



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Joseph Berthiaume

REGULAR BOARD MEETING
Tuesday, February 24, 2009 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

AGENDA

- I In-Camera Meeting – 6:00 p.m. Page #
II Regular Meeting of the Board - 7:00 p.m.

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations
 - a. P.E.E.R. Pals (Peer-Assisted Learning Strategies) (C. Geml) - -
8. Delegations:
 - a. Delegation Regarding Items Not on the Agenda
3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.
 - b. Delegations Regarding Items On the Agenda
3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.

9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, February 10, 2009 --
 - ii) Minutes of Regular Meeting, February 10, 2009 1 - 6
 - b. Items from the In-Camera Meeting of February 24, 2009 --

10. Communications:
 - a. External (Associations, OCSTA, Ministry): Nil. --
 - b. Internal (Reports from Administration):
 - i) Report: Administrative Staff Report (P. Picard) 7 - 8
 - ii) Report: Public Salary Disclosure Act, 1996 – Disclosure for 2008 (M. Iatonna) 9 - 11
 - iii) Report: Employee Purchasing Cards Use 2007-08 (M. Iatonna) 12 - 21
 - iv) Report: Ministry of Education School Board Operational Review (M. Iatonna) 22 - 25
 - v) Report: Compensation for Use of Auto - Annual Review of Mileage Rate (M. Iatonna) 26 - 27

11. Unfinished Business:
 - a. Notice of Motion: Trustee Porcellini “At the next Regular Board meeting, I will move or cause to be moved that the Board establish an Ad Hoc Committee to examine opportunities for system-wide and magnet programming to attract enrolment, and that the committee report back to the Board with recommendations by January 26, 2010.” --

12. New Business:
 - a. Field Trips:
 - i) Holy Names Catholic High School - New York (L. Staudt) 28 - 31
 - b. Report: Board Policy Amendments H:07 Selection Process - Principals and Vice Principals and H: 15 Transfer of Principals and Vice Principals (*for approval in principle*) (P. Picard) 32 - 38
 - c. Report: Canada Day Designation 2009 (P. Picard) 39
 - d. Report: Long Term Debenture By-Law - Good Places to Learn Phases 2 and 3 (M. Iatonna) 40 - 41

13. Committee Reports:
 - a. Report: Special Education Advisory Committee (SEAC) Minutes of January 15, 2009 (C. Geml) 42 - 45
 - b. Verbal Report: French Immersion Advisory Committee Meeting of February 18, 2009 (C. Geml) --

14. Notice of Motion

15. Remarks and Announcements:
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain

16. Remarks/Questions by Trustees

17. Pending Items
18. Continuation of In-Camera, if required.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor at 7:00 p.m.)
 - Tuesday, March 10, 2009
 - Tuesday, March 31, 2009
 - Tuesday, April 14, 2009
 - Tuesday, April 28, 2009
 - Tuesday, May 12, 2009
 - Tuesday, May 26, 2009
 - Tuesday, June 9, 2009
 - **Monday**, June 22, 2009
20. Closing Prayer
21. Adjournment

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD

P.E.E.R.
PALS



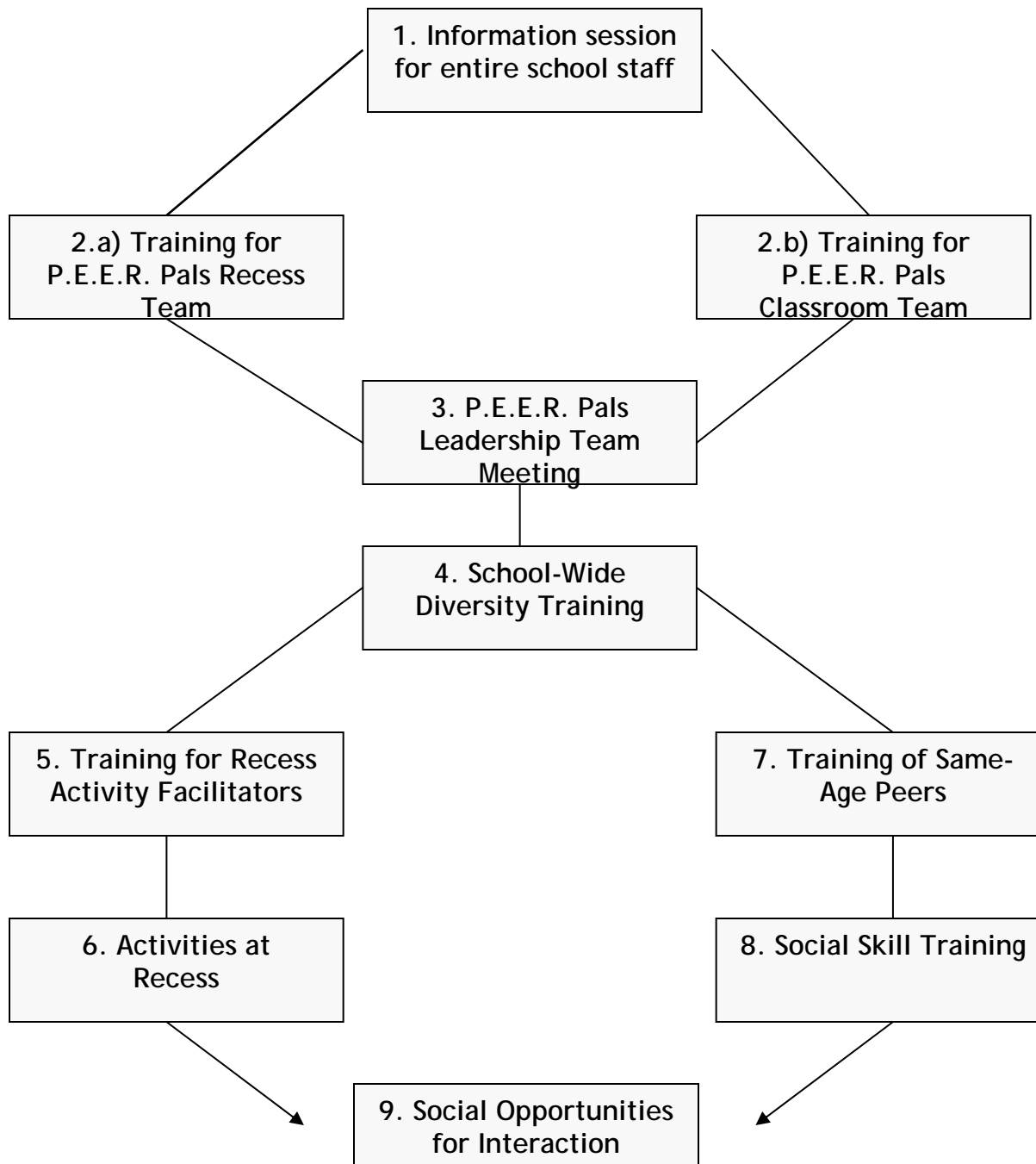
P.E.E. R. Pals

Peers

Establishing

Effective

Relationships



Program Components

Outside

Training/planning with educators who make up the P.E.E.R. Pals Recess Team

Training for P.E.E.R. Pals (student activity facilitators) who run the games at recess

Opportunities for all students to participate in games at recess

Inside

Training/planning with classroom staff that make up the P.E.E.R. Pals Classroom Team

Social skill lessons for student with autism

Training for same-age peers

What Is A PEER Pal

- Lead a game/activity at recess
- Morning & afternoon recess
- Return materials neatly
- Participate in evaluation
- Attend meetings
- Be a positive role model
- Have fun!

Phase 1

Ten pilot schools have been selected.

The staff involved from the ten schools will receive a one-day initial training in February.

Another half day training will follow in Spring.

Our Pilot Schools

Sacred Heart

St. Rose

Notre Dame

Immaculate Conception

W.J. Langlois

Holy Cross

Holy Name

St. Louis

St. John (Windsor)

St. Gregory



The School Team

Principals

Special Education Coordinators

Program Specialist

LSST and/or HALT

Classroom Teacher

Educational Assistants

Training

School Teams will be trained to implement PEER Pals within their schools.

School Teams will be provided with all the tools necessary for implementation.



Phase Two

Phase Two will include ten additional schools and they will receive the same training as the Phase One schools.

Training for Phase Two schools to take place in late Spring.



Phase Three

Phase Three will involve training for the remaining elementary schools, Secondary Life Skills Programs and Work Matters Programs.



Questions?



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

REGULAR BOARD MEETING
Tuesday, February 10, 2009 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

- | | |
|--------------------------------|---------------|
| F. Alexander, Chair | P. Keane |
| J. Courtney | J. Macri |
| M. DiMenna, Vice-Chair | S. Porcellini |
| B. Holland | L. Soulliere |
| C. Janisse | |
| C. Resendes, Student Trustee | |
| N. Lau, Student Trustee | |
| Rev. L. Brunet, Board Chaplain | |

Administration:

- | | |
|--------------------------|-----------------|
| J. Berthiaume (Resource) | E. Byrne |
| C. Geml | P. Littlejohns |
| M. Iatonna | P. Murray |
| L. Staudt | S. O'Hagan-Wong |

Recorder:

D. Steffens

1. Call To Order - Chair Alexander called the meeting to order at 7:50 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer and reading of intentions.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the February 10, 2009 Regular Board meeting agenda be approved as distributed. *Carried.*

5. Questions Pertaining to Agenda - None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - None.

7. Presentations:

- a. Student Learning - K to 12 - Trustees received part one of a two part presentation providing an overview of the board programs in place to support Catholic Student Learning & Achievement. Specific initiatives included Special Education Initiatives, Literacy & Numeracy, Schools Helping Schools Initiative, Ontario Focused Intervention Partnership (OFIP) initiatives, teacher professional development opportunities, various classroom resources and student assessment and evaluation tools. Part two of the presentation will be brought to the Board in March.

8. Delegations:

- a. Delegation Regarding Items Not on the Agenda - None.
- b. Delegations Regarding Items On the Agenda - None.

9. Action Items:

- a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, January 27, 2009
Moved by Trustee Holland and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of January 27, 2009 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, January 27, 2009
Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of January 27, 2009 be adopted as distributed. Carried.
 - iii) Minutes of the Special Public Meeting of February 3, 2009
Moved by Trustee DiMenna and seconded by Trustee Porcellini that the minutes of the Special Public Board meeting of February 3, 2009 be adopted as distributed. Carried.
- b. Items from the Re-Convened In-Camera Meeting of January 27, 2009 and the In-Camera Meeting of February 10, 2009

Vice Chair DiMenna reported the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on January 27, 2009 pursuant to the Education Act - Section 207, to consider personnel matters, real property matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 10, 2009 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Keane, Macri and Porcellini declared a conflict of interest during the February 10, 2009 In-Camera Session and excused themselves from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its reconvened in-camera meeting of January 27, 2009 and its in-camera meeting of February 10, 2009 be approved. Carried.

Vice Chair DiMenna made the following announcements:

From the re-convened in-camera meeting of January 27, 2009:

- receipt of a report on the in-camera portion of the Audit Committee Meeting of January 7, 2009

From the in-camera meeting of February 10, 2009:

- receipt of the Administrative Staff Report, dated February 10, 2009
- receipt of the Pending Arbitration Quarterly Summary Reports for the following employee bargaining groups - OECTA, CAW AND CUPE
- approval of the Non-Union Staff - Employment Terms and Conditions in accordance with the Provincial Discussion Table Framework.

10. Communications:

a. External (Associations, OCSTA, Ministry): Nil.

b. Internal (Reports from Administration):

i) Report: Administrative Staff Report

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 10, 2009 for information. Carried.

ii) Report: 2009 – 10 Budget Schedule

Trustees received the proposed 2009 - 10 Budget Schedule as outlined in Appendix A of the report. The schedule includes steps for soliciting input from school councils, committees as well as the general public.

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board receive the report on the 2009-10 Budget Schedule as information. Carried.

iii) Report: Fundraising Principal Reporting Compliance - Follow-Up Report

A report on fundraising compliance in accordance with Board Policy SC:02 for the 2007-08 school year was considered by the Board on January 13, 2009. This follow-up report includes additional information on the various methods of reporting to school communities. Administration reported that the fundraising policy and procedure will be reviewed and amended in order to provide clarification and simplify the reporting processes.

Moved by Trustee Porcellini and seconded by Trustee Courtney that the Board receive the *Fundraising Principal Reporting Compliance - Follow-up Report* as information. Carried.

iv) Report: Legal Services - December 2008

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the report Legal Services – December 2008 as information. Carried.

11. Unfinished Business: Nil.

12. New Business:

a. Field Trips:

i) Catholic Central High School - Chicago

Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board approve the Catholic Central High School field trip to Chicago, Illinois from Thursday, May 7 – Saturday, May 9, 2009. Carried.

b. Report: 2009 - 2014 System Priorities

Trustees received a report indicating that, at the beginning of 2008-2009 school-year a consultation process was undertaken to re-visit the Board's original strategic plan "*Blueprint for the Future*": System Priorities 2001-2006. An Ad Hoc Working Group was brought together to suggest possible refinements to the Board's Strategic Priorities to reflect the present and future needs of the board and its students. Following a consultation process, **Faith Development** and **Student Achievement** was identified as the system priorities of the board for 2009 - 2014. The document will be revisited on an annual basis to ensure the priorities reflect current needs in the system. Administration will report back with cost estimates for distribution in all parish bulletins during Easter weekend.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the Windsor-Essex Catholic District School Board System Priorities 2009-2014. Carried.

c. Report: Proposed Request for Proposal Process for External Audit Services

Trustees received a report indicating it is prudent practice to solicit proposals for professional services on a periodic basis and accordingly it is being recommended the Board proceed with a request for proposal (RFP) process to receive submissions from prospective vendors to provide external audit services to the Board for a five-year period. The RFP process will be conducted under the oversight of the Audit Committee as supported administratively by Business Department staff.

Moved by Trustee Keane and seconded by Trustee Porcellini that the Board approve proceeding with a request for proposal process for external audit services. Carried.

13. Committee Reports:

a. Report: City School Board Liaison Meetings of October 16, 2008 and January 29, 2009

Moved by Trustee Janisse and seconded by Trustee Holland that the Board receive the Minutes of the October 16, 2008 City and School Boards Liaison Committee Meeting as information. Carried.

14. Notice of Motion:

- Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the Board establish an Ad Hoc Committee to examine opportunities for system-wide and magnet programming to attract enrolment, and that the committee report back to the Board with recommendations by January 26, 2010.”*

15. Remarks and Announcements:

- a. Chairperson Alexander indicated that Trustees Janisse and Porcellini have been appointed to the French Immersion Advisory Standing Board Committee and thanked them for volunteering their time to sit on the Committee. Superintendent Geml provided a brief update of activities that have been taken over the past week in the transition to the county elementary French Immersion program to St. Mary school site. Chairperson Alexander noted that information concerning the City of Windsor’s upcoming review of ward boundaries has been distributed to trustees for information. Superintendent Iatonna and Trustee Porcellini will attend an interview session for stakeholders later in February. Trustee Alexander commended the Director on his 2008 Annual Report to the Community, commented on his attendance at the JK / SK and Student Pathways display at Devonshire Mall and congratulated the teaching team at St. Alexander Catholic Elementary School upon being nominated for the Premier’s Awards for Teaching Excellence.
- b. Director of Education Joseph Berthiaume provided comment on the following activities that support the pillars of the Board’s strategic plan: student achievement initiatives, Catholic faith formation, community partnerships, and employee development; and, provided an update on the Ministry of Education initiative to conduct Operational Reviews of all school boards. Additional information on the schedule for this Board’s review will be provided to trustees at the February 24 Board meeting. Director Berthiaume reported that the Newcomer Reception Centre, a partnership between the New Canadian Centre of Excellence and Windsor-Essex Catholic District School Board, has registered and assessed a total of 71 secondary English Language Learners (ELL’s) and 62 elementary ELL’s.
- c. Board Chaplain Fr. Brunet commended Chair Alexander and the Director on the letter being sent out this week to the system asking for support and understanding for the many people that are affected in our community by the downturn in the local economy.

