



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

**SPECIAL REGULAR BOARD MEETING
FRIDAY, DECEMBER 17, 2010 - 10:30 A.M.
BOARD OFFICE, 87 MILL STREET, DUBLIN, ONTARIO**

AGENDA

1. OPENING PRAYER – Mike Miller

2. CALL TO ORDER AND RECORDING OF ATTENDANCE

3. APPROVAL OF AGENDA

4. DECLARATION OF INTEREST

5. REPORTS

I MANAGEMENT

The following items will be presented to the Board:

1. The Board will receive a report regarding the Jeanne Sauvé Capital Project.
2. The Board will receive a report regarding Architect Selection.
3. The Board will receive information regarding the Year End Report.

6. ITEMS FOR ACTION

7. FUTURE BUSINESS

8. QUESTION PERIOD

9. ADJOURNMENT

10. CLOSING PRAYER – Bernard Murray



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 *Website* www.huronperthcatholic.ca
Phone 519 345 2440 *Fax* 519 345 2449

Strategy in Action - Realizing our Capacity



Delivering Excellent Service

Core Strategy: Our operational services leverage all resources to support student success. Policies are translated into efficient, cross-functional processes designed to collaboratively achieve needed qualitative and quantitative outcomes.

TO: Members of the Huron-Perth Catholic District School Board

RE: Wednesday, December 15, 2010 MANAGEMENT REPORT

A. ITEMS FOR ACTION

1. Report regarding Jeanne Sauvé Capital Project. (attached)

RECOMMENDATION:

That the Board award the tender for the addition and renovation to Jeanne Sauvé Catholic Elementary School in the amount of \$1,088,190, including HST, to Dacon Construction Limited.

2. Report regarding Architect Selection. (attached)

RECOMMENDATION:

That the Board appoint +VG Architects - The Ventin Group as Architects for the Early Learning addition to St. Mary's School, Goderich at an estimated fee of \$23,980, including HST, based on an estimated construction cost of \$460,000.

RECOMMENDATION:

That the architectural firms of MNSA Architects Inc., Allan Avis Architects Inc, and Marklevitz Architects Inc. be placed on the approved Architectural Firms list for Board projects until December 31, 2012.

3. Information regarding Year End Report. (attached)

RECOMMENDATION:

That the Board approve the Consolidated Statement of Financial position and Consolidated Statement of Operation for the year ending August 31, 2010.

B. ITEMS FOR INFORMATION AND DISCUSSION

C. ITEMS FOR INFORMATION

Respectfully submitted:

Area Chairperson – Ron Marcy

GHT/vb

Att.

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*

December 15, 2010

TO: The Huron-Perth Catholic District School Board
FROM: Gerry Thuss, Superintendent of Business
RE: Jeanne Sauvé Capital Project

1) Tender results for the Jeanne Sauvé project are as follows :

Six (6) contractors bid and their submissions for the project are as follows:

• Dakon	• 1,088,190.00
• Protrend	• 1,163,753.10
• Bronnenco	• 1,186,323.00
• Stahle	• 1,197,800.00
• Belliveau	• 1,214,501.84
• Feltz	• 1,291,477.00

The low bid is Dacon who has worked for the Board in the past. Terry Marklevitz's recommendation is attached.

The overall project costs and summary is:

Contractor (net HST) - Dakon	983,801
Architect Fees	• 105,611
Other Project Costs	• 55,988
Total Project Costs	• 1,145,400
Ministry Allocation	• 1,145,400

Timing of the project is critical as it must be completed for September 2011 occupancy

We have received Ministry approval and are now able to have the Board approve the tender. (attached).

RECOMMENDATION:

That the Board award the tender for the addition and renovation to Jeanne Sauve Catholic Elementary School in the amount of \$1,088,190, including HST, to Dacon Construction Limited.

Hello Gerry,

As the successful bid is within the approved construction budget, please accept this as approval to award the tender. Once signed, please forward a copy to the ministry, along with a project schedule and any applicable drawings.

Have a great holiday season.

