



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Barbara Holland
 DIRECTOR OF EDUCATION: Paul A. Picard

REGULAR BOARD MEETING
Tuesday, February 28, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

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 - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
7.	Presentations: <i>None</i>	
8.	Delegations:	
	a. Delegation Regarding Items <u>Not</u> on the Agenda	--
	<i>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.</i>	
	b. Delegations Regarding Items <u>On</u> the Agenda	--
	<i>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.</i>	
9.	Action Items:	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, February 14, 2012	--
	ii) Minutes of Regular Board Meeting, February 14, 2012	1-8
	b. Items from the convened in-camera meeting of February 28, 2012	--

10. Communications:
- a. External (Associations, OCSTA, Ministry): *None* -
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (J. Bumbacco) 9-10
 - ii) Report: Compensation for Use of Auto – Annual Review of Mileage Rate 2012 (M. Iatonna) 11-12
 - iii) Report: Public Salary Disclosure Act, 1996 – Disclosure for 2011 (M. Iatonna) 13-19
 - iv) Report: Employee Purchasing Cards Use 2010-11 (M. Iatonna) 20-29
 - v) Report: 2012-13 Budget Schedule (M. Iatonna) 30-33
 - vi) Report: Absenteeism Update and Policy Recommendation (J. Bumbacco) 34-40
11. Unfinished Business: *None* --
12. New Business:
- a. Report: Long Term Debenture By-Law – Good Places To Learn Renewal And Capital Priority Programs – March 2012 Issue (M. Iatonna) 41-71
13. Committee Reports:
- a. Report: Special Education Advisory Committee (SEAC) Minutes of January 23, 2012 (C. Geml) 72-75
 - b. Report: Appointment of John McMahon, Representative Community Living Essex County and Community Living Windsor to the Special Education Advisory Committee (SEAC) (C. Geml) 76-82
14. Notice of Motion: *None* --
15. Remarks and Announcements:
- a. Chairperson
 - b. Director of Education
 - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items
- a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*) --
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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
- Tuesday, February 28, 2012
 - ~~Tuesday, March 13, 2012~~ (**CANCELLED due to March Break**)
 - Tuesday, March 27, 2012
 - Tuesday, April 10, 2012
 - Tuesday, April 24, 2012
 - Tuesday, May 8, 2012

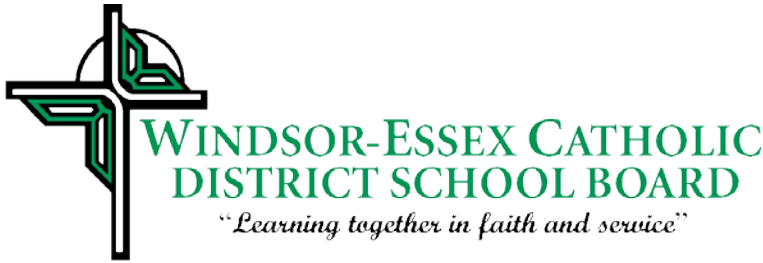
- Tuesday, May 22, 2012
- Tuesday, June 12, 2012
- **MONDAY**, June 25, 2012

20. Closing Prayer

21. Adjournment

Barbara Holland
Board Chairperson

Paul A. Picard
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

**REGULAR BOARD MEETING
Tuesday, February 14, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

F. Alexander	J. Macri
J. Courtney (<i>entered at 7:08 pm</i>)	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahon
F. Favot	L. Soulliere
B. Holland, Chair	
J. Najem, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Student Trustees Tavares

Administration:

P. Picard (Resource)	P. King
J. Bumbacco	P. Murray
C. Geml	C. Norris
M. Iatonna	S. O'Hagan-Wong
P. Littlejohns	J. Shea
A. Maghnieh	M. Seguin
E. Byrne	J. Ulicny

Recorder:

B. Marshall

1. Call To Order - Chair Holland called the meeting to order at 6:58 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance –Student Trustee Tavares sent regrets due to a prior commitment. Trustee Courtney arrived at 7:08 pm.
4. Approval of Agenda

Amendments:

- Agenda item 10b(i) under the Hiring section, add the first name **Gilda** after DiPonti

- Agenda item 12a) should read **2012** Temporary Borrowing Resolution – Annual Expenditures
- Agenda item 12b) should read **2012** Temporary Borrowing Resolution – Permanent Improvements

Moved by Trustee Macri and seconded by Trustee McMahon that the February 14, 2012 Regular Board meeting agenda be approved as amended. Carried

5. Questions Pertaining to Agenda: *None*
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act: *None*
7. Presentations: *None*
8. Delegations: *None*
 - a. Delegation Regarding Items Not on the Agenda
 - b. Delegations Regarding Items On the Agenda
9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, January 31, 2012

Moved by Trustee Alexander and seconded by Trustee Macri that the minutes of the Committee of the Whole Board In-Camera meeting of January 31, 2012 be adopted as distributed. Carried

- ii) Minutes of Regular Board Meeting, January 31, 2012

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of January 31, 2012 be adopted as distributed. Carried

- b. Items from the convened in-camera meeting of February 14, 2012

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 14, 2012 pursuant to the Education Act - Section 207, to consider specific personnel and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of February 14, 2012 be approved. Carried

Vice Chair DiMenna made the following announcements:

From the February 14, 2012 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated February 14, 2012
- denied an application for a Study/Research Development Leave Plan

10. Communications:
- a. External (Associations, OCSTA, Ministry): *None*
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report

Under the Hiring section, add the first name Gilda to DiPonti.