16. Remarks/Questions by Trustees

- Trustee Janisse inquired into the status of the points of concern presented at the February 3 Special Board meeting by the St. Mary Catholic School Advisory Council. The Chair indicated that the concerns will be forwarded to the French Immersion Advisory Committee for their review and recommendation to the Board. Trustee Janisse left the meeting at 9:08 p.m. due to a commitment.
- Trustee Holland thanked Fr. Larry Brunet for his continuing support and good counsel to the Board of Trustees.
- Trustee Keane reminded everyone to take a moment this month to contact Ministry officials to provide comments on the Detroit River International Crossing (DRIC) Study Team’s Environmental Assessment and to encourage officials to be involved to ensure the best cross border solution for the Windsor Essex communities.

- Trustee Porcellini requested an estimated costing for distributing the revised system priorities in all parish bulletins at Easter weekend and asked that, in the current review of the Purchasing policies and procedures, consideration be given to including notification to trustees when outsourcing goods or services out of province.
 - Trustee Courtney requested that extra consideration be taken when planning field trips given the economic conditions.
 - Student Trustee Resendes commented on recent Student Senate meetings and the activities for Youth Week Canada that is being held in Windsor this year.
 - Student Trustee Lau commented on his attendance at a Special Olympics presentation held by the City of Windsor and indicated that the Student Senate will be supporting the event by fundraising and volunteering activities.
17. Pending Items - None.
18. Continuation of In-Camera - Not required.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor at 7:00 p.m.)
- Tuesday, February 24, 2009
 - Tuesday, March 10, 2009
 - Tuesday, March 31, 2009
 - Tuesday, April 14, 2009
 - Tuesday, April 28, 2009
 - Tuesday, May 12, 2009
 - Tuesday, May 26, 2009
 - Tuesday, June 9, 2009
 - **Monday**, June 22, 2009
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of February 10, 2009 adjourned at 9:18 p.m.

Not approved.

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 P. Picard, Superintendent of Human Resources
 J. Bumbacco, Assistant Superintendent, Human Resources
 P. Littlejohns, Manager of Human Resources

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 24, 2009 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 24, 2009

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 18, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009

February 24, 2009

**Windsor-Essex Catholic District School Board
Administrative Staff Report**

	Employee Name	Position	Date
HIRING:			
	Chantelle Bernard	Programmer/Analyst	January 12, 2009
	Natalie Daragon	Elementary Teacher	February 17, 2009
	Meghan Hurley	Occasional Teacher	January 21, 2009
	Diane Tope-Ryan	Program Specialist	February 9, 2009
RESIGNATION:			
RETIREMENT:			
	Mary Licata	Elementary Teacher	April 30, 2009
	Erminio Mancini	Custodian	March 25, 2009
OTHER:			



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996
 DISCLOSURE FOR 2008**

RECOMMENDATION:

**That the Board receive the Public Sector Salary Disclosure Act, 1996 –
 Disclosure for 2008 report as information.**

SYNOPSIS: The Ontario Public Sector Salary Disclosure Act, 1996 requires employers receiving public funding from the Government of Ontario to disclose annually the names, position titles, salaries and taxable benefits of their employees who are paid \$100,000 or more in a year. The Record of Employees' 2008 Salaries and Benefits must be submitted to the Ministry of Education by March 2, 2009 and made publicly available without charge by March 31, 2009. The enclosed schedule Record of Employees' 2008 Salaries and Benefits provides this information for the Windsor-Essex Catholic District School Board.

BACKGROUND COMMENTS: This information is to be forwarded to the Ministry of Education.

FINANCIAL IMPACT: N/A

TIMELINES: N/A

APPENDICES: Record of Employees' 2008 Salaries and Benefits.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 18, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009

RECORD OF EMPLOYEES' 2008 SALARIES AND BENEFITS

Please refer to the guide *Preparing your Report for the Year 2008, Public Sector Salary Disclosure* before filling out this form

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
Insert additional rows at the end as needed							
2008	School Boards	Windsor-Essex Catholic District School Board	ANDARI-WIGELUK	TERESA	Secondary Teacher.....	\$110,778.16	\$355.52
2008	School Boards	Windsor-Essex Catholic District School Board	ARFIERO	COLLEEN	Principal.....	\$106,024.93	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BACHETTI	GIUSEPPE	Principal.....	\$100,490.21	\$863.14
2008	School Boards	Windsor-Essex Catholic District School Board	BAGGIO	DORIS	Principal.....	\$107,401.30	\$524.40
2008	School Boards	Windsor-Essex Catholic District School Board	BARICHELLO	MARIE	Principal.....	\$108,633.94	\$524.40
2008	School Boards	Windsor-Essex Catholic District School Board	BEAUREGARD	JEAN-PIERRE	Principal.....	\$107,637.10	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BELLAIRE	KEVIN	Principal.....	\$106,901.36	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BELLAIRE	STEVEN	Principal.....	\$105,833.53	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BERTHIAUME	JOSEPH	Director, Education.....	\$185,600.87	\$0.00
2008	School Boards	Windsor-Essex Catholic District School Board	BORNAIS	DAVID	Principal.....	\$106,901.67	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BOUDREAU	LISA	Principal.....	\$105,876.13	\$874.32
2008	School Boards	Windsor-Essex Catholic District School Board	BRODE	ANNE MARIE	Principal.....	\$107,422.90	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BUMBACCO	JAMIE	Assistant Superintendent, Human Resources.....	\$118,400.90	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BYRNE	EMELDA	Assistant Superintendent, Education.....	\$117,275.22	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	BYRNE	JOHN	Principal.....	\$114,039.21	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	CECILE-PAGLIAROLI	ELIZABETH	Principal.....	\$107,426.50	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	CLARK	LEO	Principal.....	\$114,020.01	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	COCCHETTO-PICCO	VELMA	Principal.....	\$107,473.30	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	COLLEY-VEGH	SHERRILYNN	Principal.....	\$108,149.09	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	CONTE	LUIGI	Vice Principal.....	\$102,200.07	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	D'ANGELO	LYDIA	Department Head.....	\$112,234.17	\$116.32
2008	School Boards	Windsor-Essex Catholic District School Board	DARAGON	ELISE	Principal.....	\$101,209.88	\$565.23
2008	School Boards	Windsor-Essex Catholic District School Board	DESOUZA	ALICIA	Principal.....	\$105,901.33	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	DEZIEL	DENISE	Principal.....	\$111,939.45	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	DONALDSON	RONALD	Principal.....	\$113,804.61	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	DRAGO	KAREN	Principal.....	\$107,545.30	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	FRIGON	GARY	Principal.....	\$105,931.93	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	GEML	MARY	Superintendent, Education.....	\$145,616.44	\$0.00
2008	School Boards	Windsor-Essex Catholic District School Board	GIGNAC	KENNETH	Controller, Finance.....	\$117,032.96	\$709.88
2008	School Boards	Windsor-Essex Catholic District School Board	HRYTSYK	PETER	Principal.....	\$104,891.89	\$555.60
2008	School Boards	Windsor-Essex Catholic District School Board	IACONO	GIUSEPPE	Principal.....	\$106,089.73	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	IATONNA	MARIO	Superintendent, Business.....	\$147,080.32	\$0.00
2008	School Boards	Windsor-Essex Catholic District School Board	JOLICOEUR	GREGORY	Principal.....	\$105,903.73	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	KENNEDY	DARLENE	Principal.....	\$114,062.01	\$577.36
2008	School Boards	Windsor-Essex Catholic District School Board	KEPRAN	ARDRA	Principal.....	\$106,617.56	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	LAPORTE	DANIEL	Principal.....	\$102,353.52	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	LICATA	RINO	Principal.....	\$107,010.05	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	LITTLEJOHNS	PAULETTE	Manager, Human Resources.....	\$118,107.27	\$709.69
2008	School Boards	Windsor-Essex Catholic District School Board	LOZINSKY	DAVID	Principal.....	\$107,659.90	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	MELITO	ANNA MARY	Principal.....	\$106,300.33	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	MINELLO	JAMES	Principal.....	\$114,120.81	\$524.40
2008	School Boards	Windsor-Essex Catholic District School Board	MOUSALY	ROSE	Chief Information Officer.....	\$116,304.69	\$605.10
2008	School Boards	Windsor-Essex Catholic District School Board	MULVEY	KEVIN	Principal.....	\$113,428.78	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	MURRAY	PATRICK	Supervisor, Academic.....	\$113,885.86	\$524.40
2008	School Boards	Windsor-Essex Catholic District School Board	NELSON	CATHERINE	Principal.....	\$101,300.93	\$525.04

RECORD OF EMPLOYEES' 2008 SALARIES AND BENEFITS

Please refer to the guide *Preparing your Report for the Year 2008, Public Sector Salary Disclosure* before filling out this form

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
Insert additional rows at the end as needed							
2008	School Boards	Windsor-Essex Catholic District School Board	O'HAGAN-WONG	SHARON	Assistant Superintendant, Education.....	\$119,720.60	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	OUELLETTE	JONI	Principal.....	\$105,886.93	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	PALLISCO	RITA	Principal.....	\$107,526.70	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	PANNUNZIO	MICHAEL	Principal.....	\$111,777.93	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	PICARD	PAUL	Superintendent, Human Resources.....	\$148,533.69	\$0.00
2008	School Boards	Windsor-Essex Catholic District School Board	PRSA	PAMELA	Principal.....	\$102,213.98	\$868.14
2008	School Boards	Windsor-Essex Catholic District School Board	RANIWSKY	RITA	Principal.....	\$100,517.81	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	RENAUD	GARY	Principal.....	\$105,113.82	\$591.05
2008	School Boards	Windsor-Essex Catholic District School Board	SARKIS	NANCY	Principal.....	\$103,878.35	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	SHELL	JOAN	Principal.....	\$106,013.53	\$524.40
2008	School Boards	Windsor-Essex Catholic District School Board	SCHULERT	SEAN	Principal.....	\$107,383.30	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	SEGUIN	CAROL	Principal.....	\$107,004.27	\$524.40
2008	School Boards	Windsor-Essex Catholic District School Board	SEGUIN	MICHAEL	Principal.....	\$155,666.75	\$172.56
2008	School Boards	Windsor-Essex Catholic District School Board	SHEA	JOANNE	Principal.....	\$114,171.21	\$557.69
2008	School Boards	Windsor-Essex Catholic District School Board	ST. PIERRE	MARY	Principal.....	\$102,579.92	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	STAUDT	LINDA	Superintendent, Education.....	\$148,209.65	\$0.00
2008	School Boards	Windsor-Essex Catholic District School Board	VILLALTA	MARILYN	Principal.....	\$107,386.30	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	VIVIER	ZINA	Principal.....	\$104,144.75	\$525.04
2008	School Boards	Windsor-Essex Catholic District School Board	WILK	CAROL	Principal.....	\$105,835.93	\$540.56
2008	School Boards	Windsor-Essex Catholic District School Board	WILSON	ESTER	Principal.....	\$105,854.53	\$525.04

I certify that the information provided on this record is correct in accordance with the *Public Sector Salary Disclosure Act, 1996*.

This record has been approved by:

Name			Position Title
Phone Number			Date

Prepared under the *Public Sector Salary Disclosure Act, 1996*



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business

SUBJECT: EMPLOYEE PURCHASING CARDS USE 2007-08

RECOMMENDATION:

That the Board receive the Employee Purchasing Cards Use 2007-08 report as information.

SYNOPSIS:

In accordance with Board Procedure PR A:27 Purchasing Cards, this report summarizes Board purchasing cards (P-Cards) use for the 2007-08 budget year.

BACKGROUND COMMENTS:

Authorization of Users:

Purchasing cards are issued to users who have been approved by Executive Council. In 2007-08, the Board had fifty-two corporate Purchasing Cards issued to administrative and maintenance employees. Board trustees and student trustees are not issued purchasing or credit cards. When required, a purchase card issued to administration is used to confirm travel/accommodation arrangements related to trustee or student trustee attendance at out of district meetings or conferences.

Audit Procedures:

The Board's external auditors perform random reviews of the expense statements and receipts as part of the annual audit. Supervisors review expenditures of staff that have been issued a purchasing card on a monthly basis.

Expenditures:

The P-Cards are used by Administrative staff primarily for Board business meetings and professional development expenditures, including expenditures incurred by staff in attendance at these meetings. Seventy-one percent of the expenditures are purchases of goods and services by the Maintenance Department. Expenditures associated with the Board P-Cards include:

- Information Technology supplies
- Approved travel expenditures for authorized Board business
- Books, supplies required by the Board
- Facility maintenance supplies

There are 2 purchasing cards which have credit limits of \$10,000 and a single purchase limit of \$3,000.

There is 1 purchasing card which has a credit limit of \$10,000 and a single purchase limit of \$1,000.

There are 21 purchasing cards which have credit limits of \$5,000 and a single purchase limit of \$1,000.

There are 28 purchasing cards which have credit limits of \$4,000 and a single purchase limit of \$500.

Comments respecting the expenditures listed in “Appendix A” are noted as follows:

1. The usage by the Superintendents of Education and Human Resources and the Assistant Superintendents of Education totals \$58,018.80. This is largely attributable to purchases that are reimbursed from the Ministry of Education pertaining to specific programs. This applies in varying degrees to other purchasing card purchases as well.
2. The usage by maintenance employees varies given the difference in job requirements, particularly for completing urgent repairs in a timely manner.

FINANCIAL IMPACT:

For the 2007-08 fiscal period, a total of \$117,385.65 was expended through the Board’s twenty-four administrative cards and \$291,672.02 through the Board’s twenty-eight maintenance employee cards, for a grand total of \$409,057.67.

TIMELINES:

This report covers the period from September 1, 2007 through August 31, 2008.