Michael

Michael Wasylyk

Senior Policy Analyst

Ministry of Education, Capital Programs Branch

900 Bay Street, 21st Floor

Toronto, Ontario, M7A 1L2

Ph: 416.326.9924

michael.wasylyk@ontario.ca

GHT/vb

Att.



MARKLEVITZ
ARCHITECTS



Terry C. Marklevitz B.S., B. ARCH., M.R.A.I.C.

516 Huron Street, Stratford, Ontario N5A 5T7 Telephone: 519 271 9230 Fax: 519 271 6560 www.marklevitz.com

JEANNE SAUVE SCHOOL ADDITION & ALTERATIONS

Project No.: 2778-10

TENDER REPORT

December 10, 2010

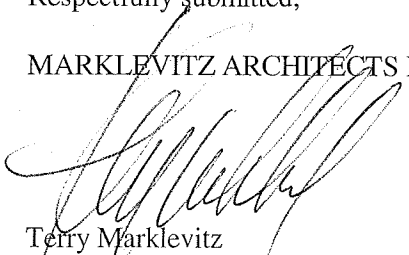
The project was advertised in the Daily Commercial News. Nine contractors received drawings and specifications and the following six prices were received. Three contractors withdrew during the tender process. All prices listed are HST exclusive.

Feltz Design Build	\$1,142,900.00
Belliveau Construction	\$1,076,163.77
Stahle Construction	\$1,060,000.00
Bronnenco Construction	\$1,049,843.00
Protrend-Arrow Construction	\$1,029,870.00
Dakon Construction	\$963,000.00

Both our office and the Board have successfully completed projects with Dakon Construction Ltd. in the past. We therefore recommend that the Board award this contract to Dakon Construction Ltd. in the amount of \$963,000.00 + HST for a total contract price of \$1,088,190.00.

Respectfully submitted,

MARKLEVITZ ARCHITECTS INC.



Terry Marklevitz
B.Arch., M.R.A.I.C.

TM/cl

December 15, 2010

TO: The Huron-Perth Catholic District School Board
FROM: Gerry Thuss, Superintendent of Business
RE: Architect Selection

The Board prepared a request for proposal for architectural services related to for the Early Learning program and other capital projects in the next two years. Eight (8) firms responded to the call. Four (4) firms were interviewed on Thursday, December 9, 2010 by a committee consisting of Trustees, Ron Marcy and Bernard Murray, Superintendent of Business, Gerry Thuss, and Manager of Plant, Annemarie Nicholson.

The firms interviewed were:

MNSA Architects Inc.
+VG Architects - The Ventin Group
Allan Avis Architects Inc
Marklevitz Architects Inc

The interview process determined that all firms are able to complete the required work for the Board. All firms indicated that if they were not successful for the St. Mary's Early Learning addition that they would be interested in maintaining the fee structure for other projects. The estimated fee for a \$500,000 ranged from a low of \$23,000 to a high of \$53,750. The committee felt that the Ventin Group was involved in a significant number of Early Learning projects as well as having the lowest fee structure of those that presented. It is therefore recommending The Ventin Group for the St. Mary's Catholic Elementary School, Goderich project. It also recognized the expertise of the other firms and is therefore recommending that they be on an approved list of architectural firms to be used for Board projects over the next two (2) years.

RECOMMENDATION:

That the Board appoint +VG Architects - The Ventin Group as Architects for the Early Learning addition to St. Mary's School, Goderich at an estimated fee of \$23,980, including HST, based on an estimated construction cost of \$460,000.

RECOMMENDATION:

That the architectural firms of MNSA Architects Inc., Allan Avis Architects Inc, and Marklevitz Architects Inc. be placed on the approved Architectural Firms list for Board projects until December 31, 2012.

GHT/vb
Att.