Moved by Trustee Macri and seconded by Trustee McMahon that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated February 14, 2012. Carried

- ii) Report: 2011-12 First (1st) Interim Financial Report

Executive Superintendent Iatonna explained the first and future interim financial reports will follow the same format provided by the Ministry. The second report is expected in April. Executive Superintendent Iatonna indicated the February submission to the Ministry forecasted a \$2.7M deficit and changes implemented to offset the deficit will be reflected in the second interim report. He also mentioned Appendix B provides a percentage risk assessment compared to prior year percentage increase or decrease. Administration decided the forecast pressure point to be point five percent (0.5%).

Trustees enquired on the measures implemented to address the increasing deficit, the ability to incorporate more current figures, occasional teachers, principal replacements, and addressing the special education budget.

Moved by Trustee Favot and seconded by Trustee Macri that the Board receive the 2011-12 1ST Interim Financial Report as information. Carried

11. Unfinished Business: *None*

12. New Business:

- a. Report: 2012 Temporary Borrowing Resolution – Annual Expenditures

Trustees received a report indicating that a Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditure. The short-term loan is required to bridge finance the Board's capital expenditures that will ultimately be debentured and finance operations when expenses exceed revenues, a situation that occurs at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities.

Moved by Trustee Alexander and seconded by Trustee Macri that the Board approve the 2012 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$53,975,000 to meet, until current revenues are collected, the current expenditures of the Board for 2012. Carried

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2012 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 14th day of February 2012.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) considers it necessary to borrow the amount of up to \$53,975,000 to meet, until current revenues are collected, the current expenditures of the Board for 2012.

AND WHEREAS the total amount borrowed pursuant to this Resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$53,975,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board for the monies borrowed hereunder;

Provided, however, that the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in Schedule 1 to the Bank Act plus 100 basis points.

2. The Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies compromising the current revenues of the Board hereafter received.
3. The Treasurer of the Board is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenues already collected.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which resolution remains in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 14th day of February 2012.

b. Report: 2012 Temporary Borrowing Resolution – Permanent Improvements

Trustees received a report indicating that a separate resolution is required to segregate the capital portion of the loans in the amount of \$23,975,000 to bridge financing until a debenture is issued.

Moved by Trustee DiMenna and seconded by Trustee Macri that the Board approve the 2012 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$23,975,000 to bridge finance the permanent improvements of the Board for 2012. Carried

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2012 TEMPORARY BORROWING RESOLUTION – PERMANENT IMPROVEMENTS**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 14th day of February 2012.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) is permitted to borrow money pursuant to the provisions of Section 247 of the Education Act (the “Act”) for the raising of funds to finance certain permanent improvements as more particularly described in this Resolution.

AND WHEREAS:

- A. The Board has authorized the permanent improvements in the amount of \$23,975,000;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce (“CIBC”) for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the permanent improvements is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board are hereby authorized on behalf of the Board to borrow \$23,975,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board are hereby authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which Resolution remain in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 14th day of February 2012.

- c. Report: Policy Development and Proposal for Public Consultation: Policy H: 03 Hiring and Promotion

Manager of Human Resources and Policy Development Colleen Norris explained the board currently has a policy for the hiring of teachers and a policy for the hiring of administration and support staff. This revised policy incorporates the two to guide in the hiring of all employees. Two policy procedures will be developed to address the hiring of teachers and the hiring of administration and support staff.

Administration's intent to bring forward the Hiring and Promotion policy prior to the thirty day (30) consultation period is to notify and solicit input from public stakeholders. The policy will follow the normal policy review process and will be posted on the board's website.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive as information Draft Policy H: 03 Hiring and Promotion which is being proposed for public consultation. Carried

13. Committee Reports: *None*

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson Holland mentioned the board received a thank you card from former trustee Patrick Keane for the recent Blessing of the Plaque in his honour. She also thanked Assumption College principal Joe Ibrahim, Religion Consultant Betty Brush and Campus Minister Linda Presello for their input during the blessing. Trustee Holland thanked trustees, teachers and administration involved in the Accommodation Review Committees (ARC) and thanked Trustees McMahan and Mastromattei for their involvement in the boundary reviews.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
- Catholic Faith Formation:* Both secondary and elementary students will be involved in a Social Justice forum next week, and Ash Wednesday, the first day of Lent, is February 22. This day marks the first day of our forty day liturgical period of prayer and fasting.
- Employee Development and Student Achievement Initiatives:* Workshops for the following programs: New Teacher Induction Program; Principal's mentoring; and Grade 9 Applied Math. Also, various Subject Council meetings will occur within the next two weeks.
- Community Engagement and Partnerships:* The Accommodation Review, Boundary and Program Adjustment public meetings continue. Please refer to the Board's website for dates, time and locations. Also, echoed Chair Holland's remarks on the amount of work and time

involved for trustees, administration and executive assistants towards the ARC's.

Miscellaneous: Registration for Junior and Senior Kindergarten has begins this week.

Elementary schools will be hosting an Open House tomorrow night from 5:00 to 7:00 p.m.

- c. Board Chaplain Brunet likes how the Director begins his remarks with faith development. Also, mentioned that February 22nd is Ash Wednesday, the first day of Lent which should be a time of spiritual renewal. Rev. Brunet encourages all to include quiet reflective time during this Lenten season.

