THUNDER BAY CATHOLIC
DISTRICT SCHOOL BOARD

Business & Corporate Services
Department Goals 2024-2025

Information Technology	
Network Switch Upgrades	December 2025
Implement Additional Processes to Increase Effectiveness of Helpdesk System, and Expedite the Resolution of Tickets	June 2025
MFA Deployment to All Staff	March 2025
Account Lifecycle Improvements - Continue Automation of Email Groups and System Access for Employee Groups	Ongoing
WiFi Upgrades in Schools	Ongoing
Security, Disaster Recover, and Continuity Plan Improvements	Ongoing
New ERP System Integration	August 2025

Financial Services	
Increase Parent Participation of Cashless Schools	Ongoing
Selection of ERP System	January 2025
Banking RFP	Fall 2025
Complete 5 Internal School Generated Funds Reviews	June 2025

Employee Services	
Supervisors/Principals Approving Electronic Timesheets Through The Timesheet Approver Module (Ongoing)	Ongoing - anticipated completion June 2025
Continue To Move Towards A Paperless Hr/Pay Change Process (Ongoing). Implement Paperless Hr And Payroll Audits.	June 2025
Share And Promote Best Payroll Practices Among Employee Services Staff To Ensure Consistency And Ongoing Improvement.	June 2025
Continue To Improve Health And Wellness Processes	June 2025
Departmental Cross-Training (Ongoing)	December 2025

Internal Audit	
Continue and complete the IT Help Desk Effectiveness audit that rolled over into the current year.	September 2024 - October 2024
Commence and complete the Enrolment Analysis and Student Health & Safety audits. Audit selection and timing to be determined at a later date.	September 2024 - August 2025
Follow-up audit work	Ongoing

Plant Services	
Spend 80% of the 16M Capital Budget as required	Sept 2024 - Aug 2025
Continue to reduce maintenance costs by capitalizing on small projects	Sept 2024 - Aug 2025
Reduce carbon footprint by another 5-10% by capitalizing on projects related to energy reduction. (BAS controls, window replacements, etc)	Sept 2024 - Aug 2025
Initiate Recycle Program – recover some funds from recycled batteries, metal, copper, etc. Collaborate with Harbour Metals for program initiation and follow through with all contracting companies.	Sept 2024 - Aug 2025
Continuation of lockdown and secure access for all schools. This includes the installation and consistency of all PA systems, lockdown buttons and procedures, training, etc.	Sept 2024 - Aug 2026
Lighting Retrofits and phasing out fluorescent Lighting–convert all schools to LED lighting. Audit currently initiated	Sept 2024 - Aug 2029
Hydronic Coil cleaning of all schools	Sept 2024 - Aug 2025
Circuit IQ – continue with the circuit IQ program, all schools will have a digital footprint of the entire school's electrical systems.	Ongoing
5 year training program developed for custodian training,	Sept 2024 - Aug 2025

Purchasing	
Enhance purchasing documentation with a focus on internal processes and external communication.	Ongoing
Continue transitioning towards formal purchasing agreements.	Ongoing
Complete capital projects more effectively using remaining funds.	September 2024 - August 2025
Implement an ERP pilot program.	December 2024 - August 2025