APPENDICES:

- Appendix A - Purchasing Card Summary of Expenditures
- Appendix B – PR A:27 Administrative Purchasing Cards Procedure

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL <input checked="" type="checkbox"/> SUPERINTENDENT <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Review Date: February 18, 2009 Approval Date: February 18, 2009 Approval Date: February 19, 2009
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**Windsor-Essex Catholic District School Board
PURCHASING CARD SUMMARY
September 2007 - August 2008**

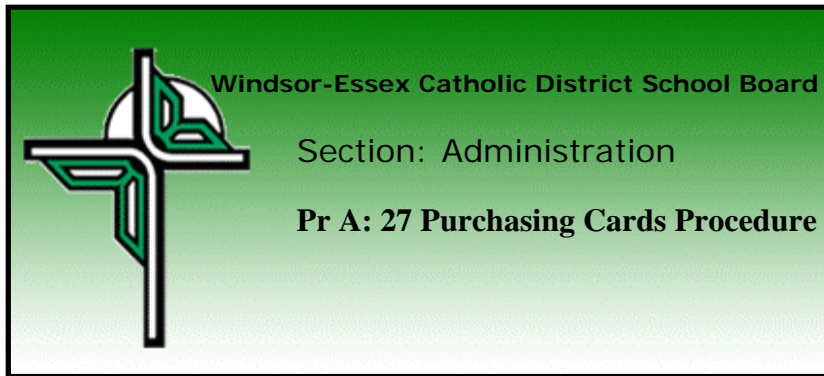
Appendix A

Title of Cardholder	Amount
SENIOR ADMINISTRATION	
Director of Education	\$ 6,635.50
Superintendent of Human Resources	\$ 4,565.83
Superintendent of Education	\$ 29,751.10
Superintendent of Education	\$ 3,139.63
Superintendent of Education	\$ 1,143.06
ADMINISTRATION	
Assistant Superintendent of Education	\$ 1,363.30
Assistant Superintendent of Education	\$ 5,418.46
Assistant Superintendent of Education	\$ 12,637.43
Academic Supervisor	\$ 579.78
Supervisor of Faith Formation	\$ 2,938.80
Manager of Human Resources	\$ 1,517.63
Chief Information Officer	\$ 5,266.73
Communications Officer	\$ 1,176.03
Risk Assessment Manager	\$ 1,565.37
Executive Assistant to the Board	\$ 4,301.33
SCHOOL PRINCIPALS	
Principal	\$ 350.64
CONSULTANTS	
Religious Studies	\$ 3,994.87
Literacy & Numeracy	\$ 1,485.76
Assessment & Evaluation	\$ 4,167.76
Secondary Curriculum	\$ 2,443.89
Communications/Languages	\$ 5,540.63
OYAP	\$ 5,579.23
IT Department	\$ 3,615.94
A V DEPARTMENT	
Computer Services Technicians	\$ 8,206.95
FACILITIES SERVICES	
Manager of Maintenance	\$ 2,624.43
Operations Supervisor	\$ 79.76
Operations Supervisor	\$ 883.50
Maintenance Employee	\$ 24,576.05
Maintenance Employee	\$ 14,607.96
Maintenance Employee	\$ 9,780.26
Maintenance Employee	\$ 14,142.87
Maintenance Employee	\$ 3,449.28
Maintenance Employee	\$ 13,510.96
Maintenance Employee	\$ 11,599.82
Maintenance Employee	\$ 5,503.16
Maintenance Employee	\$ 26,979.95
Maintenance Employee	\$ 5,362.83

**Windsor-Essex Catholic District School Board
PURCHASING CARD SUMMARY
September 2007 - August 2008**

Appendix A

Title of Cardholder	Amount
Maintenance Employee	\$ 26,444.99
Maintenance Employee	\$ 10,186.16
Maintenance Employee	\$ 658.66
Maintenance Employee	\$ 5,481.22
Maintenance Employee	\$ 6,308.87
Maintenance Employee	\$ 1,861.89
Maintenance Employee	\$ 10,605.39
Maintenance Employee	\$ 6,806.94
Maintenance Employee	\$ 5,121.21
Maintenance Employee	\$ 18,625.98
Maintenance Employee	\$ 28,553.98
Maintenance Employee	\$ 7,330.30
Maintenance Employee	\$ 12,553.15
Maintenance Employee	\$ 15,683.10
Maintenance Employee	\$ 2,349.35
<hr/>	
Total Purchasing Card charges for period Sept/07-Aug/08	\$ 409,057.67



PROCEDURE:	Pr A: 27
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	A:27 A:04 Pr A:04 A:12 F:02
REPEALS:	
REVIEW DATE:	

1.0 OBJECTIVE

Appendix B

To provide procedures to govern the use of Board Purchasing Cards.

2.0 SCOPE

- 2.1 The use of the Purchasing Card for small dollar transactions is intended to replace purchases that would generally have been obtained by the Purchase Order or Petty Cash procedures.
- 2.2 It is unacceptable to use the Purchasing Card if the requested items have been denied through the Purchasing Requisition Process.
- 2.3 If the cardholder is uncertain regarding the acceptability of the purchase, they should discuss the issue with their manager or supervisor in advance of the purchase. If further clarification is required, the Purchasing Department should be contacted.

3.0 AUTHORIZATION

- 3.1 Purchasing Cards shall only be issued to those individuals who have been approved by Executive Council, and who have fully executed the Purchasing Card Employee Acknowledgement, which is attached as Appendix A.
- 3.2 To request consideration for approval from Executive Council, the employee’s supervisor shall submit the employee’s name and the rationale for the request detailing the employee’s need for a Purchasing Card. Approval shall be at the discretion of Executive Council.
- 3.3 The Controller of Finance shall provide to Executive Council as requested, and file with Executive Council at least twice yearly, a list of individuals who have been issued a Purchasing Card and the year to date expenses charged to their cards.

Procedure A: 27 Purchasing Cards

- 3.4 Supervisors shall execute the acknowledgement agreeing to review purchases to ensure the terms therein, as well as the provisions of the Board's Purchasing Card Policy and Procedure, are followed.
- 3.5 Management shall set authorization controls that include:
- a) restriction that there be no purchases of alcohol charged to the Purchasing Card.
 - b) restriction that there be no cash advances charged to the Purchasing Card.
 - c) monthly credit limits for individual cardholders.
 - d) dollar limit per transaction for individual cardholders to a maximum of \$3,000 (sales taxes excluded).
 - e) Types of merchants that will be authorized.
- 3.6 Cardholders shall not split transactions in order to comply with the dollar limits. Supervisors shall review purchases to determine whether items are being purchased separately to avoid these limits. Should the supervisor determine, at his or her discretion, that this procedure is being breached, he or she may take disciplinary action, including cancellation of the Purchasing Card.
- 3.7 The Board will receive an annual report on Purchase Cards. The report will contain the title of the person issued the purchase card and a summary of all expenses charged to their card.

4.0 AUDIT

- 4.1 Purchasing Cards are subject to audit at any time.
- 4.2 The bank produces monthly Purchase "Exception Reports" on individual cardholders by merchant category. The Central Card Coordinator will review these "Exception Reports" on a monthly basis. Regular spot audits will be performed to ensure successful implementation of the Program.
- 4.3 Exception Reports are designated to illustrate deviations from established Board standards, Policy and Procedure dealing with the use of Purchase Cards.

5.0 PURCHASE PROCEDURES AT VENDOR

- 5.1 The steps of a typical pick-up order include the following:
- a) the cardholder selects merchandise and presents it with the card to the cashier.
 - b) The cashier totals the sale and obtains authorization from the credit company.

Procedure A: 27 Purchasing Cards

- c) The cardholder signs and receives a detailed cash register receipt that is to be retained in his/her records (vendor's GST number must appear on the cash register receipt).
- 5.2 The steps of a typical telephone/mail/fax order include the following:
- a) the cardholder selects merchandise or service and then calls/mails/faxes the supplier with the order.
 - b) the cardholder instructs the supplier to change the merchandise/service to their Purchasing Card and supplies the card number.
 - c) the cardholder must instruct the supplier to follow these rules:
 - i. forward a receipt and/or packing slip to cardholder for confirmation
 - ii. ensure that the GST number is on the receipt or packing slip

6.0 BUDGET PROCEDURES

- 6.1 The WECDSB Purchasing Cards are linked to budget accounts. Each card has been assigned a default school/board department budget code that is used to process payment for purchases made on the card. Re-allocation of expenditures is not encouraged but, at the discretion of the Controller, re-allocation will be accommodated by the Finance Department.

7.0 RECONCILIATION, PAYMENT AND RECORD

- 7.1 Each cardholder will receive a Monthly Statement identifying each transaction made against the card during the previous month. The statement will be mailed to the cardholder at their office/school address. This cardholder statement is not to be paid but is for reconciliation purposes only. The total purchases will appear on the Master statement that is received by the Finance Department for direct payment.
- 7.2 The following steps are required for each cardholder for the reconciliation of all Purchasing Card purchases:
- a) The cardholder matches all transaction receipts and supporting documentation stored in the Purchasing Card monthly file folder with the transactions listed on his/her statement. This shall include an itemized receipt, credit card receipt, and if relating to a meal expense, an explanation as to whose expenses are being covered and the reason the expense was incurred. The documents are to be attached to the monthly statement and forwarded to the accounting department.
 - b) Should the transaction involve the purchase of air or train fare, the cardholder shall attach a copy of the boarding pass or ticket stub to the statement.
 - c) The cardholder acknowledges the verification of all monthly transactions listed by signing the monthly statement at the bottom.

Procedure A: 27 Purchasing Cards

- Any discrepancies must be identified and appropriate action taken to resolve the problem
- d) Retain all receipts that do not appear on the current statement in the Purchasing Card monthly File Folder, to be submitted later with the statement on which they are listed.
- 7.3 The purchase cardholder must submit monthly statements to his or her supervisor for approval within 7 days of receipt of the statement.
- 7.4 Those functional areas that choose not to submit the required monthly reporting on time, will have **all cards** in their area designated as unusable for a one-month period by the Superintendent of Business. The Superintendent of Business will **not** attempt to track down the information, as the time frame to supply all information is considered reasonable. If a potential difficulty is looming, it is the responsibility of the Principal/Supervisor to contact the Central Card Coordinator. This option is intended to stress to all staff utilizing the card of the importance of timely reporting, thereby ensuring a proper audit trail.
- 7.5 Purchasing will assume that all transactions recorded by the bank are legitimate and the Cardholder/Principal will process payment to the bank without approval. Responsibility rests with the cardholder to ensure that all transactions are accurate and legitimate.

8.0 TERMINATED EMPLOYEES

- 8.1 The following are steps taken when an employee leaves the School Board:
- a) Local management is responsible for collecting and destroying the card
 - b) Local management notifies the Central Card Coordinator
 - c) The Central Card Coordinator advises the bank to cancel the card

9.0 DISPUTE PROCESS

- 9.1 The following steps should be taken for all transactions in dispute:
- a) Cardholder contacts supplier directly
 - b) Supplier reviews information and either demonstrates the charge is legitimate, credits the account or continues dispute
 - c) If the dispute continues, contact the Central Card Coordinator with details
 - d) The Central Card Coordinator will work with CIBC to resolve the issue

Procedure A: 27 Purchasing Cards

10.0 LOST AND STOLEN CARDS

- 10.1 The cardholder must notify the bank immediately of any lost or stolen card. The lost or stolen card will be cancelled and a replacement card will be issued. Until the card is reported lost or stolen, charges made on the card will be the responsibility of the school/department to which it has been issued. Cardholders should exercise care in keeping the Purchasing Card and its account number secure from theft or misuse.

11.0 OWNERSHIP OF CARDS

- 11.1 All Purchasing Cards issued by the Windsor-Essex Catholic District School Board remain the property of the bank and as such, may be cancelled/revoked at any time.

APPENDIX A

Purchasing Card Employee Acknowledgement

This document outlines the responsibilities I have as a holder of the CIBC Purchasing Card for procurement. My signature indicates that I have read and understand these responsibilities and, agree to the policies and procedures established for the program.

1. The credit card is intended to facilitate the purchase and payment of materials and services required to conduct business. I cannot use the card for personal purchases.
2. Unauthorized use of the card can be considered misappropriation of funds. This could result in:
 - i) Immediate and irrevocable forfeiture of the card and/or
 - ii) Disciplinary action that may result in termination of employment
3. I understand that the card must be surrendered upon suspension or termination of employment, whether for retirement, voluntary, separation, resignation or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as re-organization. I understand that use of the card, after privileges are withdrawn, is prohibited.
4. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify CIBC and the Card Coordinator immediately. I understand failure to promptly notify CIBC of the theft, loss or misplacement of the Card could make me responsible for the fraudulent use of the card.
5. The Purchasing Card is issued in my name. I will not allow any other person to use my card.
6. I understand that since the Board is responsible for payment, I may periodically be required to comply with internal control procedures designed to protect the organizations assets. This may include being asked to produce the credit card records for audit purposes.
7. I understand that I will receive a monthly statement that will report all activity during the last cycle. I will resolve any discrepancies by either contracting the supplier of the Card Coordinator as appropriate. I understand that I will be required to obtain a copy of the cash register receipt or packing slip and reconcile them with the monthly statement.
8. I understand that all charges will be billed directly to and paid directly by the Board. I understand that CIBC cannot accept payment from me directly.
9. I agree to charge only those purchases consistent with the type of materials and services authorized by management.

I _____ hereby acknowledge the receipt of the Board's VISA Purchasing Card. I have verified the information contained thereon and attest to its accuracy.

Employee Name (please print) _____

Employee Signature: _____ Date: _____

I _____ hereby acknowledge that _____ has been approved as holder of the CIBC Purchasing Card, and as supervising officer I shall make best efforts to review purchases to ensure compliance with conditions, policies and procedures.

Supervisor's Name (please print): _____

Supervisor's Signature: _____ Date: _____



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Superintendent of Business

SUBJECT: MINISTRY OF EDUCATION SCHOOL BOARD OPERATIONAL REVIEW

RECOMMENDATION:

That the Board receive the report on the Ministry of Education School Board Operational Review as information.

SYNOPSIS:

The Ministry of Education is in the process of conducting operational reviews of all 72 school boards in the Province. A total of 14 reviews have been conducted to date. Pursuant to the attached letter dated February 4, 2009, the Ministry has advised that the Windsor-Essex Catholic District School Board (WECD SB) has now been scheduled for review.

BACKGROUND COMMENTS:

The Ministry's initiative in reviewing school boards is aimed at improving support for education by increasing system effectiveness, efficiency, transparency and responsiveness. The reviews focus on four functional areas of school board operations including: (1) governance and administration, (2) human resource management and school staffing allocation, (3) financial management and (4) school operations and facilities management. The purpose of the reviews is to assess the extent to which boards have implemented the leading practices set out by the Ministry and to provide boards with recommendations on opportunities for improvement.

FINANCIAL IMPLICATIONS:

There are no stipulated implications to school board finances that would arise out of this review, although the potential for improved effectiveness and efficiency may result in future savings.

TIMELINES:

The Ministry has already requested WECDSB to compile and submit background data and information to assist the Ministry review team in understanding the business activities of the Board. The actual review is to take approximately ten weeks to complete commencing in April 2009 and will include a four day field visit by the review team during the week of May 11, 2009. The operational review report will be provided to the Board after the completion of the review.

APPENDICES:

- Ministry of Education Letter Confirming Operational Review Dated February 4, 2009.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 18, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009

Ministry of Education
School Business Support
Branch
900 Bay St
20th Floor,
Mowat Block
Toronto ON M7A 1L2
Telephone: 416-325-7503
Facsimile: 416-212-3990

Ministère de l'Éducation
Direction du soutien aux
activités scolaires
900, rue Bay
20 étage,
Édifce Mowat
Toronto ON M7A 1L2
Téléphone: 416-325-7503
Télécopieur: 416-212-3990



February 4, 2009

Mr. Fred Alexander
Chair
Windsor-Essex Catholic District School Board
1325 California Avenue
Windsor ON N9B 2Z8

Mr. Joseph Berthiaume
Director of Education
Windsor-Essex District School Board
1325 California Avenue
Windsor ON N9B 2Z8

Dear Mr. Alexander and Mr. Berthiaume,

I am writing to confirm that your board has been selected to participate in the Operational Reviews being conducted by the Ministry. We have had a preliminary discussion with your Senior Business Official, Mr. Mario Iatonna concerning your board's ability to undergo an Operational Review at this time.

This initiative is an important one for the ministry. By working together with district school boards to strengthen and build management capacity, share and leverage best practices, and identify opportunities for improvement, we can be confident that all boards are well managed and positioned to direct maximum resources to our number one priority – Student Achievement.

Enclosed is the "Operational Review Guide for Ontario District School Boards" for your consideration and information. This second edition guide is an updated version of the original guide sent to all district school boards when the initiative was first announced. It reflects changes following the first 14 board reviews.

The Operational Review will begin in late April 2009 with a scheduled four-day field visit during the week of May 11, 2009. Over the next few weeks, the Review Team will be in contact with Mr. Iatonna to finalize details regarding the commencement of the review, provide additional information related to the review, and clarify the important role that board staff will play in ensuring the review's success.