16. Remarks/Questions by Trustees

Trustee DiMenna mentioned the Little Shop of Horrors is playing at Cardinal Carter Catholic Secondary school Thursday to Saturday, February 16 to February 18.

Trustee Alexander enquired on the Commission on the Reform of Ontario's Public Services, commonly known as the Drummond Report, that is expected to be released tomorrow. Director Picard mentioned that Strategic Planning and Communications Officer Al Maghnieh has been closely monitoring the situation and invited Mr. Maghnieh to speak. Mr. Maghnieh reported the next couple of years will be difficult. Some of the Drummond recommendations dealing with education include the cap on class sizes will be removed, the suggestion of eliminating Full Day Early Learning, reforms for compensation for senior executives, and many others. He cautions trustees that the Drummond report is only recommendations presented to the government and it will be decision of the government to implement, disregard or expand on the recommendations but also encourages trustees to prepare themselves, reforms are imminent.

Trustee Soulliere echoed Chair Holland's comments and also thanked administration and trustees but especially community members and parish priests for the time, effort, and dedication towards ARC process.

Student Trustee Najem mentioned that he and fellow Student Trustee Tavares attended the Ontario Student Trustees' Association conference in Ottawa. He thanked trustees, administration, and Mr. Tavares for giving them the opportunity to develop further by gaining knowledge and insight from other students and guest speakers.

17. Pending Items

- a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)

Chair Holland indicated the above deferred report is expected to be received within eight (8) weeks.

18. Continuation of In-Camera, if required. - *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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- Tuesday, February 28, 2012
- ~~Tuesday, March 13, 2012~~ (**CANCELLED due to March Break**)
- Tuesday, March 27, 2012

- Tuesday, April 10, 2012
 - Tuesday, April 24, 2012
 - Tuesday, May 8, 2012
 - Tuesday, May 22, 2012
 - Tuesday, June 12, 2012
 - **MONDAY**, June 25, 2012
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of February 14, 2012 adjourned at 7:48 p.m.

Not Approved

Barbara Holland
Board Chairperson

Paul A. Picard
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barb Holland
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
February 28, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Jamie Bumbacco, Executive Superintendent of Human Resources
Patrick Murray, Superintendent, Human Resources
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 28, 2012 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 28, 2012

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 21, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 21, 2012

February 28, 2012

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

	Employee Name	Position	Date
HIRING	Caradonna, Jason	Part-Time Custodian	December 12, 2011
	Vigneux, Fred	Part-Time Custodian	February 13, 2012
	Williams, Mike	Part-Time Custodian	December 12, 2011
RETIREMENT:	Llanes, Alba	Custodian	July 31, 2012
	Llanes, Jose	Custodian	July 31, 2012
	Meloche, William	Secondary Teacher	June 30, 2012
	Wilkinson, Mary	Elementary Secretary	March 14, 2012
RESIGNATION:			



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Barbara Holland
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 February 28, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business

SUBJECT: **COMPENSATION FOR USE OF AUTO - ANNUAL REVIEW OF MILEAGE RATE 2012**

RECOMMENDATION:

That the Board receive the report on Compensation for Use of Auto - Annual Review of Mileage Rate 2012 as information.

SYNOPSIS:

In accordance with Board Policy A:04 Travel, Meal, Professional Development and Compensation For Use of Auto and its supporting Administrative Procedures, administration 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 five years. By way of comparison, the Ministry of Education rates contained in the Province's most recent April 2010 expense directive are as follows:

Total Kilometres Driven Per Fiscal Year	\$ Rate Per Kilometre Southern Ontario	\$ Rate Per Kilometre Northern Ontario
0 to 4,000	0.40	0.41
4,001 to 10,700	0.35	0.36
10,701 to 24,000	0.29	0.30
More Than 24,000	0.24	0.25

Revenue Canada specifies allowance rates below for 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)
2012	0.53	0.47
2008, 2009, 2010, 2011	0.52	0.46
2006, 2007	0.50	0.44
2005	0.45	0.39

Another comparison can be found through the Canadian Automobile Association's (CAA's) annual Driving Costs report. For a typical small sedan, 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.)
Jun. 2011	1.29	0.494	0.414
Dec. 2009	1.02	0.474	0.394
Jan. 2009	0.82	0.469	0.384
Jun. 2008	1.40	0.524	0.411

It is noted that the current gas price in the Windsor area is at approximately \$1.23 per litre, which is slightly above the average of prices noted in the above table since June 2008.

On the basis of all of the information provided, it appears that the Board's \$0.46 per kilometre mileage rate remains appropriate.

FINANCIAL IMPACT:

Provided in the Background Comments section.

TIMELINES:

Not applicable.

APPENDICES:

None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 21, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 21, 2012



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
February 28, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Business

SUBJECT: **PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996
DISCLOSURE FOR 2011**

RECOMMENDATION:

**That the Board receive the Public Sector Salary Disclosure Act, 1996 –
Disclosure for 2011 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. Under the Act, this information must be submitted to the Ministry of Education by the fifth business day of March each year, which for this year is March 7th, and made publicly available without charge by March 31, 2012.

BACKGROUND COMMENTS:

The attached Record of Employees' 2011 Salaries and Benefits provides this information for the Windsor-Essex Catholic District School Board.

