



AGENDA AND MATERIAL

SPECIAL ELECTRONIC BOARD MEETING

**WEDNESDAY, AUGUST 11, 2010
9:00 A.M.**

**FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO**

A. ROUTINE MATTERS

- | | |
|--|---|
| 1. Opening Prayers | - |
| 2. Roll Call | - |
| 3. Approval of the Agenda | - |
| 4. Declaration of Conflict of Interest | - |

B. COMMITTEE AND STAFF REPORTS

- | | |
|--|----|
| 1. Addition and Alterations to St. Andrew Catholic Elementary School
Award of Construction Contract | B1 |
| 2. Ontario Early Years Centre – Audited Financial Statements as at March 31, 2010 | B2 |

C. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL ELECTRONIC BOARD MEETING
PUBLIC SESSION
AUGUST 11, 2010**

**TOPIC: ADDITION AND ALTERATIONS TO ST. ANDREW
CATHOLIC ELEMENTARY SCHOOL
AWARD OF CONSTRUCTION CONTRACT**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the award of a construction contract to Stolk Construction Limited, for the addition and alterations to St. Andrew Catholic Elementary School.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: August 11, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE SPECIAL ELECTRONIC BOARD MEETING

ADDITION AND ALTERATIONS TO ST. ANDREW CATHOLIC ELEMENTARY SCHOOL AWARD OF CONSTRUCTION CONTRACT

BACKGROUND INFORMATION:

Tenders were opened on Tuesday August 10, 2010 for the addition and alterations to St. Andrew Catholic Elementary School, as per the drawings and specifications prepared by Raimondo + Associates Architects Inc. The results of the tender were as follows:

	Contractor	Bid Price	Stage	TOTAL
1.	Stolk Construction Ltd	\$592,341	\$356,247	\$ 948,588
2.	Aldor Builders	\$604,000	\$407,000	\$1,011,000
3.	G. S. Wark Ltd	\$684,000	\$405,000	\$1,089,000
4.	TRP Construction	\$725,000	\$378,000	\$1,103,000
5.	Bromac Construction	\$720,000	\$387,000	\$1,107,000
6.	Charter Building Company	Declined		
7.	Kenmore Management	Declined		
8.	TR Hinan Contractors Inc	Declined		

TOTAL PROJECT COST:

Given the indicated Contract Price of \$948,588 by Stolk Construction Ltd., the total project cost would be calculated as follows:

Construction Contract	\$ 948,588
Consultant Fees & Disbursements	\$ 66,000
Permits	\$ 5,168
Furniture & Equipment	\$ 25,000
Other Project Costs	\$ 23,000
Contingency	\$ 40,000
Portable Removal and Relocation	\$ 0
HST, after rebate	<u>\$ 21,876</u>
	\$ 1,129,632

PROJECT SCOPE:

The project includes the addition of a new library, a new stage for the gymnasium, one new classroom, renovations to the existing library to be an additional two new general classrooms, and re-roofing of the entire gymnasium.

FUNDING:

Funding for the project would be from the following sources:

Primary Class Size	\$ 1,077,869
Good Places to Learn	<u>\$ 55,000</u>
	\$ 1,132,869

MINISTRY OF EDUCATION APPROVAL:

The Ministry granted approval to proceed with this Capital Project for the total amount of \$1,077,869 on June 22, 2010.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the award of a construction contract to Stolk Construction Ltd., for the addition and alterations to St. Andrew Catholic Elementary School.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: August 11, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL ELECTRONIC BOARD MEETING
PUBLIC SESSION
AUGUST 11, 2010**

**TOPIC: ONTARIO EARLY YEARS CENTRE
AUDITED FINANCIAL STATEMENTS AS AT MARCH 31, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Audited Financial Statements for the Ontario Early Years Centres as at March 31, 2010, as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services

Presented by: Larry Reich, Superintendent of Business & Financial Services

Approved by: John Crocco, Director of Education

Date: August 11, 2010

Crawford, Smith and Swallow
Chartered Accountants LLP

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Niagara Falls, Ontario
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*crawford
smith &
swallow*

Offices in:
Niagara Falls, Ontario
St. Catharines, Ontario
Fort Erie, Ontario
Niagara-on-the-Lake, Ontario
Port Colborne, Ontario

July 21, 2010

Niagara Catholic District School Board
427 Rice Road
Welland, Ontario L3C 7C1

Attention: Board of Trustees

Dear Members of the Board of Trustees:

Re: Niagara Catholic District School Board Ontario Early Years Centre
Management Letter for the Year Ended March 31, 2010


We have now completed our examination of the statement of revenue and expenditure of the Niagara Catholic District School Board Ontario Early Years Centre for the year ended March 31, 2010. As stated in our report dated July 12, 2010 addressed to the Trustees of the Board, the statement is the responsibility of management. Our responsibility is to express an opinion on the statement based on our audit. In our opinion, the statement presents fairly, in all material respects, the results of operations for the year then ended in accordance with Canadian generally accepted accounting principles.