In advance of the actual "field work" we are requesting boards to provide background data and information related to the functional areas of the review. Attached is a copy of the "Supporting Documentation Request to District School Boards" that we use to support the Operational Review. The information that your school board provides will assist the team to understand the business activities of the board.

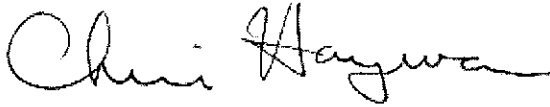
The Ministry acknowledges that this review is an additional demand on your board resources and time, and has directed the Operational Review Team to minimize our demands and expectations of your staff wherever feasible. We will work with your senior staff to organize the gathering of these support materials. The Review Team's contact with you personally is estimated to total 2 or 3 days over the 10 week process but may vary based on your perceived needs.

-2-

If you have any questions or concerns regarding this process, please contact me at 416-325-7503 or Bill Coleman at 416-212-3180 or bill.coleman@ontario.ca.

Thank you and we look forward to working with you.

Sincerely

A handwritten signature in black ink that reads "Cheri Hayward". The signature is written in a cursive style with a large initial "C".

Cheri Hayward
Director
School Business Support Branch

cc: Mario Iatonna, Superintendent of Business
Maurice Chang, PricewaterhouseCoopers LLP



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Superintendent of Business

SUBJECT: COMPENSATION FOR USE OF AUTO - ANNUAL REVIEW OF MILEAGE RATE

RECOMMENDATION:

That the Board receive the report on Compensation for Use of Auto - Annual Review of Mileage Rate as information.

SYNOPSIS:

The Board undertakes a review of the mileage rate for automobile use on a periodic basis. Pursuant to the most recent review, it is being recommended that no change in the rate be considered. As changes to vehicle operating costs occur in the future, further reviews would look to address any increases or decreases to the rate as may be appropriate.

BACKGROUND COMMENTS:

The Board's current mileage rate is \$0.46 per kilometre, which has remained unchanged for the past two years. In the way of comparison, Revenue Canada specifies a reasonable rate below which reimbursement to employees is non-taxable. These specified rates for the past few years are as follows:

Years	Rate Per Kilometre (First 5,000 Kms.)	Rate Per Kilometre (Above 5,000 Kms.)
2008 & 2009	\$0.50	\$0.46
2006 & 2007	\$0.52	\$0.44
2005	\$0.45	\$0.39
2003 & 2004	\$0.42	\$0.36

Another comparison can be found through the Canadian Automobile Association's (CAA's) annual Driving Costs report. For a typical car (Cobalt LT), the annual driving costs per recent CAA reports are as follows:

Month/Year	Average Canadian Gas Price Per Litre	Rate Per Kilometre (18,000 Kms. Per Yr.)	Rate Per Kilometre (24,000 Kms. Per Yr.)
June 2008	\$1.40	\$0.524	\$0.411
Dec. 2007	\$1.10	\$0.497	\$0.414
April 2007	\$0.925	\$0.518	\$0.428

It is noted that the current gas price in the Windsor area is at approximately \$0.82 per litre, which is lower than any of the prices noted in the above table since April 2007. On this basis, it appears that the Board's \$0.46 per litre rate remains appropriate.

FINANCIAL IMPLICATIONS:

Provided in the Background Comments section.

TIMELINES:

Not applicable.

APPENDICES:

None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 18, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Linda Staudt, Superintendent of Education

SUBJECT: **HOLY NAMES CATHOLIC HIGH SCHOOL**
- Field Trip to Carnegie Hall, New York City

RECOMMENDATION:

That the Board approve the Holy Names Catholic High School field trip to Carnegie Hall, New York City from Friday, April 24, 2009 – Monday, April 27, 2009.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 31 Vocal class music students to experience performing in a Festival Choir at Carnegie Hall.

BACKGROUND COMMENTS: This field trip request is in compliance with the Field Trip policy.

FINANCIAL IMPACT: Approximately \$1,000.00 per student.

TIMELINES: from Friday, April 24, 2009 – Monday, April 27, 2009.

APPENDICES:

- Request for Approval of Field Trip - Form A
- Letter of Approval
- Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 13, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009



Windsor-Essex Catholic District School Board Field Trip Approval Form

February 9, 2009 2:31:24 PM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To: **D Steffens**
Linda Staudt

Linda Staudt
Kevin Hamlin
Rose Jobin

Teacher: Rose Jobin School: Holy Names High School
 Destination Name: Carnegie Hall, New York City Name of Carrier: Northwest Airline
 Mode of Transportation: Air Travel Company Involved: Making own arrangements
 Departure Date: Apr 24, 2009 Return Date: Apr 27, 2009
 Time of Departure from School: 7:30am Approximate Time of Return to School: 6:30pm
 Number of Male Students: 8 Number of Female Students: 23
 Total Cost Per Student: \$1400 Personal Cost Per Student: \$1000
 Grade of Students: Gr's 9-12 Number of Supervisors: Male: 3 Female: 10

Purpose of Trip/Excursion: To Perform at Carnegie Hall, New York City, USA

Relationship to Students' Program/Course: *Maximum 200 characters.*

Festival Choir is an extension of the Vocal Music Class. Vocalist attend extracurricular rehearsals where they rehearse challenging repertoire to perform at festivals, community and school events.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Vocalist will rehearse six new songs designated by Carnegie Festival to sing in a Mass Choir setting April 26th, 2009. They will also rehearse 3 songs to perform as a featured choir.

Follow-up Activities Planned: *Maximum 200 characters.*

Evaluate choir performances and 12 hours of rehearsals at the Roosevelt Hotel. Discuss new choir techniques, share individual experiences and feelings of the trip itself.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Choir will go to Mass at St. Patrick's Cathedral on Saturday evening, April 25th, 2009

Date Submitted: Feb 4, 2009 Teacher: Rose Jobin
 Approval Date: Feb 5, 2009 Principal: Kevin Hamlin
 Approval Date: Feb 9, 2009 Superintendent: Linda Staudt
 Approval Date: Trustee (per SO):

For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

Ms. Linda Staudt
Superintendent of Education
1325 California Ave.,
Windsor, Ontario

February 9, 2009

Dear Linda;

On Sunday, April 26th, 2009, the Holy Names Festival Choir, directed by Rose Jobin and accompanied by Sarah [REDACTED], a former Holy Names Graduate, will have the utmost honor of singing at the world famous Carnegie Hall, in New York City. Along with singing in a massed choir venue, the thirty-one member Holy Names Choir, consisting of students from grades nine to twelve will perform as a feature choir during this Sunday Evening Concert. They will also have the privilege of rehearsing specific repertoire under Jeffery Ames for twelve hours at the Roosevelt Hotel during the course of the weekend.

The choir will be singing their own varied repertoire for fifteen minutes on the Carnegie stage and must learn and memorize six challenging songs written in German, Latin, 8 part harmony, a cappella, Afro-Celtic and Twentieth Century style. These songs chosen by Field Studies International, 2009 National Choral Festivals, at Carnegie Hall will feature eight choirs from across the United States singing together in concert on Sunday, April 26th, 2009. Holy Names Festival Choir is the only Canadian Choir in the massed choir.

Members of the Holy Names choir practice on Sundays and each morning before school. It is the choir's earnest desire to perform this repertoire at various locations in Windsor and Essex County as benefit concerts before the concert day.

Please find enclosed a New York trip itinerary sent by Cheryl Max from Carnegie Hall. It is my earnest hope that you will grant us permission to travel to New York City to perform at Carnegie Hall.

For further information, please contact Rose Jobin at 519, 966, 2504.

Sincerely,

Rose Jobin
(Holy Names High School Music Director)

**Holy Names High School Music Department
New York Trip Itinerary
April 24-27, 2009**

Friday, April 24, 2009

4:30am	Board bus at Holy Names and travel to Detroit Airport
7:30am	Northwest flight departs to La Guardia Airport.
9:10am	Arrive in New York Take shuttle to Roosevelt Hotel.
12:00pm	Lunch as a group.
3:00pm	Meet at Roosevelt Hotel ballroom for choir orientation.
5:00pm	Supper as a group
7:00pm	Depart for Phathom of the Opera

Saturday, April 25, 2009

9:00a.m.	Full Choir Rehearsal
12:00pm	Lunch as a group
2:00pm	Full Choir Rehearsal
4:30pm	Depart for 5:30 Mass at St. Patrick's Cathedral, Madison Ave.

Sunday, April 26, 2009

8:00am	Sight Seeing with Carnegie Hall group Statue of Liberty/Ellis Island
12:00pm	Lunch as a group
2:30pm	Full Choir Rehearsal
5:45pm	Board bus in front of hotel to travel to Carnegie hall
6:30pm	Sound Check on Carnegie Hall Stage
8:30pm	<u>Performance at Carnegie Hall</u>
10:00pm	Board bus to Return to Roosevelt Hotel.

Monday, April 27, 2009

9:00 – 12:00	Sight seeing/lunch
12:00pm	Board shuttle bus for La Guardia Airport.
4:15pm	Flight leaves La Guardia airport for Detroit Airport
8:30pm	Arrive at Holy Names High School



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: John Macri
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date: February 24, 2009

BOARD REPORT

	Public	<input checked="" type="checkbox"/>	In-Camera	<input type="checkbox"/>
PRESENTED FOR:	Information	<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Paul Picard, Superintendent of Education - Human Resources
 Jamie Bumbacco, Assistant Superintendent
 Colleen Norris, Coordinator of Policy Development

SUBJECT: DRAFT POLICY AMENDMENTS

RECOMMENDATION:

That the Board approve in principle Draft Amended Policy H: 07 Selection Process Principals and Vice-Principals;

and, that the Board approve in principle Draft Amended Policy H: 15 Transfer of Principals and Vice-Principals

SYNOPSIS: Board Policies H: 07 Selection Process Principals and Vice-Principals and H: 15 Transfer of Principals and Vice-Principals were reviewed by a Policy Working Subcommittee as part of a scheduled policy review. From that review, the Subcommittee recommends the attached draft revised policies.

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure:

- Draft amended policy H:07 Selection Process Principals and Vice-Principals is proposed as a revision to existing Board Policy H: 07 and includes the following suggested amendments:
 - i. Separation of policy from procedure in accordance with the Board’s policy development process.
 - ii. Inclusion of a specific directive that the Director of Education establish the necessary principal/vice-principal positions and develop a procedure for the selection and placement of principals and vice-principals that complies with the Education Act and its regulations and that considers the budget limits approved by the Board.

- Draft amended policy H: 15 Transfer of Principals and Vice-Principals is proposed as a revision to existing Board Policy H: 15 and includes the following suggested amendments:
 - i. Separation of policy from procedure in accordance with the Board's policy development process.
 - ii. Inclusion of a specific Board directive that the Director of Education develop an administrative procedure to ensure that principal/vice-principal transfers are instituted when it is determined to be in the best interest of the school and school system.
 - iii. Assignment of responsibility for implementation of the policy and for regular reporting of all principal/vice principal transfers and placements to the Board, to the Director of Education and the Superintendent of Human Resources.
- Sections of the draft policies are underlined for highlighting purposes to reflect new wording (underlining will be removed upon final approval).

Source and Rationale for the Proposals

- The Policy Working Subcommittee reviewed the existing Board policies with consideration for the Education Act and its regulations, as well as current Board practice.

Results of Public Consultation Process:

- The Policy Working Subcommittee prepared the draft policies in consultation with human resources staff.
- The draft policies and draft administrative procedures were forwarded to all principals, vice-principals, and union and association representatives on January 14, 2009. Principals were asked to forward the drafts to their school council chairs.
- The draft policy and the draft procedure were also posted to the public web site for public input and the complete text of the drafts currently remain posted to the web site.
- The Committee received input from two principals that primarily addressed the proposed administrative procedures. The Committee is considering those suggestions, and the administrative procedures shall be provided to the Board as information upon final approval of the policies.

Impact On Other Policies and Procedures:

- The revised draft policies are consistent with other board policy/procedure. Two new procedures have been drafted by administration, Pr H: 07 Selection Process Principals and Vice-Principals and Pr H: 15 Transfer of Principals and Vice-Principals. The procedures have been circulated for stakeholder input and will be implemented and provided as information to the Board upon final approval of the draft policies.

Timetable For Implementing Policy and Procedure:

- The revised policies shall be implemented upon final approval.

Benefits of the Policy Proposals:

- The draft policies establish clear guiding principles and direct the establishment of procedures that comply with applicable legislation and the directives of the Board.

Risks of Policy Direction and Mitigation Strategies – N/A

Impact on Stakeholders and Plan For Communicating the Policies:

- Upon final approval, the policies will be forwarded to principals/vice-principals and union representatives for communication to Board employees, and will be posted to the Board's public web site.

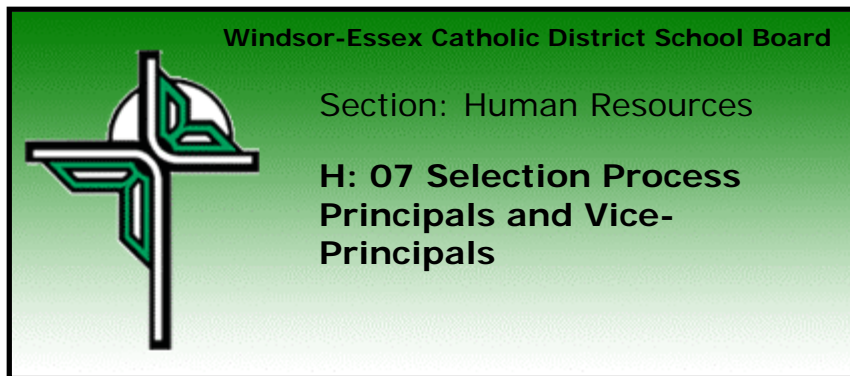
FINANCIAL IMPACT: N/A

TIMELINES: Immediate implementation

APPENDICES: Draft Policies H: 07 and H: 15

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 17, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009



POLICY:	H:07
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H: 15, Pr H: 15, H:05, H: 01, Pr H: 01, Pr H: 07 Pr H: 01B
REPEALS:	
REVIEW DATE:	2011-2012

1.0 Objective

DRAFT

- 1.1 To ensure the effective selection and placement of qualified and competent staff for the positions of principal and vice-principal.

2.0 Guiding Principles

- 2.1 The Windsor-Essex Catholic District School Board, in keeping with its mission, vision and goals, shall demand of its staff holding principal and vice-principal positions that they be qualified educators and practicing Catholics who are individuals of faith, vision, commitment and leadership.
- 2.2 The Board shall seek evidence of strength in various leadership areas throughout the stages of the selection process.
- 2.3 The Board shall expect a personal faith commitment as a fundamental criterion for leadership in Catholic education and candidates shall be required to show involvement in the larger community or local parish.
- 2.4 The Board shall assess certain competencies including mastery of teaching styles and student learning styles. Effective communication, both oral and written, combined with positive human relations shall be required skills as well as an effective managerial and administrative manner and well-developed organization skills.

3.0 Specific Directives

- 3.1 The Director of Education is authorized and directed to establish the necessary principal/vice-principal positions and to arrange for the selection and placement of staff within the limits of the Board’s budget and the provincial funding model.
- 3.2 The Director shall develop effective principal and vice-principal selection and placement procedures that comply with the Education Act and its regulations and allow for consideration of the views of school councils.