FINANCIAL IMPACT:

N/A

TIMELINES:

Provided in the Synopsis section above.

APPENDICES:

- Record of Employees' 2011 Salaries and Benefits
- Record of Employees' 2011 Salaries and Benefits - Employees Seconded to Ministries

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 21, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 21, 2012

RECORD OF EMPLOYEES' 2011 SALARIES AND BENEFITS
REGISTRE DES TRAITEMENTS ET AVANTAGES VERSÉS AUX EMPLOYÉS EN 2011

Please refer to the guide Preparing Your Report for the Year 2011, *Public Sector Salary Disclosure Act* before filling out this form.
 Se reporter au guide de Préparation du rapport de 2011 aux fins de la *Loi de 1996 sur la divulgation des traitements dans le secteur public* pour remplir la présente formule.

Cal Year / Année civile	Sector / Secteur	Employer / Employeur	Surname / Nom de famille	Given Name / Prénom	Position Title / Poste	Salary Paid / Traitement versé	Taxable Benefits / Avantages imposables
Insert additional rows at the end as needed / Insérer d'autres rangées au besoin							
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	AMELIA CHIASSON	LAURA	Elementary Teacher	102,137.32	\$323.84
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BACHETTI	GIUSEPPE	Elementary Principal	116,719.21	\$999.98
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BAGGIO	DORIS	Elementary Principal	116,403.54	\$583.24
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BAGGIO	LUIGI	Secondary Vice Principal	109,211.08	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BARICHELLO	MARIE	Elementary Principal	127,567.45	\$6,109.64
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BEAUREGARD	JEAN-PIERRE	Elementary Principal	117,044.87	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BELLAIRE	KEVIN	Elementary Principal	117,484.67	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BELLAIRE	STEVEN	Elementary Principal	116,094.33	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BELTRAN	LAURA	Secondary Vice Principal	104,726.69	\$952.62
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BERTUCCI	ALDO	Secondary Vice Principal	103,767.81	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BISHOP	DAVID	Elementary Vice Principal	101,179.63	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BLAIN	ANNE	Elementary Vice Principal	110,340.93	\$746.38
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BOUDREAU	LISA	Elementary Principal	117,678.30	\$980.63
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BRUNET	DWAYNE	Secondary Vice Principal	107,185.34	\$600.77
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BULL	CARL	Elementary Principal	116,320.51	\$980.63
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BUMBACCO	JAMIE	Executive Superintendent of Education - Human Resources	158,769.99	\$3.81
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	BYRNE	EMELDA	Superintendent of Education	142,606.28	\$6,631.68
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CANO	GENEVIEVE	Secondary Vice Principal	104,183.29	\$595.15
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CARR	ELAINE	Secondary Teacher Consultant	101,170.15	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CASALENA	CARMELA	Elementary Principal	113,927.58	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CHAMBERS	JEFFREY	Elementary Vice Principal	102,498.78	\$592.83
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CHARRON	JOSEPH	Secondary Vice Principal	112,248.31	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CHIANDUSSI	JOANNE	Secondary Vice Principal	104,183.29	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	COCCHETTO-PICCO	VELMA	Elementary Principal	116,155.98	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	COLLEY-VEGH	SHERRILYNN	Secondary Principal	125,175.21	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CONTE	LUIGI	Secondary Vice Principal	121,591.86	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CORISTINE	RYAN	Secondary Vice Principal	101,732.45	\$744.38
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	COSSARINI	DARLENE	Secondary Vice Principal	104,183.29	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	COWAN	KYLE	Secondary Teacher	101,278.96	\$710.98
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	CUSINATO	MICHAEL	Elementary Principal	108,242.59	\$955.09
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DARAGON	ELISE	Elementary Principal	117,771.01	\$590.89
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DAVIS	ARLENE	Secondary Vice Principal	108,900.26	\$2,245.44
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DELPERCIO-MEJALLI	YOLANDA	Secondary Teacher	169,700.47	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DI MEO-EASBY	SUSANNA	Elementary Principal	113,965.38	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DI PAOLO	SOPHIA	Elementary Vice Principal	101,495.58	\$364.40
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DI PIETRO	FRANCESCO	Secondary Teacher Consultant	100,870.13	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DIPASQUALE	LINDA	Elementary Principal	109,297.57	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	DRAGO	IAN	Elementary Principal	111,392.67	\$968.06
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	FACCHINATO	CYNTHIA	Secondary Vice Principal	104,183.29	\$594.23
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	FACCHINERI	AMY	Secondary Vice Principal	104,183.29	\$957.26
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	FAIRLIE	JEFFREY	Elementary Vice Principal	101,179.63	\$931.72
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	FARRAND	MELISSA	Elementary Principal	118,370.94	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	FAVERO	DEAN	Elementary Vice Principal	102,476.42	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	FLANAGAN	ROBERT	Elementary Vice Principal	101,179.63	\$935.18
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	GEBRAIL	ANTHONY	Elementary Vice Principal	102,044.82	\$938.23
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	GEML	MARY	Associate Director of Education	179,208.41	\$0.00