We were provided with full and excellent co-operation by the management and staff and no limitations of any kind were placed on the scope of our examination.

It is our office policy to report on internal control weaknesses which come to our attention in the course of our audit and recommend improvement for the future. We are pleased to advise that no significant matters were noted in the current year. Matters of a minor nature were discussed with the appropriate staff at the time of our audit.

Yours very truly,

CRAWFORD, SMITH AND SWALLOW
CHARTERED ACCOUNTANTS LLP



Mark Palumbi, CA
Engagement Partner

MP*gz

c.c. Mr. J. Crocco, Director of Education/Secretary Treasurer
Mr. L. Reich, Superintendent of Business & Financial Services



July 23, 2010

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Ministry of Community and Social Services
Ministry of Children & Youth Services
Municipal Services Unit
119 King Street West, 7th Floor
Hamilton, Ontario
L8P 4Y7

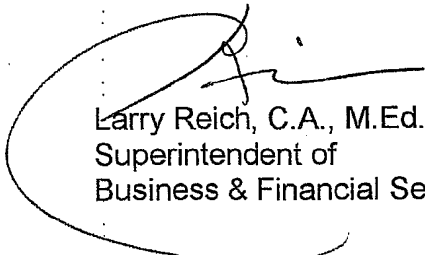
Att: Marianne Grguric
Programme Support Coordinator

Ref: Ontario Early Years Centre
Audited Financial Statements & Related Financial Reports

We are pleased to enclose a copy of the Audited Financial Statements and related financial reports for the fiscal year ending March 31, 2010 for the Ontario Early Years Centre located at Mary Ward School in Niagara Falls, Ontario.

If you have any questions or require additional information, please contact William Tumath at the Catholic Education Centre in Welland, Ontario (905) 735-0240 ext. 246.

Yours truly,



Larry Reich, C.A., M.Ed.
Superintendent of
Business & Financial Services

Enc.

c.c. Yolanda Baldasaro, Program Superintendent
Mark Lefebvre, Program Officer
Donna Dalgleish, Centre Co-ordinator
William Tumath, CGA

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427 Rice Road, Welland, Ontario L3C 7C1
Telephone 905-735-0240 Facsimile 905-734-8828 Email: info@ncdsb.com
www.niagaracatholic.ca

John Crocco, Director of Education / Secretary Treasurer

*crawford
smith &
swallow*

**NIAGARA CATHOLIC DISTRICT
SCHOOL BOARD
ONTARIO EARLY YEARS CENTRE**

Financial Statement

March 31, 2010

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
ONTARIO EARLY YEARS CENTRE**

Financial Statement

March 31, 2010

Table of Contents

	Page
Auditors' Report	1
Statement of Revenue and Expenditure	2
Note to Financial Statement	3

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Port Colborne, Ontario

AUDITORS' REPORT

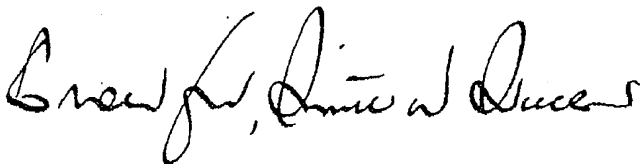
To the Board of Trustees of the
Niagara Catholic District School Board

We have audited the statement of revenue and expenditure of the Niagara Catholic District School Board's Ontario Early Years Centre for the year ended March 31, 2010. This financial statement has been prepared to comply with the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2009/2010 Transfer Payment Annual Reconciliation Audit Guidelines. This financial statement is the responsibility of the Board's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, this financial statement presents fairly, in all material respects, the revenues and expenditures of the Board's Ontario Early Years Centre for the year ended March 31, 2010 in accordance with the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2009/2010 Audit Guidelines.

This financial statement, which has not been, and was not intended to be, prepared in accordance with Canadian generally accepted accounting principles, is solely for the information and use of the Board of Trustees of the Niagara Catholic District School Board, Ministry of Community and Social Services and Ministry of Children and Youth Services for complying with the 2009/2010 Transfer Payment Annual Reconciliation. This financial statement is not intended to be and should not be used by anyone other than the specified users or for any other purpose.



