b>Guests Present:</b>	Jeff Henderson, Regional Internal Audit Manager Amyr Bhayani, Senior Regional Internal Auditor Leslie Miller, Past External Member
<b>Recording Secretary:</b>	Kristin Talbot, Executive Assistant

#### 2. **Land Acknowledgement**

Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

#### 3. **Welcome to New Committee Members**

Associate Director Wright thanked outgoing External Member Leslie Miller for sharing her valued expertise and time with DDSB.

Chair Arseneault welcomed incoming Trustees Morton and Jacula and External Member Matthew Tapscott to the Committee.

**4. Declarations of Interest**

There were no declarations of interest.

**5. Motion to Approve the Agenda**

**MOVED** by Carolyn Morton

That the agenda be approved as presented.

**CARRIED**

**6. Motion to Approve the November 18, 2024 Audit Committee PUBLIC Meeting Minutes**

**MOVED** by Mark Jacula

That the minutes be approved as presented.

**CARRIED**

**7. Other Business**

There was no other business.

**8. Next Meeting Date**

June 18, 2025

**9. Adjournment**

The meeting was adjourned at 6:05 p.m.

Michelle Arseneault  
Chair of the Committee

**DDSB Audit Committee**  
**2025-2026 Meeting Schedule**

**September 17, 2025 – 6:00 p.m.**

- Ensure quorum is present.
- Maintain minutes, review and approve the minutes of prior meetings.
- Members declare any potential financial benefits relating to agenda items.
- Election of Committee Chair.
- Annual report to the Ministry (prior fiscal year).
- Annual report to the Board of Trustees (prior fiscal year).
- Regional internal auditor performance evaluation (prior fiscal year).
- External auditor performance evaluation (prior fiscal year).
- Regional internal audit mandate review (current fiscal year).
- Review regional internal audit plan (current fiscal year).
- Committee to meet with management, regional internal audit, and external auditors privately to discuss any necessary matters.

**November 6, 2025 – 6:00 p.m.**

- Ensure quorum is present.
- Maintain minutes, review and approve the minutes of prior meetings.
- Members declare any potential financial benefits relating to agenda items.
- Review of financial statements (prior fiscal year).
- Review of external auditor's management letter (prior fiscal year).
- Committee to meet with management, regional internal audit, and external auditors privately to discuss any necessary matters.

**March 24, 2026 – 6:00 p.m.**

- Ensure quorum is present.
- Maintain minutes, review and approve the minutes of prior meetings.
- Members declare any potential financial benefits relating to agenda items.
- Review regional internal audit plan (current and next fiscal year).
- Make a recommendation to the Board on the appointment of external auditor (next fiscal year, as needed).
- Committee to meet with management, regional internal audit, and external auditors privately to discuss any necessary matters.

**June 23, 2026 – 6:00 p.m.**

- Ensure quorum is present.
- Maintain minutes, review and approve the minutes of prior meetings.
- Members declare any potential financial benefits relating to agenda items.
- Review of external auditor's audit plan (next fiscal year).
- Review of internal audit plan (current and next fiscal year).
- Committee to meet with management, regional internal audit, and external auditors privately to discuss any necessary matters.