RECORD OF EMPLOYEES' 2011 SALARIES AND BENEFITS
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Cal Year / Année civile	Sector / Secteur	Employer / Employeur	Surname / Nom de famille	Given Name / Prénom	Position Title / Poste	Salary Paid / Traitement versé	Taxable Benefits / Avantages imposables
Insert additional rows at the end as needed / Insérer d'autres rangées au besoin							
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	GRECO	FILOMENA	Secondary Vice Principal	108,900.31	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	HALL	FRANCINE	Elementary Vice Principal	100,963.87	\$364.40
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	HAMLIN	KEVIN	Secondary Principal	125,079.36	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	HEDDERSON	PATRICIA	Secondary Principal	118,964.72	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	HICKSON	PATRICK	Secondary Vice Principal	115,281.33	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	HOGAN	BRIAN	Secondary Teacher	102,364.13	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	HRYSYK	PETER	Secondary Vice Principal	111,349.86	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	IACONO	GIUSEPPE	Elementary Principal	117,258.47	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	IATONNA	MARIO	Executive Superintendent of Business	166,663.67	\$0.00
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	IBRAHIM	JOSEPH	Secondary Principal	122,732.38	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	JOLICOEUR	GREGORY	Elementary Principal	116,289.18	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KANE	GERALYN	Elementary Teacher	103,695.14	\$100.64
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KANE	LEONARD	Secondary Teacher	109,148.83	\$122.80
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KESSLER	KAREN	Secondary Teacher Consultant	100,870.13	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KING	PENNY	Senior Manager of Finance	122,840.96	\$1,264.46
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KITTL	JAMES	Secondary Vice Principal	104,183.29	\$946.30
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KOBROSLI	MARGARET	Elementary Vice Principal	101,179.63	\$931.72
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KOLOFF	DANIELLE	Secondary Vice Principal	104,483.29	\$946.30
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	KREBS	CATHERINE	Secondary Teacher	122,813.41	\$710.98
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LABUTE	DAVID	Secondary Vice Principal	108,900.31	\$601.42
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LAPORTE	DANIEL	Elementary Principal	116,213.13	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LARSEN	KIM	Secondary Vice Principal	108,900.31	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LIPARI	MARISA	Secondary Vice Principal	107,589.34	\$956.26
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LITTLEJOHNS	PAULETTE	Senior Manager of Facilities & Support Services	134,018.05	\$4,197.12
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LOFASO	EMILIA	Secondary Vice Principal	118,912.53	\$593.36
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LOFASO	ROSA MARIA	Secondary Vice Principal	107,185.47	\$4,461.17
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	LOZINSKY	DAVID	Elementary Principal	117,661.50	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MACAPAGAL	FREDERICK	Elementary Vice Principal	102,407.16	\$934.49
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MANCINI	ANNA	Elementary Vice Principal	101,179.63	\$931.72
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MARENCHIN	BRIAN	Elementary Principal	112,910.58	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MC WILLIAMS	COLLEEN	Elementary Principal	116,360.73	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MCCARTHY	KENNETH	Secondary Consultant	100,870.13	\$406.47
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MCKENZIE	GARY	Risk Assessment Manager	101,667.96	\$7,348.48
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MELITO	ANNA MARY	Elementary Principal	116,137.53	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MERRITT	CHRISTINA	Elementary Vice Principal	103,392.95	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MINELLO	JAMES	Secondary Principal	134,888.50	\$546.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MOULAND	PATRICIA	Secondary Vice Principal	112,248.31	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	MURRAY	PATRICK	Superintendent of Human Resources	141,471.88	\$6,631.68
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	NAICKER	ALLIEMUTHU	Secondary Vice Principal	103,863.73	\$798.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	NELSON	CATHERINE	Elementary Principal	116,516.84	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	NORRIS	COLLEEN	Manager of Human Resources & Policy Development	101,667.96	\$4,373.85
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	O'BRIGHT	JACQUELINE	Elementary Vice Principal	101,179.63	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	O'HAGAN-WONG	SHARON	Superintendent of Education	142,006.28	\$6,637.59
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	OUELLETTE	JONI	Elementary Principal	117,788.55	\$569.64
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PALLISCO	RITA	Elementary Principal	118,071.14	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PANNUNZIO	MICHAEL	Elementary Principal	122,359.98	\$596.99
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PARENT	KEITH	Secondary Teacher	101,342.28	\$710.98