H: 07 Selection Process Principals and Vice-Principals

4.0 Responsibility

- 4.1 The Director shall be responsible for the implementation of this policy and all supporting procedures

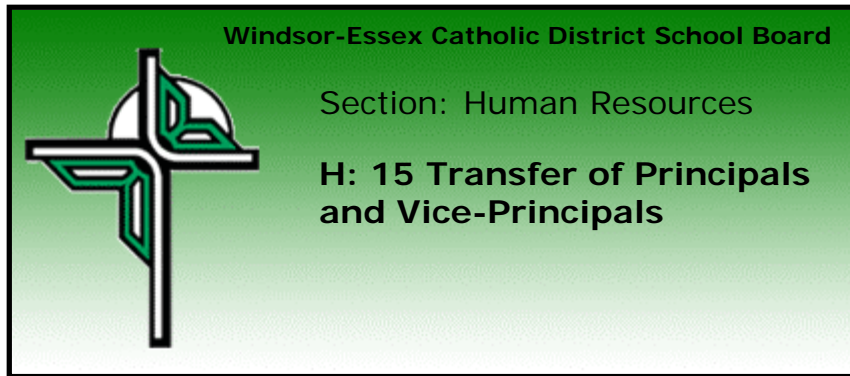
5.0 Review and Evaluation

- 5.1 The policy shall be reviewed during the 2011-2012 policy review cycle.

6.0 References

Education Act, Regulation 298, s. 9
Regulation 612/00, School Councils

Board Policy H: 01 Staff Performance Management
Board Procedure Pr H: 01B Principal/Vice-Principal Performance Management
Board Policy H:05 Hiring Procedures – Administration and Support Staff
Board Policy H: 15 Transfer of Principals and Vice-Principals
Board Procedure Pr H: 07 Selection Procedures for Principals and Vice-Principals
Board Procedure Pr H: 15 Transfer of Principals and Vice-Principals



POLICY:	H:15
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H: 07 Pr H: 07 H:05 H: 01, Pr H: 01B, Pr H:15
REPEALS:	
REVIEW DATE:	2011-2012

1.0 Objective **DRAFT**

1.1 To provide for principal and vice-principal transfers that are beneficial to school communities and the school system.

2.0 Guiding Principles

- 2.1 The Windsor-Essex Catholic District School Board recognizes that the transfer of principals and vice-principals can be beneficial to the students, teachers, as well as the school community.
- 2.2 The Board believes that principal and vice-principal transfers provide a broader experience base for each principal and vice-principal and expose various school communities to new leadership.

3.0 Specific Directives

3.1 The Director of Education shall develop administrative procedures to ensure that principal and vice-principal transfers are instituted when it is determined to be in the best interest of the school and school system.

4.0 Responsibility

4.1 The Director and the Superintendent of Human Resources are responsible for the implementation of this policy and for regularly reporting all principal/vice-principal transfers and placements to the Board.

5.0 Review and Evaluation

5.1 This policy shall be reviewed in the 2011-2012 policy review cycle.

H: 15 Transfer of Principals and Vice-Principals

6.0 References

Board Policy H: 01 Staff Performance Management

Board Policy H: 05 Hiring Procedures – Administrative and Support Staff

Board Policy H: 07 Selection Process Principals and Vice-Principals

Board Procedure Pr H: 07 Selection Procedure for Principals and Vice-Principals

Board Procedure Pr H: 15 Transfer of Principals and Vice-Principals

Board Procedure Pr H: 01B Staff Performance Management for Principals and Vice-Principals



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: John Macri
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Paul Picard, Superintendent of Human Resources

SUBJECT: CANADA DAY DESIGNATION 2009

RECOMMENDATION:

That the Board approve the designation of July 1, 2009 as Canada Day with the exception of CUPE Local 1358.1 which would be June 26, 2009.

SYNOPSIS: Canada Day is a statutory holiday that falls on Wednesday this year. The collective agreement with CUPE Local 1358.1 outlines that their members are paid for the holiday on the last scheduled day of work in June.

BACKGROUND COMMENTS: By designating Friday, June 26, 2009 as a holiday for CUPE Local 1358.1, they are eligible to collect employment insurance benefits earlier during the summer months.

As other administrative and support staff work the first week of July, Wednesday, July 1st would be designated the holiday.

FINANCIAL IMPACT:

TIMELINES: As described above.

APPENDICES:

- None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 18, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 24, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business

SUBJECT: **LONG TERM DEBENTURE BYLAW – GOOD PLACES TO LEARN STAGES 2 and 3**

RECOMMENDATION:

That the Board approve the execution of By-Law 2009:01 deemed to be read three times pertaining to the loan agreement between the Ontario Financing Authority and the Windsor-Essex Catholic District School Board in the amount of \$5,467,882 for the long term financing of expenditures incurred up to August 31, 2008 related to Good Places to Learn Stages 2 and 3.

SYNOPSIS: As of August 31, 2008, the Board has expended all of its allocation from the Ministry of Education for Good Places to Learn Stage 2 (GPL2) and a portion of its allocation for Good Places to Learn Stage 3 (GPL3). The Ministry has now provided a mechanism for the Board to transition these capital expenditures to long term financing through the Ontario Financing Authority (OFA). This report provides details with respect to this financing and recommends approval to execute the loan agreement between OFA and the Board.

BACKGROUND COMMENTS: On October 24, 2006, the Board approved the execution of By-Law 2006:03 pertaining to the loan agreement between OFA and the Board for the long term financing of \$8,094,232 for expenditures related to Good Places to Learn Stage 1 (GPL1), which accounted for all of the GPL1 allocation from the Ministry. Subsequently, the Ministry provided the Board with two additional allocations under GPL2 in the amount of \$4,684,643 and GPL3 in the amount of \$5,249,917.

As of August 31, 2008, the Board had fully expended the \$4,684,643 GPL2 allocation and had partially expended the \$5,249,917 GPL3 allocation in the amount of \$783,239. The Ministry provides reimbursement to school boards for short term interest cost related to these expenditures. The Ministry requires all school boards to participate in the long term capital financing arrangements for these programs through OFA.

The by-law and loan agreement package including applicable schedules are to be provided to the Board in advance of the Board meeting on February 24, 2009 for review prior to consideration at that Board meeting.

FINANCIAL IMPLICATIONS:

Provided in the Background Comments section.

TIMELINES:

March 2, 2009 - By-Law 2009:01 and the executed loan agreement are to be provided to the Ministry of Education.

March 13, 2009 - Applicable funds will begin to flow from OFA to school boards.

APPENDICES: (provided under separate cover)

- By-Law 2009:01 - Long Term Debenture By-Law Good Places to Learn Stages 2 and 3
- Loan Agreement Package

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 18, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009

Windsor-Essex Catholic District School Board**BY-LAW NUMBER 2009-1**

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$5,468,082 pursuant to a loan agreement under section 12 of Ontario Regulation 466/97

WHEREAS subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the “*Education Act*”) and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsections 242 (1) and 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue debentures or issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

AND WHEREAS section 12 of Ontario Regulation 466/97, as amended by Ontario Regulation 462/06 (the “**Regulation**”), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan from the Ontario Financing Authority with an initial maturity of more than one year and that (2) a board that obtains a loan mentioned in subsection 12 (1) shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Windsor-Essex Catholic District School Board (the “**Board**”), which under the *Education Act* constitutes a district school board, has undertaken urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled “Good Places to Learn: Stage 1 Funding Allocation”; (ii) Appendix C of the document entitled “Good Places to Learn: Stage 2 Funding Allocation”; and (iii) Appendix B of the document entitled “Good Places to Learn: Stage 3 Funding Allocation”, some of which projects are described in Schedule “A” attached to the Loan Agreement, as hereinafter defined (individually a “GPL Eligible Project”, collectively the “GPL Eligible Projects”) and pursuant to Ontario Regulation 85/08, each GPL Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the Loan Agreement in respect of a single GPL Eligible Project, the term “GPL Eligible Projects” means that GPL Eligible Project;

AND WHEREAS the GPL Eligible Projects are collectively referred to as the “Eligible Projects”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS before the Board authorized each of the Eligible Projects and before authorizing additional cost amounts in respect of the Eligible Projects (if any), the Treasurer of the Board updated the Board’s most recent annual debt and financial obligation and

- 2 -

liability limits as determined in accordance with the provisions of Ontario Regulation 472/98 and determined that the estimated annual amount payable by the Board in respect of each Eligible Project and each such additional cost amount (if any), would not cause the Board to reach or exceed its updated limits, with the result that the Board authorized each Eligible Project and each such additional cost amount (if any) without the prior approval of the Minister of Education referred to in section 4 of the Regulation;

AND WHEREAS the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$5,468,082 (the "**Loan**") pursuant to a loan agreement in the form attached hereto as Schedule "A" (the "**Loan Agreement**") which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

NOW THEREFORE THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:

1. The Board hereby authorizes the Loan that is to be made available to the Board pursuant to the Loan Agreement on the basis that it constitutes a loan under section 12 of the Regulation and that the Loan Agreement constitutes an instrument prescribed under clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in the amortization schedule attached as Schedule "B" to the Loan Agreement with the first interest payment on May 15, 2009 and thereafter semi-annual instalments to November 15, 2033 with the final payment on March 13, 2034 in each of the years during the currency of the Loan as set forth in such schedule. The Loan shall bear interest at the rate of 5.062% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the equal instalments of combined (blended) principal and interest payable on such days in each year of currency of the Loan as are set out in Schedule "B" to the Loan Agreement.

- 3 -

5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.
6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.
7. The proceeds of the Loan, shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

READ AND FINALLY PASSED this 24th day of February, 2009.

COPY

CHAIR

DIRECTOR OF EDUCATION

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WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

SCHEDULE "A" TO BY-LAW NUMBER 2009-1

FORM OF THE LOAN AGREEMENT

This Loan Agreement made in duplicate dated and effective as of the 13th day of March, 2009.

BETWEEN: ONTARIO FINANCING AUTHORITY, a corporation established under the *Capital Investment Plan Act, 1993*, (hereinafter the "OFA")

OF THE FIRST PART

AND: WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD, a district school board continued under the *Education Act* (hereinafter the "Board")

OF THE SECOND PART

WHEREAS:

- (a) the Board has participated in a program referred to as the Good Places to Learn Program (the "GPL Program") involving urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled "Good Places to Learn: Stage 1 Funding Allocation"; (ii) Appendix C of the document entitled "Good Places to Learn: Stage 2 Funding Allocation"; and (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation", some of which projects are described in Schedule "A" attached hereto (individually a "GPL Eligible Project", collectively the "GPL Eligible Projects") and pursuant to Ontario Regulation 85/08, each GPL Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E2, as amended (the "*Education Act*"). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;
- (b) the GPL Eligible Projects are collectively referred to as the "Eligible Projects". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project. The GPL Program is referred to as the "Program". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under

- 2 -

this Agreement in respect of a single Program, the term “Program” means that Program;

- (c) the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account and is entitled to receive grants in respect of the Eligible Projects from the Minister of Education pursuant to various regulations under the *Education Act*, as applicable, for the Board’s fiscal year 2008-2009 for the payment of interest;
- (d) the Board has requested and the OFA has agreed to lend the aggregate principal amount specified in paragraph 2.1 to the Board for the purpose of financing the Eligible Projects under the specified Programs on a long-term basis which will include the repayment of temporary borrowing, if any, and the repayment of a reserve account of the Board, if any;
- (e) the Board is authorized to borrow money for permanent improvements from the Ontario Financing Authority by way of a loan pursuant to Ontario Regulation 466/97 and is authorized to receive grants for the repayment of such a loan from the Minister of Education pursuant to Ontario Regulation 85/08; and
- (f) the Board has agreed to enter into this Agreement to evidence its indebtedness and provide for the repayment of the loan to the OFA on the terms and conditions set forth herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained in it and subject to the terms and conditions set out in it, the parties agree as follows:

1.0 DEFINITIONS

In this Loan Agreement, unless the context or the subject matter otherwise requires:

- (a) “Advance Date” means March 13, 2009;
- (b) “Agreement” means this Agreement as it may be amended or extended from time to time by the parties in writing, including all schedules hereto and any document which the parties may at a future time mutually designate as a schedule to this Agreement, by so marking such document in writing as a schedule hereto and part hereof;

- 3 -

- (c) “Aggregate Principal Amount” means the total of the Program Principal Amounts, as hereinafter defined, to be advanced to the Board pursuant to paragraph 2.1 of this Agreement and is equal to the total principal amount set out in Column 2 opposite the reference to “Aggregate Principal Amount”;
- (d) “business day” means any day that is not a Saturday or Sunday and that, in the City of Toronto, is not a day on which banking institutions are generally authorized or obligated by law or executive order to close;
- (e) “dollars” or “\$” means Canadian dollars;
- (f) “Material Adverse Change” means any change or event which (i) materially impairs the ability of the Board to timely and fully perform its obligations under this Agreement, or (ii) could materially impair the ability of the OFA to enforce its rights and remedies under this Agreement; or (iii) has a material adverse effect on the operations, properties, assets, liabilities or financial condition of the Board;
- (g) “Program” means a program undertaken by the Board that is specified in paragraph 2.1 of this Agreement;
- (h) “Program Principal Amount” means the total principal amount of monies to be advanced to the Board for Eligible Projects undertaken in connection with a Program pursuant to paragraph 2.1 of this Agreement;
- (i) “Rate” means 5.062% per annum, including an administrative fee of 0.05% per annum; and
- (j) “Repayment Date” means March 13, 2034.

2.0 PRINCIPAL AMOUNT

2.1 The OFA agrees to lend to the Board and the Board agrees to borrow from the OFA the respective total principal amount specified below for each of the Programs in lawful money of Canada with interest thereon at the Rate on the terms and conditions set forth in this Agreement:

- 4 -

1	2	3	4
PROGRAMS	PROGRAM PRINCIPAL AMOUNTS	PURPOSE FOR WHICH FUNDS WILL BE USED	STATUS OF ELIGIBLE PROJECT BY AUGUST 31, 2008
GPL Program		Funds will only be used for the GPL Eligible Projects	Underway or completed by August 31, 2008
Stage 2:	\$4,684,843.00		
Stage 3:	\$783,239.00		
Aggregate Principal Amount	\$5,468,082.00		

- 2.2 The Board acknowledges that the Rate includes an administrative fee payable to the OFA in the amount of 0.05% of the Aggregate Principal Amount outstanding per annum as specified in paragraph 1(i).
- 2.3 Except as otherwise agreed in writing between the Board and the OFA, the monies to be advanced by the OFA shall be advanced by the OFA to the Board by electronic funds transfer directly into the bank account designated by the Board.
- 2.4 The Board authorizes the OFA to open and maintain records evidencing the Board's obligations under this Agreement and to record therein all advances, interest rates, accrued interest, payments of principal and interest and the aggregate principal and accrued interest outstanding from time to time under this Agreement. The Board agrees that the records kept by the OFA, in the absence of manifest error, shall be prima facie evidence of the indebtedness of the Board and the matters recorded provided that the failure of the OFA to record or correctly record any amount or date shall not affect the obligation of the Board to repay the Aggregate Principal Amount and pay accrued interest thereon owing under this Agreement.
- 3.0 REPAYMENT
- 3.1 The Board agrees to repay the Aggregate Principal Amount together with interest thereon as follows:
- (i) the Aggregate Principal Amount and interest thereon at the Rate accrued from and including the Advance Date to but excluding the Repayment

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Date shall be paid in instalments of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in the amortization schedules attached to this Agreement as Schedule "B" with the first interest payment on May 15, 2009 and thereafter semi-annual instalments to November 15, 2033 with the final payment on March 13, 2034; and

(ii) the loan shall be fully repaid on the Repayment Date.