Niagara Falls, Ontario
July 12, 2010

CRAWFORD, SMITH AND SWALLOW
CHARTERED ACCOUNTANTS LLP
LICENSED PUBLIC ACCOUNTANTS

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
ONTARIO EARLY YEARS CENTRE**

STATEMENT OF REVENUE AND EXPENDITURE
for the year ended March 31, 2010

	2010	2009
	\$	\$
Revenue		
Ontario Early Years Centre Allocation	501,389	501,389
Expenditure		
Administration	30,000	30,000
Audit fees	2,171	1,200
Computer equipment	1,665	2,933
Furniture and equipment	4,084	1,843
Office and supplies	9,623	8,734
Program costs	8,759	10,149
Purchase of services	57,083	73,143
Rent	31,653	34,753
Salaries and benefits	350,024	333,560
Staff training and travel	7,228	10,139
	502,290	506,454
Net Expenditure Over Revenue for the Year	(901)	(5,065)

See accompanying note

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
ONTARIO EARLY YEARS CENTRE**

NOTE TO FINANCIAL STATEMENT

for the year ended March 31, 2010

1. Service Contract/CFSA Approval with the Ministry of Community and Social Services and the Ministry of Children and Youth Services

The Niagara Catholic District School Board has a Service Contract/CFSA Approval with the Ministry of Community and Social Services and the Ministry of Children and Youth Services. A reconciliation report summarizes, by service, all revenues and expenditures and identifies any resulting surplus/deficit that relates to the Service Contract/CFSA Approval.

A review of this report shows the program to be in a deficit position as at March 31, 2010.

TRANSFER PAYMENT ANNUAL RECONCILIATION *
formerly Annual Program Expenditure Reconciliation

IDENTIFICATION SECTION

Fiscal Year : 2009/2010 April 1, 2009 to March 31, 2010
or
Calendar Year :

SERVICE PROVIDER/
DELIVERY AGENT :

SERVICE CONTRACT or
CFSA APPROVAL
NUMBER :

TPR# :

DATE SUBMITTED :

SERVICE PROVIDER/ DELIVERY AGENT CONTACT INFORMATION

NAME:

TITLE:

ADDRESS:

PHONE:

EMAIL:

FAX:

Please refer to the Ministry's technical instructions and financial policies to complete this reconciliation

Ministry of Community and Social Services
Ministry of Children and Youth Services

Version: January 20, 2010

Updates: Friday, May 21, 2010



TRANSFER PAYMENT ANNUAL RECONCILIATION

SECTION I: SUMMARY, CERTIFICATION and VERIFICATION

SERVICE PROVIDER / DELIVERY AGENT: Niagara Catholic District School Board

FOR THE YEAR ENDED: March 31, 2010

SERVICE CONTRACT/CFSA APPROVAL NUMBER: C23643-1

PART A: SUMMARY

LINE	SERVICES		Executive and Allotment Control	Total Eligible Expenditures (pending final Ministry review and approval)	Total Approved Ministry Subsidy	Summary of Revised Ministry Subsidy after Financial Flexibility (pending final Ministry review and approval)
	Detail Code #	Service (Detail Code) Name				
100						
101	a462	Ontario Early Years Centres	CYSEX034-AL09	\$ 502,290	\$ 501,389	\$ 501,389
102				\$ -	\$ -	\$ -
103				\$ -	\$ -	\$ -
104				\$ -	\$ -	\$ -
105				\$ -	\$ -	\$ -
106				\$ -	\$ -	\$ -
107				\$ -	\$ -	\$ -
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126				\$ -	\$ -	\$ -
127				\$ -	\$ -	\$ -
128				\$ -	\$ -	\$ -
129				\$ -	\$ -	\$ -
130				\$ -	\$ -	\$ -
TOTAL				\$ 502,290	\$ 501,389	\$ 501,389

PART B: CERTIFICATION BY SERVICE PROVIDER / DELIVERY AGENT AUTHORITY

I hereby certify that, to the best of my knowledge, the financial data in the Transfer Payment Annual Reconciliation to which this certification is attached, is true, correct, agrees with the books and records of the organization and has been prepared in accordance with the Technical Instructions and ministry financial policies provided by the Ministry of Community and Social Services and the Ministry of Children and Youth Services.