RECORD OF EMPLOYEES' 2011 SALARIES AND BENEFITS
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Cal Year / Année civile	Sector / Secteur	Employer / Employeur	Surname / Nom de famille	Given Name / Prénom	Position Title / Poste	Salary Paid / Traitement versé	Taxable Benefits / Avantages imposables
Insert additional rows at the end as needed / Insérer d'autres rangées au besoin							
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PATTERSON	SUSAN	Secondary Vice Principal	100,724.81	\$393.12
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PETRO	DAVID	Secondary Teacher	100,017.42	\$412.07
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PICARD	ERIN	Chief Psychologist	101,956.85	\$7,707.55
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PICARD	PAUL	Director of Education	215,012.49	\$24.84
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PIO	MICHAEL	Elementary Vice Principal	101,179.63	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	POISSON	JENNIFER-JANE	Secondary Teacher	111,181.43	\$122.80
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	POISSON	LEE-ANN	Elementary Principal	103,899.97	\$966.57
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	POWER	KELLY ANN	Elementary Consultant	100,810.17	\$663.11
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	PRSA	PAMELA	Elementary Principal	117,149.72	\$991.61
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	REYNOLDS	MARY	Elementary Vice Principal	103,098.78	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	RICE	ANDREA	Secondary Teacher	105,408.31	\$738.81
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	RILLEY	KELLY	Elementary Principal	116,838.70	\$986.86
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	RIVAIT	BRIAN	Elementary Principal	117,018.32	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	RIVARD	JEFFREY	Secondary Vice Principal	104,183.49	\$813.66
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	ROBERTS	BRENDAN	Secondary Vice Principal	108,900.31	\$959.61
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	ROBERTS	KEVIN	Elementary Vice Principal	101,179.63	\$595.91
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	RUSSO	BRIDGET	Elementary Principal	116,493.46	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SADLER	DOUGLAS	Secondary Vice Principal	107,829.97	\$601.50
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SARKIS	NANCY	Elementary Principal	117,594.30	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SAVAGE	DONNA	Elementary Vice Principal	102,476.38	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SHELL	JOAN	Elementary Principal	116,140.14	\$583.24
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SCHILLER	JEREMY	Secondary Vice Principal	100,614.28	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SCHULERT	SEAN	Elementary Principal	117,738.15	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SEBBEN CERCHIE	ELLEN	Elementary Consultant	100,614.60	\$323.84
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SEGUIN	MICHEAL	Superintendent of Education	142,006.28	\$6,642.31
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SHEA	BARBARA(JOANNE)	Superintendent of Education	139,405.77	\$6,637.26
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SISCO	JOSEPH	Secondary Teacher Consultant	104,999.86	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SLEIMAN	SAM	Secondary Vice Principal	109,377.55	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	SORGE	TANIA	Elementary Vice Principal	101,179.63	\$931.72
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	ST. PIERRE	MARY	Elementary Principal	116,285.13	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	ST. PIERRE	MICHEL	Secondary Teacher Consultant	101,170.25	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	STANLEY-DAUPHIN	BRENDA	Elementary Vice Principal	102,476.38	\$934.49
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	STAUDT	LINDA	Superintendent of Education	160,391.29	\$0.00
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	TRACEY	PATRICK	Secondary Teacher	104,012.10	\$393.12
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	TUER	IMMACOLATA	Elementary Principal	103,832.57	\$955.09
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	ULICNY	JOHN	Superintendent of Education	133,899.97	\$6,648.21
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	UROS	NATALIA	Secondary Teacher	104,331.58	\$395.92
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	VAILLANCOURT	WILLIAM	Elementary Principal	115,841.05	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	VILLALTA	MARILYN	Elementary Principal	117,005.87	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	VIVIER	ZINA	Elementary Principal	117,754.50	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	WALKER	VICKY	Elementary Vice Principal	105,006.80	\$519.06
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	WILK	CAROL	Elementary Principal	116,342.73	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	WILSON	ESTER	Elementary Principal	115,266.85	\$587.52
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	WISMER	MARISA	Elementary Vice Principal	101,020.53	\$587.52

RECORD OF EMPLOYEES' 2011 SALARIES AND BENEFITS
REGISTRE DES TRAITEMENTS ET AVANTAGES VERSÉS AUX EMPLOYÉS EN 2011

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Cal Year / Année civile	Sector / Secteur	Employer / Employeur	Surname / Nom de famille	Given Name / Prénom	Position Title / Poste	Salary Paid / Traitement versé	Taxable Benefits / Avantages imposables
Insert additional rows at the end as needed / Insérer d'autres rangées au besoin							
This record has been approved by: / Ce registre a été approuvé par :							
Paul A. Picard					Director of Education		
Name / Nom					Position Title / Poste		
519-253-2481							
Phone Number / Téléphone					Date / Date		
Prepared under the <i>Public Sector Salary Disclosure Act, 1996</i> / <i>Préparé en vertu de la Loi de 1996 sur la divulgation des traitements dans le secteur public.</i>							

RECORD OF EMPLOYEES' 2011 SALARIES AND BENEFITS - EMPLOYEES SECONDED TO MINISTRIES REGISTRE DES TRAITEMENTS ET AVANTAGES VERSÉS AUX EMPLOYÉS EN 2011 - EMPLOYÉS EN DÉTACHEMENT AUPRÈS D'UN MINISTÈRE							
Please refer to the guide Preparing Your Report for the Year 2011, <i>Public Sector Salary Disclosure Act</i> before filling out this form. Se reporter au guide de Préparation du rapport de 2011 aux fins de la <i>Loi de 1996 sur la divulgation des traitements dans le secteur public</i> pour remplir la présente formule.							
Cal Year / Année civile	Sector / Secteur	Employer / Employeur	Surname / Nom de famille	Given Name / Prénom	Position Title / Poste	Salary Paid / Traitement versé	Taxable Benefits / Avantages imposables
Insert additional rows at the end as needed / Insérer d'autres rangées au besoin							
2011	School Boards / Conseils scolaires	Windsor-Essex Catholic District School Board	STAUDT	LINDA	Superintendent of Education	160,391.29	\$0.00
To the best of my knowledge and belief, this information is complete, accurate, reliable and is in accordance with the <i>Public Sector Salary Disclosure Act, 1996</i> , and meets the filing requirements as provided by the Ministry of Finance. À ma connaissance, les renseignements figurant dans le Registre des traitements et avantages versés aux employés pour l'année civile 2011 sont complets, exacts, fiables et conformes à la <i>Loi de 1996 sur la divulgation des traitements dans le secteur public</i> . De plus, ils respectent les exigences en matière de présentation de documents fixées par le ministère des Finances.							
This record has been approved by: / Ce registre a été approuvé par :							
Paul A. Picard			Director of Education				
Name / Nom					Position Title / Poste		
519-253-2481							
Phone Number / Téléphone					Date / Date		
Prepared under the <i>Public Sector Salary Disclosure Act, 1996</i> / Préparé en vertu de la <i>Loi de 1996 sur la divulgation des traitements dans le secteur public</i> .							



