



November 19, 2025

Business Services Standing Committee

Minutes

The Waterloo Region District School Board held a Business Services Standing Committee Meeting this evening at 6:00 p.m. in the Education Centre Boardroom, with the following members in attendance:

S. Piatkowski (Committee Chair), B. Cody, M. Radlein (Chair of the Board), M. Ramsay, and J. Weston.

Additional Trustees in Attendance: C. Watson.

Student Trustee K. Kaur was in attendance.

The following senior administration members were in attendance: M. Armellini, N. Landry, B. Lemon (Director's Designate), and C. Sagar.

Other staff in attendance: R. Connolly, N. Litt and S. Reidel.

Call to Order

Chair S. Piatkowski called the meeting to order at 6:00 p.m.

Approval of Agenda

1. Moved by J. Weston, seconded by M. Radlein:

That the agenda of the November 19, 2025, Business Services Standing Committee Meeting be approved.

-Carried-

Announcements

There were no announcements.

Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations

There were no delegations scheduled.

Staff Follow Up

There was no Staff Follow Up.

Reports

2024-2025 Audited Financial Statements

The draft 2024-2025 WRDSB Consolidated Financial Statements were provided. The draft 2024-2025 Audited Financial Statements were presented at the Board Audit Committee meeting on November 12, 2025. After reviewing the statements, the Board Audit Committee passed a motion recommending that the Board approve the Audited Financial Statements.

Trustees asked questions regarding the supplies inventory, the amount internally appropriated by Board motion, contingent liabilities and prepaid expenses. When asked about updates to contingent liabilities, Chair S. Piatkowski suggested that interested trustees reach out to the Audit Committee chair to share the information at a future meeting if changes are made.

Staff were congratulated on the successful audit.

2. Moved by J. Weston, seconded by M. Radlein:

That the Business Services Standing Committee recommend approval of the Audited Financial Statements for the year ended August 31, 2025.

-Carried-

Abstained: M. Ramsay

2024-2025 Final Financial Report

This report was provided for information.

The 2024-2025 year-end financial position is an in-year surplus of \$3.4M; this represents approximately 0.03% of the WRDSB's operating revenues for the year and increases total Accumulated Surplus to \$64.5M as of August 31, 2025. The 2024-2025 Final Financial Report, comparing the budget to the actual year-end position was presented. Comments were presented to explain the material changes from the 2024-25 budget forecast that contributed to the year-end results. It was noted that these items are consistent with information previously presented to the Board throughout the year.

When asked, staff confirmed that the surplus is small as the budget was forecasted to the dollar and a number of other boards are in a similar position.

2024-2025 Trustee Expenses

This report was provided for information.

The Schedule of Trustee Expenses for the period September 1, 2024 to August 31, 2025 was presented. Trustee expenses have been reviewed by the external auditors.

It was suggested that staff build in an opportunity for trustees to review their expenses for accuracy prior to completion of the audit. It was noted that staff have not heard any concerns with accuracy from trustees.

Annual Audit Committee Report – 2024-2025

This report provided a summary of the Audit Committee including members, administrative tasks and meetings. The following audits or audit follow-ups were approved in the 2024/2025 audit plan and were started in the 2024/2025 fiscal year:

- Attendance Support Program and Return to Work
- Back-up, Disaster and Recovery Follow-up
- Payroll Follow-up
- Penetration Testing Follow-up
- Privacy Follow-up
- IT Vulnerability Follow-up
- Human Rights Complaint Process Follow-up

The Audit Committee received a report from the Regional Internal Audit Manager that assessed management's progress toward implementation of action plans developed in response to previous audit findings.

3. Moved by B. Cody, seconded by M. Radlein:

That the Business Services Standing Committee recommend approval of the Annual Audit Committee Report for the year ended August 31, 2025.

-Carried-

2025-26 & 2026-27 Strategic Spending Plan

On June 12, 2025, the Board of Trustees approved a balanced 2025-26 operating budget. As part of the narrative surrounding the 2025-26 budget, staff highlighted plans to undertake strategic spending, funded from reserves, if the WRDSB finished the 2024-25 fiscal year with a balanced budget. It was reported that the WRDSB concluded the 2024-25 school year with an in-year operating surplus of approximately \$3.45M, which represents 0.41% of operating revenues. It was noted that Strategic investments funded from reserves must be temporary in nature and should provide a lasting return on investment so that students and staff can benefit from the initial spending once

access to reserves is restricted and the board must return to a balanced budget. The recommendations being brought forward by Leadership Council total approximately \$6.5M, providing some buffer to withstand any in-year challenges that may arise. The report outlined strategic spending in support of the strategic plan, the Board Improvement and Equity Plan (BIEP), the Student Achievement Plan and the Math Achievement Action Plan (MAAP) in the following areas:

- Literacy & Numeracy
- Student Support & Classroom Safety
- Technology, Infrastructure & Operations

Staff will be required to file a multiyear deficit recovery plan with the Ministry of Education. That plan will show a return to balance in the 2027-28 school year, following two-years of strategic spending.

Trustees asked questions about receiving updates on the indicators for success, School Improvement Coaches, the current Strategic Plan Community Consultation, the two permanent Board Certified Behaviour Analysts positions, acting positions, and qualifications for Attendance Support Specialists. Trustees also asked about potential enrolment scenarios, provincial enrolment trends and the new Ministry directive to develop Student and Family Support Offices.

4. Moved by J. Weston, seconded by M. Radlein:

That the Business Services Standing Committee supports the multi-year strategic spending plan outlined in this report.

-Carried-

Major Capital Projects Quarterly Update

This report was provided for information.

Current capital priority projects with budgets greater than \$3.0M, including Elizabeth Ziegler Public School restoration/renovation, were presented with the project status relative to the schedule, budget, and scope. Significant milestones, along with basic project statistics, were also presented.

Trustees were provided clarification on the Willow River Public School completion and the prequalification of contractors with heritage site experience for Elizabeth Ziegler Public School.

Facilities staff were congratulated on the Mike & Pat Wagner Heritage Award for Preservation and Restoration from the City of Kitchener for the Suddaby Public School Restoration.

Board Reports

There were no Board Reports.

Question Period for Members

There were no questions from members.

Rise & Reconvene

5. Moved by J. Weston, seconded by M. Ramsay:

That the Business Services Standing Committee Meeting of November 19, 2025, rise and reconvene in camera.

-Carried-

The meeting rose to reconvene in camera at 7:22 p.m.