December 15, 2010

TO: The Huron-Perth Catholic District School Board
FROM: Gerry Thuss, Superintendent of Business
RE: Year End Report

We are nearing the completion of the 2009-2010 Financial Statements and Grant calculations. This year presented greater challenges as the Ministry of Education completely changed the reporting and structure of the year end report. The major changes include:

- The assumption of the Board's outstanding debt and the elimination of the NPP grant process. The Board completed a Capital wrap-up template which recorded all the Board's debt and classified it between supported and unsupported. Initially, the Ministry did not recognize approx \$210,000 of debt, however we were successful in making sure that the total amount will be funded by the Ministry. The total amount assumed by the Ministry of Education (net of the NPP reserve is \$15,473,134) and is shown as a receivable from the province and a one-time revenue item.
- The removal of Reserves from the balance sheet. Reserves have been reclassified to a surplus (deficit) schedule (attached). The reserve balances have been restated to the new reporting format. The "new" balances relate to the amounts that are shown under Section 4. Unavailable for Compliance. It includes Future Benefits, School Generated funds, Capital wrap-up template, etc. The total of Accumulated Surplus that is available to the Board is \$2,158,409.

The Board had a capital fund balance at the beginning of the year of \$5,272,930. This has been reduced to \$293,988. A reconciliation of the account is as follows:

Total	5,272,930
Add balance of Stage 4 renewal to be debentured by the Ministry	93,988
Less Current year debentures issued	-3,485,544
	<u>- 866,439</u>
	1,014,935
Less funded from current year revenue	<u>-720,947</u>
Balance (93,988 to be debentured)	<u>293,988</u>

The audited financial statements and report will be presented to the Board at its January 2011 meeting. The Board is required to submit the Grant calculations and Ministry statements by December 31, 2010. The auditor will have completed the work and the Board will be able to meet the deadline. We are working on a report that will make the new reporting format understandable to the Trustees and ratepayers.

RECOMMENDATION:

That the Board approve the Consolidated Statement of Financial position and Consolidated Statement of Operation for the year ending August 31, 2010.

GHT/vb
Att.

Schedule 1
Consolidated Statement of Financial Position
For the year ending August 31

	2009-10 Col. 1	2008-09 Col. 2 (Restated)
1 FINANCIAL ASSETS		
1.1 Cash and cash equivalents	4,230,983	2,811,543
1.2 Temporary investments	0	0
1.3 Accounts receivable	2,304,417	1,461,447
1.4 Accounts receivable - Government of Ontario - Approved Capital	15,473,134	0
1.5 Long term investments	0	0
1.6 Other	19,158	30,875
1.7 TOTAL FINANCIAL ASSETS	22,027,692	4,303,865
2 LIABILITIES		
2.1 Temporary borrowing	0	3,325,000
2.2 Accounts payable & Accrued liabilities	1,812,301	1,076,695
2.3 Other	1,418,339	1,021,759
2.4 Net Debenture Debt, Capital Loans and Leases	17,235,547	13,716,339
2.5 Deferred revenue	180,719	267,796
2.6 Employee benefits payable	4,901,958	4,658,210
2.7 TOTAL LIABILITIES	25,548,864	24,065,799
3 NET DEBT	-3,521,172	-19,761,934
4 NON-FINANCIAL ASSETS		
4.1 Prepaid Expenses	341,609	185,154
4.2 Inventories of supplies	61,673	0
4.3 Tangible Capital Assets	47,263,785	48,779,715
4.4 TOTAL NON-FINANCIAL ASSETS	47,667,067	48,964,869
5 ACCUMULATED SURPLUS (DEFICIT)	44,145,895	29,202,935

Signed On Behalf Of The Board:

Signature of Chief Executive Officer

Signature of Chair of the Board

Schedule 1.1
Consolidated Statement of Operations
For the year ended August 31

	2009-10 Budget Col. 1 (Restated & Unaudited)	2009-10 Actual Col. 2	2008-09 Actual Col. 3 (Restated)
1 REVENUES			
1.1 Provincial grants - Grants for Student Needs	0	57,704,200	40,505,490
1.2 Provincial grants - Other	0	2,681,313	1,418,478
1.3 Local taxation	0	7,672,385	8,095,422
1.4 School generated funds	0	1,915,320	1,820,961
1.5 Federal grants & fees	0	0	0
1.6 Investment income	0	13,654	51,556
1.7 Other revenues - School boards	0	2,000	0
1.8 Other fees & revenues	0	179,850	314,589
1.9 TOTAL REVENUE	0	70,168,722	52,206,496
2 EXPENSES			
2.1 Instruction	0	37,795,067	36,204,700
2.2 Administration	0	2,601,384	2,751,805
2.3 Transportation	0	4,906,499	4,956,914
2.4 Pupil Accommodation	0	5,498,045	7,233,578
2.5 School generated funds	0	1,860,694	1,809,698
2.6 Other	0	2,564,072	334,292
2.7 TOTAL EXPENSES	0	55,225,761	53,290,987
3 Annual Surplus/(Deficit)	0	14,942,961	-1,084,491
3.1 Accumulated Surplus / (Deficit) at beginning of year	0	29,202,936	30,287,427
3.2 Accumulated Surplus / (Deficit) at end of year	0	44,145,897	29,202,936

Schedule 5 - Detail of Accumulated Surplus/(Deficit)

For the year ended August 31, 2010

	Balance at Sept 1, 2009	In-Year Increase (+) / Decrease (-)	Subtotal at Aug 31, 2010	Appropriation for supported capital expenditures at August 31, 2010	Balance at Aug 31, 2010
	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
1 Available for Compliance - Unappropriated					
1.1 Total Operating Accumulated Surplus	735,765	-67,818	667,947		667,947
1.2 CPP & EI Restatement	0	0	0		0
1.3 Total Unappropriated	735,765	-67,818	667,947		667,947
2 Available for Compliance - Internally Appropriated					
2.1 Retirement Gratuities	457,516	0	457,516		457,516
2.2 WSIB	400,000	0	400,000		400,000
2.3.1 Pupil Accommodation (NPP) - Deferred Revenue			0	0	0
2.3.2 Pupil Accommodation Debt Reserve (NPP portion)	1,602,976	-153,659	1,449,317	-1,449,317	0
2.4 Pupil Accommodation Debt Reserve (School Renewal portion)	212,268	-2,163	210,105		210,105
2.5 Pupil Accommodation Debt Reserve - other	0	0	0		0
Other Purposes - Operating (please specify):					
2.6 School Activities	104,313	-15,441	88,872		88,872
2.7 Board Projects	208,076	0	208,076		208,076
2.8	0	0	0		0
2.9	0	0	0		0
2.10	0	0	0		0
Other Purposes - Capital (please specify):					
2.11 Cafeteria equipment replacement	125,893	0	125,893		125,893
2.12	0	0	0		0
2.13	0	0	0		0
2.14	0	0	0		0
2.15	0	0	0		0
2.16 Total Internally Appropriated	3,111,042	-171,263	2,939,779	-1,449,317	1,490,462
3 Total Accumulated Surplus / (Deficit) Available for Compliance (Sum of lines 1.3 and 2.16)	3,846,807	-239,081	3,607,726	-1,449,317	2,158,409
4 Unavailable for Compliance					
4.1 Employee Future Benefits	-4,658,210	-243,748	-4,901,958		-4,901,958
4.2 Interest to be Accrued	-216,436	-45,774	-262,210		-262,210
4.3 Vacation Accrued	0	0	0		0
4.4 School Generated Funds	440,329	54,626	494,955		494,955
4.5 Net TCA	48,779,715	-1,515,930	47,263,785		47,263,785
4.6 Debt	-13,716,339	-3,519,208	-17,235,547		-17,235,547
4.7 Not Permanently Financed Amounts	-5,272,930	4,978,942	-293,988		-293,988
4.8 Receivable from Province re: Capital Wrap-Up				16,922,451	16,922,451
4.9 Portion of Proceeds of Disposition related to net book value of the disposed assets	0	0	0		0
4.10 Committed Capital Projects		0	0		0
4.11 Total Externally Appropriated	25,356,129	-291,092	25,065,037	16,922,451	41,987,488
5 Total Accumulated Surplus/(Deficit)	29,202,936	-530,173	28,672,763	15,473,134	44,145,897

Note 1: The stratification of accumulated surplus into available and unavailable for compliance will not be used in any compliance calculations for the 2009-10 year, since the new compliance model begins only on September 1, 2010. This schedule was included to facilitate the transition to the new model starting in with the 2010-11 fiscal year.