- 3.2 If the Board fails to make any payment of principal or interest payable by it under this Agreement on the relevant due date, the overdue amount shall bear interest at the Rate (before as well as after judgment) calculated from the due date until the date of actual payment to the OFA.
- 3.3 Interest, other than interest in respect of the combined (blended) principal and interest instalments, shall be computed under this Agreement on the basis of a year of 365 days and the actual number of days elapsed.
- 3.4 If any day on which a payment is due and payable under this Agreement would otherwise fall on a day that is not a business day, such due date shall instead fall on the next succeeding business day.
- 3.5 Except as otherwise agreed in writing between the Board and the OFA and without affecting the liability of the Board under this Agreement, the monies to be repaid under this Agreement shall be repaid by the Board in immediately available funds to the OFA on the due date by pre-authorized debit from an account of the Board, such account to be designated to the OFA by the execution and delivery of the Payor Pre-Authorized Debit Agreement in a form satisfactory to the OFA ("PAD Agreement") attached to this Agreement as Schedule C, together with such other authorizations, voided cheques and other documentation as the deposit-taking institution and the rules of the Canadian Payments Association may require for such pre-authorized debit. The Board undertakes to notify the OFA and the Ministry of Education, immediately and not later than five business days prior to any instalment date or the Repayment Date, in writing of any changes in its designated account for the purposes of the pre-authorized debits and agrees to execute and deliver a revised PAD Agreement.
- 3.6 The Board is not entitled to prepay the Aggregate Principal Amount and accrued interest thereon outstanding under this Agreement except with the prior written consent of the OFA.

4.0 CONDITIONS PRECEDENT

4.1 The obligation of the OFA to advance the Program Principal Amounts pursuant to paragraph 2.1 of this Agreement is subject to the following conditions being met to the OFA's satisfaction on the Advance Date:

- (a) that the representations and warranties of the Board contained in this Agreement continue to be true and correct as at the Advance Date;
- (b) that there shall, in the reasonable opinion of the OFA, have been no Material Adverse Change with respect to the Board;
- (c) that this Agreement shall have been duly executed and delivered; and
- (d) that the OFA shall have received such other documentation in form and substance satisfactory to the OFA which it has reasonably requested to ensure that the Board is in compliance with the terms and conditions of this Agreement including (i) a certified true copy of the necessary by-law authorizing the borrowing of the Program Principal Amounts and the execution of this Agreement, (ii) a favourable legal opinion from external legal counsel to the Board as to due authorization, execution, validity and enforceability of this Agreement and such other matters as the OFA considers necessary or appropriate, and (iii) a certificate or certificates executed by an authorized officer or officers of the Board as to the continued truth and correctness of the representations and warranties, the due authorization and execution of this Agreement and other documents, compliance with the *Education Act* and regulations made thereunder and such other matters as the OFA may reasonably request.

5.0 REPRESENTATIONS AND WARRANTIES OF BOARD

5.1 The Board represents and warrants to the OFA that:

- (a) the Board is a district school board under the *Education Act*;
- (b) each Eligible Project has been duly authorized by the Board at a duly called meeting of the Board at which a quorum was present by a resolution or resolutions passed by the Board (the "Resolutions"). In the event that the Board will borrow the Program Principal Amount under this Agreement in respect of a single Eligible Project and the Board has passed a single resolution in respect of the Eligible Project, the term "Resolutions" means that resolution. No application has been made or action brought to quash, set aside or declare invalid the Resolutions nor have the Resolutions been repealed, altered and amended and the

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Resolutions are in full force and effect;

- (c) copies of the resolution(s) mentioned in paragraph 5.1(b) have been forwarded to the Capital Programs Branch of the Ministry of Education, if applicable;
- (d) each of the GPL Eligible Projects constitutes an eligible project under the relevant Program and has been undertaken at a school of the Board (which school may constitute a shared facility) or involves the construction of a new school for the Board;
- (e) each Eligible Project constitutes a permanent improvement within the meaning of subsection 1(1) of the *Education Act*; and the Board has obtained all necessary approvals to authorize the carrying out of the Eligible Projects by the Board and the long-term financing thereof;
- (f) the status of each Eligible Project as at August 31, 2008 is accurately set out in paragraph 2.1, the Board has incurred expenditures in respect of the relevant Programs for the Eligible Projects (the "Eligible Expenditures") and the total amount of the Eligible Expenditures in respect of the Eligible Projects undertaken at an individual school of the Board does not exceed the respective aggregate amount of expenditures authorized by the Board in respect of such school of the Board nor does such total amount exceed the expenditures authorized by the Board pursuant to the authorizations referred to in paragraph 5.1(b);
- (g) The Program Principal Amount to be borrowed by the Board under this Agreement in respect of each Program will be borrowed by the Board in respect of the Eligible Projects undertaken by the Board pursuant to that specified Program and will not be borrowed by the Board in respect of any Eligible Projects undertaken pursuant to any other Program;
- (h) the information provided by the Board to the OFA or Her Majesty the Queen in right of Ontario, to the extent that it relates to the Board or the Eligible Projects is true and correct in all material respects when provided and remains true and correct as of the Advance Date;
- (i) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement and the execution, delivery and performance of this Agreement are within the powers and capacities of the Board and have been duly authorized by all necessary legal action and proper proceedings, including a by-law passed by the Board;
- (j) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement, the execution and delivery of this Agreement, and the compliance with the terms and conditions of this Agreement will not

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conflict with or result in a breach of any of the terms or provisions of the by-laws of the Board, laws of Ontario, including laws of Canada applicable therein, applicable to the Board or any contractual or other obligation binding on the Board and does not require the consent or approval of any person;

- (k) the Board has not exceeded its updated debt and financial obligation and liability limits calculated in accordance with Ontario Regulation 472/98 under the *Education Act* and has determined that the annual amount payable in respect of the borrowing under this Agreement will not cause the Board to reach or to exceed its updated limits as of the Advance Date;
- (l) this Agreement will, when executed and delivered, constitute a legal, valid and binding obligation of the Board enforceable against it in accordance with its terms;
- (m) the Board is not currently in default under any debentures or other long-term debts of any kind and undertakes to immediately inform the OFA if it is in default under any such long-term financial obligations at any time during the term of this Agreement;
- (n) the obligations of the Board under this Agreement are direct, unsecured and unsubordinated debt obligations and rank concurrently and equally in respect of payment of principal and interest with all other debentures and prescribed debt instruments of the Board, except as to the availability of any sinking fund, retirement fund or other prescribed fund applicable to any issue of debentures or such prescribed debt instruments;
- (o) the Board is not now subject to an order under the *Education Act* vesting in the Ministry of Education control and charge over the administration of the affairs of the Board;
- (p) the Aggregate Principal Amount to be borrowed under this Agreement shall be used only for the Eligible Projects, including the repayment of temporary borrowing for the Eligible Projects from a financial institution, if any, and the repayment of an amount used for the Eligible Projects to a reserve account of the Board, if any, and will not be used for any other purpose except as permitted by the *Education Act* and the regulations made thereunder;
- (q) no litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the execution and delivery of this Agreement or in any manner questioning the proceedings and the authority under which this Agreement is authorized, or affecting the validity thereof, or contesting the capacity of the authorized officers of the Board to sign and no authority or proceeding under which the Board is

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authorized to execute this Agreement has been repealed, revoked or rescinded in whole or in part; and

- (r) there are no actions, suits or proceedings threatened or pending against the Board in any court except actions, suits or proceedings which would not result in a Material Adverse Change if determined against the Board.

5.2 The representations and warranties set out in paragraph 5.1 herein shall survive the execution and delivery of this Agreement, notwithstanding any investigations or examinations which may be made by counsel for the OFA.

5.3 For greater certainty, the OFA is not responsible for ensuring that the proceeds advanced to the Board are in fact used in the manner specified in paragraph 5.1(p).

6.0 COVENANTS

6.1 The Board will duly and punctually pay or cause to be paid all principal, interest, fees and other amounts payable by it under this Agreement in accordance with the terms and subject to the conditions of this Agreement.

6.2 The Board will provide prompt notice to the OFA of the occurrence of any Event of Default, as hereinafter defined, or Material Adverse Change.

6.3 The Board will comply at all times with all of the Board's obligations in respect of the debt and financial obligation and liability limits applicable to it under the *Education Act* and the regulations made thereunder.

6.4 The Board shall allocate all grants received by it from the Ministry of Education relating to Eligible Expenditures in respect of the Eligible Projects in accordance with the applicable legislation and shall apply such grants to the payment of its obligations under this Agreement.

6.5 The Board will obtain all licences, permits, consents, approvals and other authorizations which are necessary or desirable to carry out the Eligible Projects.

6.6 The Board will provide to the Ministry of Education reports respecting the status of the Eligible Projects as requested from time to time.

7.0 DEFAULT

7.1 Failure by the Board to pay any principal, interest, fees or other amount payable by it under this Agreement, unless such default is cured within three business days after the date such payment was due, shall constitute an event of default (each, an

“Event of Default”) and each Event of Default shall be deemed to exist and continue so long as it shall not have been remedied.

8.0 INTERCEPT AND REMEDIES ON THE OCCURRENCE OF DEFAULT

- 8.1 (a) The Board agrees that the Minister of Finance is entitled to deduct from monies appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay under this Agreement. On the occurrence of an Event of Default, the Minister of Finance and such other Minister of the Crown as appropriate is irrevocably authorized to deduct from money appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay to the OFA in accordance with the provisions of this Agreement and to pay such amounts directly to the OFA (the “Intercept”).
- (b) The Board agrees that any notice from the OFA to the Minister of Finance in relation to this paragraph may be relied upon by such Minister without further inquiry or verification by such Minister and, upon receipt of such notice, an amount equal to the amount that the Board fails to pay to the OFA shall be deducted from money appropriated by the Legislature for payment to the Board and paid to the OFA.
- 8.2 On the occurrence of any Event of Default and at any time thereafter, so long as the same shall be continuing, the OFA may, in addition to any other remedy available to the OFA at law, at its option, by notice to the Board, invoke the Intercept mechanism to require payment of any amount due and payable under this Agreement.
- 8.3 No delay or omission of the OFA to exercise any right or remedy accruing upon any Event of Default shall impair any such right or remedy or constitute a waiver of any such Event of Default or an acquiescence therein. Every right and remedy given by this Agreement or by law to the OFA may be exercised from time to time, and as often as may be deemed expedient by the OFA.
- 8.4 No right or remedy herein conferred upon or reserved to the OFA is intended to be exclusive of any other such right or remedy, and every such right and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right and remedy given hereunder or now or hereafter existing at law or in equity or otherwise. The assertion or employment of any right or remedy hereunder, or otherwise, shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.

9.0 ADMISSIBILITY OF EVIDENCE

- 9.1 Where communications between the parties are provided on an electronic basis under this Agreement, printouts or other tangible reproductions of any electronic record maintained by a party in relation to such communications shall be considered business records in any legal, administrative or other proceedings that may arise in relation to this Agreement.

10.0 INTEREST ACT DISCLOSURE

- 10.1 For the purposes of disclosure pursuant to the *Interest Act* (Canada), the yearly rate of interest to which any rate of interest payable under this Agreement that is calculated on any basis other than a full calendar year is equivalent may be determined by multiplying such rate by a fraction, the numerator of which is the actual number of days in the calendar year in which such yearly rate of interest is to be ascertained and the denominator of which is the number of days comprising such other basis.

11.0 NOTICES

- 11.1 A notice or other communication pursuant to this Agreement shall be in writing and delivered in person or sent by first class prepaid post or by facsimile transmission (subject, in the case of communication by facsimile transmission, to confirmation by telephone) to the party for which it is intended at the following addresses:

The OFA	Ontario Financing Authority One Dundas St. West, Suite 1400 Toronto, Ontario M7A 1Y7
Attention:	Executive Director Capital Markets Division
Tel. No:	(416) 325-8125
Fax No:	(416) 325-8111
The Board	Windsor-Essex Catholic District School Board
Attention:	Superintendent of Busness
Tel. No:	(519) 253-2481 ext. 1211
Fax No.	(519) 985-2924

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- 11.2 Either party may change its address for the purposes of receipt of any such communication by giving five business days' prior written notice of such change to the other party in the manner prescribed above.
- 11.3 Any notice so given takes effect, in the case of delivery in person, at the time of delivery, in the case of delivery by first class prepaid post, seven business days after dispatch and, in the case of delivery by facsimile transmission, at the time of confirmation by telephone.
- 12.0 GENERAL
- 12.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 12.2 This Agreement shall be binding on and enure to the benefit of the OFA, and the Board and their respective successors and permitted assigns, except that the Board shall not, without the prior written consent of the OFA assign, pledge or hypothecate any rights or obligations with respect to this Agreement.
- 12.3 If any of the provisions of this Agreement are held to be invalid, illegal or unenforceable by a court or tribunal of competent jurisdiction, the remaining provisions shall remain in full force and effect.
- 12.4 A party, by waiving the breach of any provision of this Agreement, does not waive any further breach of the same provision or any breach of any other provision of this Agreement. A waiver is binding on the waiving party only if it is in writing.
- 12.5 Subject to the provisions herein, this Agreement may not be altered or amended, except by the mutual agreement of the parties evidenced in writing.
- 12.6 Time shall in all respects be of the essence of this Agreement.
- 12.7 All references to time in this Agreement are references to Toronto time, unless otherwise indicated.
- 12.8 If any date on which an act is required to be taken under this Agreement is not a business day, such act shall be taken on the next following business day.
- 12.9 Each party shall, upon request of the other, acting reasonably, use its best efforts to make, do, execute or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the performance of the terms and conditions of this Agreement.

12.10 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, oral and written, between the parties.

12.11 This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

ONTARIO FINANCING AUTHORITY

BY: _____
Michael D. Manning
Executive Director
Capital Markets Division

WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD

BY: _____ COPY
Name:
Title: Chair

BY: _____ COPY
Name:
Title: Treasurer

SCHEDULE "A"

GOOD PLACES TO LEARN ELIGIBLE PROJECTS DESCRIPTION

STAGE 1 GPL ELIGIBLE PROJECTS

Please provide a list of all the GPL Eligible Projects which were either underway or completed by August 31, 2008 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$0.00 will be borrowed hereunder pursuant to the Good Places to Learn Stage 1 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Please specify the total amount that the Board has previously financed on a long-term basis from the OFA under the Good Places to Learn Stage 1 Program: \$8,094,232.00.

STAGE 2 GPL ELIGIBLE PROJECTS

Please provide a list of all the GPL Eligible Projects which were either underway or completed by August 31, 2008 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$4,684,843.00 will be borrowed hereunder pursuant to the Good Places to Learn Stage 2 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Please specify the total amount that the Board has previously financed on a long-term basis from the OFA under the Good Places to Learn Stage 2 Program: \$0.00.