John Crocco
Signature of Service Provider / Delivery Agent Authority (LINE 140)

John Crocco
Name of Service Provider/Delivery Agent Authority (LINE 140)

DIRECTOR OF EDUCATION
Title of Service Provider/Delivery Agent Authority (LINE 140)

August 11, 2010
Date (dd/mm/yy) (LINE 150)

PART C: VERIFICATION BY THE BOARD OF DIRECTORS

The above certification, together with the Transfer Payment Annual Reconciliation, was received and approved by:

the Board of Directors of *NCDSB* on *11th* day of *August*, *2010* (LINE 160)

Chairperson of the Board of Directors: *[Signature]* (LINE 170)

KATHY BURTONYK
Name of Chairperson or Designate
CHAIRPERSON
Title

TRANSFER PAYMENT ANNUAL RECONCILIATION
SECTION II: SUBSIDY RECONCILIATION

SERVICE PROVIDER / DELIVERY AGENT: Niagara Catholic District School Board
FOR THE YEAR ENDED: March 31, 2010
SERVICE CONTRACT/CFSA: C23643-1
APPROVAL NUMBER:

200	DETAIL CODE	a462			
201	TPBE #				
202	SERVICE NAME	Ontario Early Years Centres			
203	IFIS LINE-SUBLINE #	B078-B200			
204	LEGISLATION	MCSS			
205	EXECUTIVE & ALLOTMENT CONTROL	CYSEX034-AL09			
210	SUBSIDY PAYMENTS RECEIVED				
211	Provincial Subsidy Received on Account - Current Year	\$ 501,389			
212	ADD: Prior Year Reconciliation Recoveries*				
213	DEDUCT: Prior Year Payments				
215	TOTAL of Subsidy Payments Received - Current Year	\$ 501,389	\$	\$	\$
* Only applicable if provincial subsidy received recorded net of recoveries					
220	SUBSIDY PAYMENTS APPROVED				
221	Total Approved Net Expenditures (Service Contract: Budget Schedule - Line I)	\$ 501,389			
222	Other Expenditures (Service Contract: Budget Schedule - Lines K - N)				
223	TOTAL Approved Ministry Fiscal Subsidy (Service Contract: Budget Schedule - Lines I)	\$ 501,389	\$	\$	\$
230	EXPENDITURES				
231	Salaries	\$ 281,751			
232	Benefits	\$ 68,273			
233	SUBTOTAL - Salaries & Benefits	\$ 350,024	\$	\$	\$
234	Travel	\$ 3,470			
235	Staff Training	\$ 3,758			
236	Purchased Services - Client	\$ 57,083			
237	Purchased Services - Non Client	\$ 2,171			
238	Program Costs	\$ 8,759			
239	Building Accommodation	\$ 31,653			
240	Advertising and Promotion	\$ 1,160			
241	Office	\$ 30,000 \$ 5,489			
242	Miscellaneous	\$ 207			
243	Capital Purchases	\$ 5,749			
244	Communications (Land, Cellular, Internet)	\$ 2,767			
245	SUBTOTAL - Other Service Costs	\$ 30,000 \$ 122,266	\$	\$	\$
255	GROSS EXPENDITURES	\$ 30,000 \$ 472,290	\$	\$	\$
256	DEDUCT: OFFSETTING REVENUE/ EXPENDITURE RECOVERIES				
257	Specify:				
258	Specify:				
259	Specify:				
260	SUBTOTAL Offsetting Revenues/Expenditure Recoveries	\$	\$	\$	\$
261	ADJUSTED GROSS EXPENDITURES	\$ 30,000 \$ 472,290	\$	\$	\$
263	Allocated Central Administration	\$ (30,000) \$ 30,000			
264	NET EXPENDITURES	\$ 502,290	\$	\$	\$
265	Approved Capitalized Asset Acquisition				
266	EXPENDITURES ELIGIBLE FOR OPERATING SUBSIDY	\$ 502,290	\$	\$	\$
267	Ministry Subsidy as per Legislated Share Funding Percentage	100%			
268	TOTAL ELIGIBLE EXPENDITURES	\$ 502,290	\$	\$	\$
223	TOTAL Approved Ministry Fiscal Subsidy	\$ 501,389	\$	\$	\$
270	Subsidy Payable (LESSER OF LINE 223 or 268)	\$ 501,389 \$ - \$ - \$ -			
215	Subsidy Payments Received - Current Year	\$ 501,389			
280	VARIANCE (MAY BE ELIGIBLE FOR FINANCIAL FLEXIBILITY)	\$			