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
February 28, 2012

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business
SUBJECT: **EMPLOYEE PURCHASING CARD USE 2010-11**

RECOMMENDATION:

That the Board receive the Employee Purchasing Card Use 2010-11 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 2010-11 budget year.

BACKGROUND COMMENTS:

Authorization of Users:

Purchasing cards are issued to users who have been approved by Executive Council. In 2010-11, the Board had fifty-seven corporate Purchasing Cards issued to administrative and maintenance employees. Board Trustees and Student Trustees are not issued purchasing and/or credit cards. When required, a purchasing card issued to administration is used to confirm travel/accommodation arrangements related to Board 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.

Expenses:

The 2010-11 Purchasing Card Summary is listed in Appendix A. The purchasing cards issued to administrative staff are primarily used for Board business meetings and professional development expenditures, including expenditures incurred by staff in attendance at these meetings. Sixty-nine percent of the expenditures are purchases of

goods and services by Facilities Services. Expenditures associated with the Board purchasing cards include:

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

There are 5 purchasing cards which have credit limits of \$10,000 and a single purchase limit of \$5,000.

There are 24 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 Senior Administration totals \$30,627. 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/utility employees varies given the difference in job requirements, particularly for completing urgent repairs in a timely manner.

FINANCIAL IMPACT:

For the 2010-11 fiscal period, a total of \$148,254 was expended through the Board's twenty-seven administrative cards and \$329,285 through the Board's thirty Facilities Services employee cards, for a grand total of \$477,539.

TIMELINES:

This report covers the period from September 1, 2010 through August 31, 2011.

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 21, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 21, 2012

Appendix A

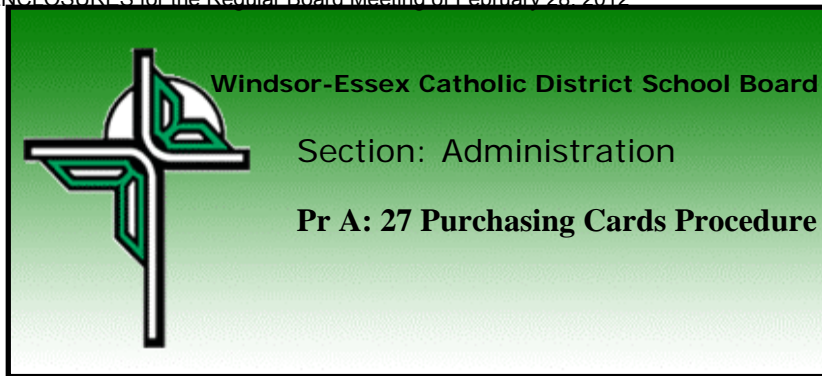
**Windsor-Essex Catholic District School Board
PURCHASING CARD SUMMARY
September 2010 - August 2011**

Title of Cardholder	Amount
SENIOR ADMINISTRATION	
Director of Education	\$ 10,614
Executive Superintendent of Human Resources	3,357
Associate Director of Education - Student Achievement K-12	4,883
Executive Superintendent of Business	11,772
	<u>30,627</u>
ADMINISTRATION	
Superintendent of Human Resources	4,289
Superintendent of Education - Student Achievement K-12	14,985
Superintendent of Education - Student Achievement K-12	10,597
Acting Superintendent of Education - Student Achievement K-12	9,547
Superintendent of Education - Student Achievement K-12	3,519
Senior Manager, Facilities and Support Services	1,524
Principal of Continuing Education	2,160
Manager of Human Resources and Policy Development	1,009
Communications Officer	2,895
Risk Assessment Manager	2,981
Executive Assistant to the Board	6,827
	<u>60,332</u>
CONSULTANTS	
Elementary Curriculum	3,999
Elementary Curriculum	1,260
Elementary Curriculum	2,788
Elementary Curriculum	2,245
Secondary Curriculum	2,419
Secondary Curriculum	2,621
International Education	2,883
OYAP	4,243
	<u>22,457</u>
IT DEPARTMENT	
Acting Superintendent of Education - Student Achievement K-12	4,706
Information Technology	1,175
Communication Cabling Technician	2,840
Computer Services Technician	26,117
	<u>34,838</u>
FACILITIES SERVICES	
Supervisor, Operations Services	3,615
Foreperson, Maintenance Services	1,001
Maintenance Employee	27,457
Maintenance Employee	15,179
Maintenance Employee	17,434
Maintenance Employee	25,079

Appendix A

**Windsor-Essex Catholic District School Board
PURCHASING CARD SUMMARY
September 2010 - August 2011**

Title of Cardholder	Amount
Maintenance Employee	\$ 5,676
Maintenance Employee	2,205
Maintenance Employee	7,801
Maintenance Employee	68
Maintenance Employee	34,736
Maintenance Employee	14,621
Maintenance Employee	6,932
Maintenance Employee	29,699
Maintenance Employee	6,442
Maintenance Employee	4,639
Maintenance Employee	5,443
Maintenance Employee	901
Maintenance Employee	12,925
Maintenance Employee	8,976
Maintenance Employee	459
Maintenance Employee	6,007
Maintenance Employee	25,456
Maintenance Employee	4,159
Maintenance Employee	28,254
Maintenance Employee	6,962
Maintenance Employee	24,536
Maintenance Employee	1,722
Maintenance Employee	900
	<u>329,285</u>
<hr/>	
Total Purchasing Card charges for period September 2010 to August 2011	\$ 477,539



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

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.