STAGE 3 GPL ELIGIBLE PROJECTS

Please provide a list of all the GPL Eligible Projects which were either underway or completed by August 31, 2008 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$783,239.00 will be borrowed hereunder pursuant to the Good Places to Learn Stage 3 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program or pursuant to the Good Places to Learn Stage 2 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Stage 2

<u>School Name/SFIS</u>	<u>Description of GPL Eligible Project</u>	<u>Amount to Be Borrowed</u>
Cardinal Carter/3108	Roofing	\$1,170,693
Sacred Heart/3645	Roofing, mechanical, lighting, renovation	668,055
St. Angela/7826	Roofing, renovation	217,227
St. Francis/7830	Roofing	286,375
St. Gabriel/7831	Roofing	224,428
St. James/7833	Roofing, flooring, renovation	241,838
St. Joseph Elementary/4084	Roofing, mechanical, renovation	453,228
St. Peter/4406	Roofing, mechanical, flooring, renovation	239,797
Catholic Central/7845	Windows	16,678
Holy Names/7847	Mechanical, flooring, renovation	573,651
Notre Dame/7819	Mechanical	3,812
Our Lady of the Annunciation/3084	Mechanical	3,812
Queen of Peace/3602	Mechanical	3,812
St. Bernard (Amherstburg)/3805	Mechanical, windows	19,622
St. Gregory/3982	Mechanical	3,812
St. John the Evangelist/4064	Windows, renovation	69,705
St. John the Baptist/4055	Mechanical	3,812
St. Louis/4172	Mechanical, windows	26,636
St. Pius/4436	Mechanical, renovation	19,664
St. Theresa/4480	Mechanical	3,812
St. William/4538	Mechanical	3,812
Stella Maris/4540	Mechanical	4,812
L.A. Desmarais/7817	Mechanical, flooring, renovation	265,696
W.J. Langlois/7843	Renovation	30,939
St. John/7834	Renovation	1,813
St. Thomas of Villanova/4571	Flooring	2,064
Brennan/7846	Renovation	64,670
St. Mary/4245	Renovation	54,596
St. Jules/7836	Lighting	5,972

Stage 3

St. Angela/7826	Roofing	\$60,526
St. John the Baptist/4055	Roofing	236,997
Catholic Central/7845	Windows	10,142
St. Bernard (Amherstburg)/3805	Windows	8,233
St. Louis/4172	Windows	14,385
L.A. Desmarais/7817	Mechanical	242,966
Our Lady of Mount Carmel/7821	Mechanical	3,642
St. Joseph Elementary/4084	Renovation	204,235
St. Jules/7836	Lighting	2,113

SCHEDULE "B" CONSOLIDATED AMORTIZATION SCHEDULE

Organization Name: Windsor-Essex Catholic District School Board
 Consolidated Principal Amount (\$): \$5,468,082.00
 Annual Interest Rate (%): 5.062% (includes Annual Admin Fee)
 Annual Admin Fee (%): 0.05%
 Loan Term (Years): 25
 Loan Date (m/d/yyyy): 3/13/2009
 Maturity Date (m/d/yyyy): 3/13/2034
 Payment Frequency: 6
 Loan Type: Amortize

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
5/15/2009	\$47,775.46	\$0.00	\$47,303.56	\$471.90	\$5,468,082.00
11/16/2009	\$194,684.04	\$56,286.88	\$137,030.14	\$1,367.02	\$5,411,795.12
5/17/2010	\$194,684.04	\$57,711.50	\$135,619.60	\$1,352.94	\$5,354,083.62
11/15/2010	\$194,684.04	\$59,172.19	\$134,173.33	\$1,338.52	\$5,294,911.43
5/16/2011	\$194,684.04	\$60,669.83	\$132,690.48	\$1,323.73	\$5,234,241.60
11/15/2011	\$194,684.04	\$62,205.39	\$131,170.09	\$1,308.56	\$5,172,036.21
5/15/2012	\$194,684.04	\$63,779.80	\$129,611.23	\$1,293.01	\$5,108,256.41
11/15/2012	\$194,684.04	\$65,394.07	\$128,012.91	\$1,277.06	\$5,042,862.34
5/15/2013	\$194,684.04	\$67,049.20	\$126,374.13	\$1,260.71	\$4,975,813.14
11/15/2013	\$194,684.04	\$68,746.21	\$124,693.88	\$1,243.95	\$4,907,066.93
5/15/2014	\$194,684.04	\$70,486.17	\$122,971.10	\$1,226.77	\$4,836,580.76
11/17/2014	\$194,684.04	\$72,270.18	\$121,204.71	\$1,209.15	\$4,764,310.58
5/15/2015	\$194,684.04	\$74,099.34	\$119,393.62	\$1,191.08	\$4,690,211.24
11/16/2015	\$194,684.04	\$75,974.79	\$117,536.70	\$1,172.55	\$4,614,236.45
5/16/2016	\$194,684.04	\$77,897.71	\$115,632.77	\$1,153.56	\$4,536,338.74
11/15/2016	\$194,684.04	\$79,869.31	\$113,680.65	\$1,134.08	\$4,456,469.43
5/15/2017	\$194,684.04	\$81,890.80	\$111,679.13	\$1,114.11	\$4,374,578.63
11/15/2017	\$194,684.04	\$83,963.46	\$109,626.94	\$1,093.64	\$4,290,615.17
5/15/2018	\$194,684.04	\$86,088.57	\$107,522.81	\$1,072.66	\$4,204,526.60
11/15/2018	\$194,684.04	\$88,267.47	\$105,365.44	\$1,051.13	\$4,116,259.13
5/15/2019	\$194,684.04	\$90,501.52	\$103,153.46	\$1,029.06	\$4,025,757.61
11/15/2019	\$194,684.04	\$92,792.11	\$100,885.49	\$1,006.44	\$3,932,965.50
5/15/2020	\$194,684.04	\$95,140.69	\$98,560.11	\$983.24	\$3,837,824.81
11/16/2020	\$194,684.04	\$97,548.69	\$96,175.89	\$959.46	\$3,740,276.12
5/17/2021	\$194,684.04	\$100,017.65	\$93,731.32	\$935.07	\$3,640,258.47
11/15/2021	\$194,684.04	\$102,549.09	\$91,224.88	\$910.07	\$3,537,709.38
5/16/2022	\$194,684.04	\$105,144.61	\$88,655.01	\$884.42	\$3,432,564.77
11/15/2022	\$194,684.04	\$107,805.83	\$86,020.07	\$858.14	\$3,324,758.94
5/15/2023	\$194,684.04	\$110,534.39	\$83,318.46	\$831.19	\$3,214,224.55

SCHEDULE "B" CONSOLIDATED AMORTIZATION SCHEDULE

Organization Name: Windsor-Essex Catholic District School Board
 Consolidated Principal Amount (\$): \$5,468,082.00
 Annual Interest Rate (%): 5.062% (includes Annual Admin Fee)
 Annual Admin Fee (%): 0.05%
 Loan Term (Years): 25
 Loan Date (m/d/yyyy): 3/13/2009
 Maturity Date (m/d/yyyy): 3/13/2034
 Payment Frequency: 6
 Loan Type: Amortize

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
11/15/2023	\$194,684.04	\$113,332.01	\$80,548.47	\$803.56	\$3,100,892.54
5/15/2024	\$194,684.04	\$116,200.45	\$77,708.37	\$775.22	\$2,984,692.09
11/15/2024	\$194,684.04	\$119,141.48	\$74,796.39	\$746.17	\$2,865,550.61
5/15/2025	\$194,684.04	\$122,156.95	\$71,810.71	\$716.38	\$2,743,393.66
11/17/2025	\$194,684.04	\$125,248.74	\$68,749.45	\$685.85	\$2,618,144.92
5/15/2026	\$194,684.04	\$128,418.80	\$65,610.71	\$654.53	\$2,489,726.12
11/16/2026	\$194,684.04	\$131,669.07	\$62,392.53	\$622.44	\$2,358,057.05
5/17/2027	\$194,684.04	\$135,001.62	\$59,092.91	\$589.51	\$2,223,055.43
11/15/2027	\$194,684.04	\$138,418.51	\$55,709.76	\$555.77	\$2,084,636.92
5/15/2028	\$194,684.04	\$141,921.88	\$52,241.00	\$521.16	\$1,942,715.04
11/15/2028	\$194,684.04	\$145,513.92	\$48,684.44	\$485.68	\$1,797,201.12
5/15/2029	\$194,684.04	\$149,196.88	\$45,037.86	\$449.30	\$1,648,004.24
11/15/2029	\$194,684.04	\$152,973.05	\$41,298.99	\$412.00	\$1,495,031.19
5/15/2030	\$194,684.04	\$156,844.80	\$37,465.48	\$373.76	\$1,338,186.39
11/15/2030	\$194,684.04	\$160,814.54	\$33,534.95	\$334.55	\$1,177,371.85
5/15/2031	\$194,684.04	\$164,884.76	\$29,504.94	\$294.34	\$1,012,487.09
11/17/2031	\$194,684.04	\$169,057.99	\$25,372.92	\$253.13	\$843,429.10
5/17/2032	\$194,684.04	\$173,336.85	\$21,136.34	\$210.85	\$670,092.25
11/15/2032	\$194,684.04	\$177,724.00	\$16,792.51	\$167.53	\$492,368.25
5/16/2033	\$194,684.04	\$182,222.20	\$12,338.75	\$123.09	\$310,146.05
11/15/2033	\$194,684.04	\$186,834.24	\$7,772.26	\$77.54	\$123,311.81
3/13/2034	\$125,329.79	\$123,311.81	\$1,998.04	\$19.94	\$0.00
Total:	\$9,712,623.21	\$5,468,082.00	\$4,202,615.69	\$41,925.52	

SCHEDULE “C”

PAYOR PRE-AUTHORIZED DEBIT AGREEMENT
(this “PAD Agreement”)

TO: Ontario Financing Authority (the “OFA”)

Payor (the “Board”):

<u>Windsor-Essex Catholic District School Board</u>	<u>Windsor-Essex Catholic District School Board</u>	
Full Legal Name	Exact Name in which Account is Held	
<u>1325 California Avenue</u>	<u>519-253-2481</u>	
Address	Telephone Number	
<u>Windsor</u>	<u>Ontario</u>	<u>N9B 3Y6</u>
City	Province	Postal Code

Payor’s Financial Institution (the “Bank”):

<u>Canadian Imperial Bank of Commerce</u>	<u>100 Ouellette Avenue</u>	
Name of Bank	Address	
<u>Windsor</u>	<u>Ontario</u>	<u>N9A 6T3</u>
City	Province	Postal Code
<u>97-COPY-1</u>	<u>00182</u>	<u>0010</u>
Bank Account No.	Branch No.	Institution No.

1. Scope

The Board acknowledges that this PAD Agreement is provided for the benefit of the OFA and the Bank, and is provided in consideration of the Bank agreeing to process pre-authorized debits (each, a “PAD”) against the Board’s account specified above (the “Account”) in accordance with the rules of the Canadian Payments Association (the “CPA”).

The Board represents that all information provided with respect to the Account is complete and accurate. A specimen cheque if available for the Account has been marked “VOID” and is attached to this PAD Agreement.

The Board undertakes to inform the OFA in writing of any change in the Account information provided in this PAD Agreement at least 5 business days prior to the next following PAD.

2. Valid Authority

The Board warrants and guarantees that all persons whose signatures are required to sign on the Account have signed this PAD Agreement.

3. Purpose of Debits, Amount and Timing

Business PAD

The Board authorizes the OFA to debit or cause to be debited a fixed amount from the Account which amount will be debited with set frequency determined by the Board in its sole discretion. The Board and the OFA agree that the fixed amount of each such debit is for payment due and owing by the Board to the OFA in respect of a loan agreement dated as of March 13, 2009.

4. Cancellation of Agreement

This PAD Agreement may be cancelled at any time upon notice being provided by the Board, in writing at least 5 business days prior to the next following PAD. The Board acknowledges that, in order to revoke this authorization, the Board must provide notice of revocation to the OFA. This PAD Agreement applies only to the method of payment and does not otherwise have any bearing on the payment obligations of the Board to the OFA.

5. Acceptance of Delivery of Authorization

The Board acknowledges that providing and delivering this agreement to the OFA constitutes delivery by the Board to the Bank. Any delivery of this authorization to the OFA constitutes delivery by the Board.

6. Waiver of Pre-Notification

The Board understands that no pre-notification shall be required prior to a PAD being exchanged or cleared provided the authorization occurs in compliance with this PAD Agreement.

The Board authorizes and instructs the OFA to issue, without pre-notification, a new PAD for a dishonoured PAD amount in accordance with this Agreement.

7. Validation by the Bank

The Board acknowledges that the Bank is not required to verify that a PAD has been issued in accordance with the particulars of the PAD Agreement including, but not limited to, the amount.

The Board acknowledges that the Bank is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by the OFA as a condition to honouring a PAD issued or caused to be issued by the OFA on the Account.

8. Payor’s Rights of Dispute

The Board may dispute a pre-authorized debit under the following conditions:

- (i) the debit was not drawn in accordance with this PAD Agreement; or
- (ii) this PAD Agreement was revoked or cancelled.

In order to be reimbursed, the Board must complete a declaration form to the effect that either (i) or (ii) took place at the above indicated branch of the Bank up to and including 10 calendar days, after the date on which the PAD in dispute was posted to the Account.

The Board acknowledges that disputes after the above noted time limitation are matters to be resolved solely between the OFA and the Board.

9. Contact Information

All notices sent by the Board to the OFA under Sections 1., 4. and 8. of this PAD Agreement shall be made in writing by letter and delivered to the OFA by registered mail or fax at the following address:

**Ontario Financing Authority
1 Dundas Street West
Suite 1400
Toronto, Ontario M7A 1Y7
Fax: (416) 204-6659**

Inquiries, concerns or errors regarding PADs may be directed to Mr. Joe Pedota, Coordinator, Settlements, Payments & Fiscal Agency, Finance and Reporting Division at the above address or by telephone at (416) 325-3851.

10. Board Acceptance

The Board acknowledges receipt of a signed copy of this PAD Agreement. The Board acknowledges that it has read, understands, and accepts the terms and conditions of this PAD Agreement.

COPY

Signature of Treasurer

(Date)

COPY

Signature of Chair

(Date)

*******For verification, please attach a blank cheque marked "VOID" to the completed Agreement.***** Do not require if banking instructions have not changed.**

CERTIFICATE OF THE DIRECTOR OF EDUCATION

TO: Ontario Financing Authority
AND TO: BORDEN LADNER GERVAIS LLP

IN THE MATTER OF a loan agreement dated March 13, 2009 between the Ontario Financing Authority, as lender, and the Windsor-Essex Catholic District School Board (the "Board"), as borrower, for a loan in the principal amount of \$5,468,082 and repayable by instalments of combined (blended) principal and interest by March 13, 2034 (the "Loan Agreement"), authorized by By-law Number 2009-1 (the "By-law")

I, Joseph Berthiaume, in my capacity as Director of Education of the Board and without personal liability do hereby certify as follows (capitalized terms not otherwise defined herein shall have their respective meanings specified in the Loan Agreement):

1. The representations and warranties of the Board in the Loan Agreement are true and correct in all material respects on and as of the date hereof with the same effect as if made on the date hereof and the Board has complied with all the agreements and satisfied all the conditions on its part to be performed or satisfied under the Loan Agreement at or prior to the date hereof;
2. There has been no Material Adverse Change with respect to the Board since the date of the Loan Agreement to the date hereof;
3. The By-law was finally passed and enacted by the Board on the 24th day of February, 2009 in full compliance with the *Education Act*, as amended (the "Act") at a duly called meeting at which a quorum was present. Forthwith after the passage of the By-law, the same was signed by the Chair of the Board, being the head of the Board, and the Director of Education of the Board. Attached as Schedule "A" hereto is a duplicate original or a certified true copy of the By-law, as the case may be;
4. No application has been made or action brought to quash, set aside or declare invalid the By-law nor has the same been in any way repealed, altered or amended and the By-law is now in full force and effect;
5. All of the recitals contained in the By-law are true in substance and fact;
6. The Loan Agreement authorized pursuant to the By-law has been duly signed by Fred Alexander, the duly elected Chair of the Board, and by me, the duly appointed Treasurer of the Board, in accordance with the By-law. As at the date hereof, the respective office set forth in this paragraph is held by each of the relevant signatories to the Loan Agreement set forth in this paragraph.

- 2 -

7. The Loan Agreement is in all respects in accordance with the By-law and in signing the Loan Agreement and borrowing money under the Loan Agreement, the Board is not exceeding its borrowing powers;

8. The By-law, the execution and delivery of the Loan Agreement and the transactions contemplated thereby do not conflict with, or result in a breach or violation of any statutory provisions which apply to the Board or any agreement to which the Board is a party or under which the Board or any of its property is or may be bound, or, to the best of my knowledge, violate any order, award, judgment, determination, writ, injunction or decree applicable to the Board of any regulatory, administrative or other government or public body or authority, arbitrator or court.