Section 1 - Summary of Allocation

1.1	Pupil Foundation	20,634,122
1.1.1	Primary Class Size Allocation	1,061,232
1.1.2	School Foundation	3,872,432
1.2	Special Education	4,432,451
1.3	Language	728,449
1.4	Learning Resources for Distant Schools and Outlying (Supported) Schools	411,280
1.5	Remote and Rural	1,183,013
1.5.1	Rural and Small Community Allocation	62,392
1.6	Learning Opportunity	408,298
1.7	Adult Education, Continuing Education and Summer School (including international languages and PLAR)	0
1.8	Cost Adjustment and Teacher Qualification and Experience	2,927,457
1.8.1	New Teacher Induction Program (NTIP)	66,200
1.9	Transportation	4,961,065
1.10	Administration and Governance	2,137,156
1.11	School Operations	3,938,149
1.11.1	Community use of schools	57,592
1.12	Declining Enrolment Adjustment	338,001
1.13	Program Enhancement	173,700
1.14	First Nation, Métis and Inuit Education Supplemental Allocation	18,167
1.15	Safe Schools	87,884
1.16	TOTAL: OPERATING	47,499,040
	<i>.....(Sum of items 1.1 to 1.15)</i>	
1.17	School Renewal	701,347
1.18	Good Places to Learn	151,785
1.19	New Pupil Places	1,415,411
1.20	Growth Schools	0
1.21	Pupil Accommodation Allocation - Primary Class Size Reduction	0
1.22	Best Start Allocation	0
1.23	Prohibitive to repair allocation	0
1.24	Capital Transitional Adjustment Allocation	0
1.25	Capital priorities allocation	0
1.26	Outstanding Capital Commitments	0
1.27	Debt Charges	0
1.28	Permanent Financing of NPF	135,868
1.29	Capital Debt Support (Schedule 5.2, item 1.9, col.3 + item 2.0, col.7 + item 2.1, col.8)	15,473,134
1.30	Full Day Kindergarten accommodation	0
1.31	Green Schools Pilot	0
1.35	TOTAL ALLOCATIONS	65,376,585
	Deduct:	
1.40	Tax Revenue net of election costs	7,759,215
	<i>.....(Section 14, item 14.3)</i>	
1.40.1	Tax revenue adjustment for 2009 Calendar Year variance (Schedule 11A, item 11A.4) (Note)	-86,830
1.41	Individuals - Day School, Ontario Residents	0
	Savings from strike or lock-out:	
1.45	Salaries, wages and employee benefits that are not payable as a result of employees withholding their services or a lockout.	0
1.46	Expenditure approved by the Minister that is attributed to the withholding of services by employees or a lockout.	0
1.47	Net Savings	0
	<i>.....(Item 1.45 less item 1.46)</i>	
1.50	TOTAL LEGISLATIVE GRANT	57,704,200
	<i>.....(Item 1.35 less (sum of Items, 1.40, 1.40.1, 1.41 and 1.47)</i>	
	Ministry adjustment (for ministry use only)	
1.51	Capital Debt Support	-15,473,134
1.52	Capital lease adjustment on Full Day Kindergarten (Section 11, item 11.90.2 - item 11.90.2.1)	0
1.54		0
1.55	Total Ministry adjustment	-15,473,134
	<i>.....Item 1.51 + 1.52 + 1.54</i>	
1.60	ADJUSTED GRANT AMOUNT FOR TRANSFER PAYMENT PURPOSES	42,231,066
	<i>.....(Item 1.50 + Item 1.55)</i>	

Note: The tax revenue adjustment is only applicable for financial statements

Ministry use only

2.1	SBOG	42,231,066
Item 1.60 - item 2.2	
2.2	SBCG	0
Section 11, Full Day Kindergarten, item 11.90.2.1, col. 1 + item 11.90.8	
2.3	TOTAL GRANT AMOUNT FOR TRANSFER PAYMENT PURPOSES	42,231,066
Item 2.1 + item 2.2	