Dated March 13, 2009

COPY

Name: Joseph Berthiaume
Title: Director of Education

I, Mario Iatonna, Superintendent of Business of the Board do hereby certify that the signature of Joseph Berthiaume, Director of Education of the Board described above, is true and genuine.

COPY

Mario Iatonna, Superintendent of Business

CERTIFICATE OF THE TREASURER

TO: Ontario Financing Authority
AND TO: BORDEN LADNER GERVAIS LLP

IN THE MATTER OF a loan agreement dated March 13, 2009 between the Ontario Financing Authority, as lender, and the Windsor-Essex Catholic District School Board (the "Board"), as borrower, for a loan in the principal amount of \$5,468,082 and repayable by instalments of combined (blended) principal and interest by March 13, 2034 (the "Loan Agreement"), authorized by By-law Number 2009-1 (the "By-law")

I, Joseph Berthiaume, in my capacity as the Treasurer of the Board and without personal liability do hereby certify as follows (capitalized terms not otherwise defined herein shall have their respective meanings specified in the Loan Agreement):

1. The Board has determined its annual debt and financial obligation and liability limits for each relevant fiscal year during which Eligible Projects were approved by the Board in accordance with section 3 of Ontario Regulation 472/98 (the "**Regulation**");
2. Prior to the Board's authorization of each Eligible Project and of each additional cost amount in respect thereof, if any, the Treasurer updated the relevant debt and financial obligation and liability limits in accordance with section 4 of the Regulation using the most recent limits as determined under section 3 of the Regulation and the Treasurer determined that the estimated annual amount payable in respect of each Eligible Project, and each such additional cost amount would not cause the Board to exceed its updated limits with the result that the Board could authorize each Eligible Project and each such additional cost amount without the prior approval of the Minister of Education referred to in section 4 of the Regulation;
3. Prior to the Board's passage of the By-law, I calculated the relevant updated debt and financial obligation and liability limits in accordance with the Regulation and determined that the annual amount payable in respect of the borrowing under the Loan Agreement will not cause the Board to reach or to exceed its relevant updated debt and financial obligation and liability limits and I have also determined that as at the date hereof the Board has not reached or exceeded the relevant updated debt and financial obligation and liability limits;
4. In updating the relevant debt and financial obligation and liability limits the estimated annual amount payable as described in subsection 4(2) of the Regulation was determined based on current interest rates and appropriate amortization periods which do not, except in the case of permanent improvements that are subject to a loan with the Ontario Financing Authority, if applicable, exceed the respective lifetime of any of the Eligible Projects of the Board described in such subsection, all in accordance with generally accepted accounting principles or in accordance with the recommendations of the Public Sector Accounting Board, as appropriate.

Dated March 13, 2009

COPY

Name: Joseph Berthiaume
Title: Treasurer



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 24, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Cathy Geml, Superintendent of Education

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
 Meeting of January 15, 2009**

RECOMMENDATION:

That the Board receive the Minutes of the January 15, 2009 Special Education Advisory Committee meeting as information.

SYNOPSIS: The Special Education Advisory Committee (SEAC) is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the Special Education Advisory Committee are to be received by the Board.

BACKGROUND COMMENTS: The Special Education Advisory Committee reports to the school board and makes recommendations to the board regarding special education programs and services. Regulation 464/97 sets out requirements for school boards with respect to Special Education Advisory Committees and outlines their role, membership, and scope of activities. The regulation requires SEACs to meet at least ten times in each school year.

FINANCIAL IMPACT: n/a

TIMELINES: The next SEAC meeting occurred on Thursday, February 12, 2009 at the Catholic Education Centre. Minutes will be provided following approval by SEAC.

APPENDICES:

- Special Education Advisory Committee Minutes of January 15, 2009

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 18, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 18, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2009



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, January 15, 2009 – 6:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

Blessed Marie Rose Durocher Meeting Room

MINUTES

Present:	Lisa Soulliere	Trustee Member (Chair)
	Bev Clarke	Learning Disabilities Association (Vice-Chair)
	Melanie Allen	IEWS
	Claudio DelDuca	High School Council
	Anne Marie Drkulec	Integration Action for Inclusion
	Cas Graham-Stuart	Autism Ontario Windsor-Essex
	Paula Nantais-Murphy	Down Syndrome Parents
	Rita Raniwsky	Principals' Association (ex-officio)
	Cathy Geml	Superintendent, Learning Support Services
	Simone Lira	Recording Secretary

1. Call to order
2. Opening Prayer
3. Welcome
4. Recording of Attendance
Regrets from Mary DiMenna
5. Election of Officers
Nominations were called for the position of Chair. Lisa Soulliere was nominated and declined the nomination. Bev Clarke was nominated and accepted the nomination. There were no other nominations. Bev Clarke was acclaimed as Chair of SEAC for the 2009 calendar year.

Nominations were called for the position of Vice-Chair. Lisa Soulliere was nominated and accepted the nomination. There were no other nominations. Lisa Soulliere was acclaimed as Vice-Chair of SEAC for the 2009 calendar year.
6. Approval of Agenda
Motion by Paula Nantais-Murphy and seconded by Cas Graham-Stuart that the Agenda be approved as printed and circulated. Carried
7. Agenda Questions from Observers – None
8. Disclosure of Pecuniary Interest – None

9. Approval of Minutes – December 11, 2008
Motion by Lisa Soulliere and seconded by Claudio Del Duca that the Minutes be approved. Carried
10. Business Arising from Minutes – None
11. Report from Chair
 - Having been e-mailed to the members earlier and distributed as a handout for the meeting, Trustee Soulliere asked if everyone had read the Auditor General's Document on Special Education or had any questions on the information. There were no questions and no further discussion ensued.
12. Report from Trustees
 - In Trustee DiMenna's absence, Trustee Soulliere reported to the committee on a few issues from what she described as a hectic month for the Board. The Ad Hoc French Immersion Committee is currently still in consultation meetings to come up with a final recommendation for French Immersion in the County to the Board on January 27.
 - The Board received the audited financial report from the Ministry of Education. She reported a Board surplus and a surplus in Special Education. The full report will be brought to the Board the first meeting in February. Further information is to follow at subsequent SEAC meetings. Funding must be finalized before the Board is able to spend monies in the budget.
 - Lisa reported on the Trustees Governance Review. The Ministry has started the review of Trustees, their responsibilities and the rewriting of the Education Act. Information on the Trustees Governance Review can be accessed on the Ministry of Education website, for details on the number of forums and round table discussions which will ensue.
 - Trustee Soulliere reported that there were various Principal and Vice-Principal changes in the schools for January and February of 2009, due to retirements.
13. Report from Superintendent
 - As a result of the discontinuation of funding for many of the special initiatives from the Ministry, Superintendent Geml mentioned the need to sustain them without the Ministry grant funding and keep the initiatives going so that the gains made are not lost. These include OPA and CODE Projects. A presentation will be made of all of the initiatives as an update to SEAC at an upcoming meeting.
 - Numeracy PALS will be piloted in four schools in February.
 - A Ministry of Education Memo was distributed concerning Parents/Student access to the electronic Individual Education Plan (IEP) template to be used as a model. Parents and students can access the electronic read-only version of the IEP template utilizing the URL, Username and Password identified in the memo. The template will be uploaded to the Board Website.
 - Regarding the Board's Special Education Plan, the Ministry has advised us that we will again submit only amendments this year. A mid-year report will be done and it will be shared with SEAC.
 - Thames Valley Children Centre acknowledged the work of our Principals, teachers and support staff for their efforts and positive results in working with children with autism.
 - The Peer PALS Program is about peers establishing and enhancing social skills and focuses on students with autism. This is a Pilot project through Thames Valley utilizing Ministry funds. Training begins February 26 and the program is to begin right after the March Break and if possible, again in the Fall. There will

be a Peer PALS presentation made at the next SEAC meeting.

- Regarding Special Olympics, there will be a fundraiser on February 19, 2009 hosted by the Windsor Police Services. The price of the tickets is \$40 and they are available at Devonshire Mall Customer Care Centre. Other fundraisers include the *Cops and Rockers Event*, which will involve grade 7 and 8 students and *Adopt an Athlete* after the March Break. The Special Olympics will take place July 23 – 26, 2009. We will send SEAC members the contact link for those interested in working as volunteers. Cathy was pleased to mention that students from Holy Name Elementary designed the Logo being used for Special Olympics. It is visible on everything printed for the Special Olympics. We would like to tie-in our Elementary and Secondary Day of Champions with the Special Olympics, and encourage our students to sign up as athletes for the Special Olympics.

14. New Business - None

15. Association Reports

- Bev Clarke reported that the winter programs are beginning at the LDAO. They have always provided subsidies for families requiring programs on a first come – first serve basis because of limited funding. Unfortunately there is not enough revenue being raised to accommodate numbers requiring assistance, thus necessitating a waiting list. The LDAO is trying to obtain funding for the Math Tutoring Program. They have made application to Trillium and await response. Students require direct instruction by a good teacher and need a lot more than what can be offered during the day, frequently for basic computation using drills and games.

16. Closing Prayer – Our Father

17. Adjournment

The meeting adjourned at 6:50 p.m.

Date of the next meeting is Thursday, February 12, 2009 in the Blessed Marie Rose Durocher Meeting Room



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 24, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Cathy Geml, Superintendent of Education

SUBJECT: **FRENCH IMMERSION ADVISORY COMMITTEE
- Approval of Draft Terms of Reference**

RECOMMENDATION:

That the Board approve the Terms of Reference for the French Immersion Advisory Committee as presented.

SYNOPSIS:

This is the initial report pertaining to the meeting of Trustees, Board personnel and parents who began the process to work towards the establishment of a French Immersion Advisory Committee as a result of a recommendation approved at the special public meeting of February 3, 2009. The intent was to establish a permanent advisory committee to the Board that would promote, support and advocate for French Immersion system-wide.

BACKGROUND COMMENTS:

In accordance to Board By-Law 5:05, an initial meeting to establish the Terms of Reference was scheduled for Wednesday, February 18, 2009. An invitation was extended to the Chairs of the School Councils, or their delegate, of the three elementary French Immersion sites and the four secondary sites. Principals of these respective sites were also invited to attend. Trustees Porcellini and Janisse, who volunteered to sit on the Advisory Committee, were in attendance as well as Principal Barichello and Superintendent Geml. Trustee Porcellini was elected Chair of the Advisory Committee for the 2009 calendar year.

FINANCIAL IMPACT: None.

TIMELINES:

Pending Board approval of the Terms of Reference, the next scheduled meeting is Wednesday, March 4, 2009 at the Catholic Education Centre, 7:30-9:00pm.

APPENDICES:

- Draft Terms of Reference
- Notes of the February 18, 2009 Meeting

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: February 23, 2009

Approval Date: February 22, 2009

Approval Date: February 23, 2009



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Joseph Berthiaume
Telephone: (519) 253-2481 FAX: (519) 253-0620

FRENCH IMMERSION ADVISORY COMMITTEE

TERMS OF REFERENCE

(DRAFT)

1. Responsibilities

The responsibility of the French Immersion Advisory Committee is to:

- a) promote and support the French Immersion program,
- b) exchange information and points of view about the French Immersion program
- c) provide advice, recommendations and feedback to the Board on French Immersion.

2. Membership

The French Immersion Advisory Committee of the Windsor-Essex Catholic District School Board shall include the Principal or their designate from both elementary and secondary French Immersion sites.

A parent representative from each of the elementary and secondary French Immersion sites as designated by the School Advisory Council. These would be one-year terms with an option for renewal.

The French Immersion Advisory Committee shall include two Trustees as determined by the Chair of the Board, and Senior Administration as designated by the Director.

Trustees shall be appointed to the French Immersion Advisory Committee at the beginning of each term of office for the full term of office of Trustees.

The Chair of the Committee will be appointed annually by the members of the Committee.

The Director of Education or designate shall act as a resource to the Committee. The Director will provide other staff resources as required to assist the Committee in meeting their objectives. Administrative support will be provided.

3. Meetings

The French Immersion Advisory Committee shall meet up to six (6) times per year. Additional meetings shall be at the discretion of the Chair of the Committee.

All agendas and actions taken will be in accordance with Board bylaws.

4. Communications

- a) After each meeting, the French Immersion Advisory Committee will report to the Board of Trustees, either in writing or orally, at the discretion of the Board. The Committee will prepare an annual report, which will be presented to the Board of Trustees.
- b) The Committee shall review its practices and procedures annually; including in its annual report to the Board any recommendations for changes to the policy, practices or procedures of the French Immersion Advisory Committee.



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

FRENCH IMMERSION ADVISORY COMMITTEE

Wednesday, February 18, 2009 at 7:30 p.m.

Blessed Marie Rose Durocher Meeting Room

Present: Chris Janisse, Trustee
 Shannon Porcellini, Trustee
 Cathy Geml, Superintendent of Education
 Therese Barichello, Principal
 Carm Casalena, Vice-Principal, Holy Name Elem.
 Patti Moulard, Vice-Principal Secondary
 Joe Charron, Vice-Principal, Cardinal Carter
 Colleen Norris, Policy Coordinator
 Gina Antogiovanni, Parent Council, St. Joseph's Sec.
 Alicia Quaggiotto, Parent Council, St. Mary Elem.
 Chrystal Willie, Parent Council, Holy Name Elem.

NOTES

1. Superintendent Geml called meeting to order at 7:35 p.m.
2. Opening Prayer
3. Trustee representatives, Porcellini and Janisse, members of Administration and parent representatives met to begin the process of developing a permanent French Immersion Advisory Committee. Superintendent Geml explained that the term "Standing" Committee according to the Board bylaws does not include parents, but the intent was that this permanent committee would include parent representatives from the Board's French immersion school communities. Therefore, the committee will be entitled French Immersion Advisory Committee which gives the Committee the ability to make recommendations to the Board.
 - a) **Election of Chair**
 Trustee Janisse nominated Trustee Porcellini and she accepted. There were no other nominations. Trustee Porcellini was acclaimed as Chair of the French Immersion Advisory Committee.
 - b) **Establish Terms of Reference**
 Alicia Quaggiotto, School Council Chair from St. Mary School

asked how attendees were chosen. She was advised by Trustee Porcellini that the Chair of the Parent Council of the schools invited were asked to attend and if they could not attend they were to appoint a delegate. It was mentioned by Trustee Porcellini that this was an opportunity to demonstrate that programming could make a difference for enrolment. Discussion ensued around membership.

- c) At 8:20 p.m., Trustee Janisse asked that we move to the concerns brought forth by St. Mary's School Council, as he had to leave early. Trustee Porcellini was in agreement.
- Trustee Porcellini opened the discussion by stating that she did not feel it was the authority of the newly established French Immersion Advisory Committee to discuss the concerns as she felt the issues were particular to the two sites. She did not feel it should be debated and that this was not the venue for this type of discussion. Trustee Janisse was in agreement.
 - She indicated that she had e-mailed the Chairman of the Board and has had no response to date. Trustee Porcellini has asked the Director to appoint someone from Administration to address these issues.
 - Trustee Janisse stated that after the deferral by the Board re: "clarifications", he was told by Administration that he could ask the St. Mary School delegation to submit the list of their clarifications in writing.
 - Colleen Norris suggested that this be deferred due to the fact that this meeting was not yet officially the French Immersion Advisory Committee since the Board must approve the Terms of References. The Chair of the French Immersion Advisory Committee will discuss the issue with the Chairman of the Board for further direction.
 - The Committee then returned to completing the Terms of Reference.
 - For future meetings, Therese Barichello will have a standing report regarding updates.
- d) **Next meeting date and time**
- Wednesday, March 4, 2009 - 7:30 – 9:00 p.m.