- 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.

- 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.

- 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

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: Barbara Holland
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 February 28, 2012

BOARD REPORT

PRESENTED FOR: Public In-Camera
 Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business

SUBJECT: **2012-13 BUDGET SCHEDULE**

RECOMMENDATION:

That the Board receive the report on the 2012-13 Budget Schedule as information.

SYNOPSIS:

In order to provide an orderly process for the preparation of the 2012-13 Budget, a proposed schedule has been developed.

BACKGROUND COMMENTS:

The proposed 2012-13 Budget Schedule is outlined in the attached Appendix A. It includes steps for soliciting input from school councils, committees and the general public.

FINANCIAL IMPACT:

Not applicable.

TIMELINES:

Timelines are noted in the attached Appendix A.

APPENDICES:

Appendix A: WECDSB 2012-13 Budget Process

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 22, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 23, 2012



APPENDIX A

WECDSB 2012-13 Budget Process

This document is meant to outline the annual budget process, along with general timelines for development of the operating and capital budgets.

Summary: Key Budget Stages and Activities

Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
1	Plan	Proposed budget timelines developed by Finance and communicated to all departments.	(1) Budget Timeline (2) Report to Board	Finance	Feb 28
2	Plan	Strategic classification of budget items.	(1) BDT with each account classified.	All Operating Departments	Feb 29 - Mar 9 (8 days)
3	Plan	Strategic prioritization of budget items to establish a list of trade-off items for Budget discussions. Consultation and review from Executive Council over trade-off items.	(1) BDT with discretionary items prioritized.	All Operating Departments	Feb 29 - Mar 9 (8 days)
4	Plan	Formal budget prioritization plan prepared by Finance.	(1) Budget Prioritization Plan	Finance	Mar 12 - Mar 16 (1 week)
5	Forecast	Enrolment forecast prepared by Human Resources and signed off by Executive Council. Forecast of staffing begins.	(1) Enrolment Forecast	Human Resources	Jan 9 – Feb 21 (6 weeks)



6	Forecast	Preliminary funding forecast prepared by Finance. Communication of anticipated budget challenges based on forecast.	(1) Preliminary Funding Forecast (2) Report to Board	Finance	(1) Feb 21 – Mar 8 (3 weeks) (2) Mar 27
7	Budget	Allocation of budget envelopes (salaries/benefits, departments, schools) prepared by Finance.	Preliminary Funding Forecast broken out by envelope with explanations	Finance	Mar 9
8	Budget	Preparation of departmental budgets (all departments), school budgets and salary and benefits budget development.	(1) Departmental & School Budgets (2) Preliminary Staff Allocation Forecast (3) Salary & Benefits Budget	(1) All Operating Departments (2) HR (3) Finance	(1) Mar 12 – Mar 30 (3 weeks) (2) Mar 30 (3) Mar 30 - Apr 11 (1 week)
9	Budget	Budget consolidation and listing of prioritization alternatives prepared by Finance. Staff allocation is conducted.	Consolidated Draft Budget with listing of prioritized alternatives	Finance	Mar 30 – Apr 12
10	Revise	Update report, draft budget and listing of prioritization alternatives tabled with Trustees, including potential alternative program delivery options and/or program reductions. EFIS is populated and updated to reflect GSN announcements.	(1) Draft Budget with pressures and reduction options (2) Report to Board	Finance	(1) Apr 12 (2) Apr 24
11	Revise	Trustee review phase including preparation of a short-list of budget prioritization alternatives for community input.	Short-list of budget prioritization alternatives to community	Trustees	Apr 24 – May 8 (2 weeks)



12	Revise	Community consultation period.	Feedback	Community and Finance	May 8 – May 22 (2 weeks)
13	Revise	Final draft budget documents revised and tabled. EFIS is updated and refined.	(1) Updated budget documents (2) Draft Final Budget tabled with Trustees (3) Report & Presentation to Board	Finance	(1) May 22 – May 29 (1 week) (2) Jun 12 (3) Jun 12
14	Approve	Final Trustee deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	Trustees and Community	(1) Jun 12 – Jun 25 (2 weeks) (2) Jun 25
15	Approve	Final Board approved budget submitted to Ministry of Education through EFIS.	Submitted Budget	Finance	June 29

BDT = Budget Development Template

EFIS = Education Finance Information System

GSN = Grant for Student Needs



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
February 28, 2012

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
 Jamie Bumbacco, Executive Superintendent of Human Resources
SUBJECT: **ABSENTEEISM UPDATE AND POLICY RECOMMENDATION**

RECOMMENDATION:

That the Board receive as information an absenteeism update and recommends the following:

- i) **the development of an Attendance Management/Support Policy and corresponding procedures**
- ii) **that the Board investigate the services and costs offered by SBCI (School Boards' Cooperative Inc.) to assist with our Absenteeism Management/Support procedures.**

SYNOPSIS: Following the Absence Report to the Board on January 17, 2012, Administration was directed to follow up with employee groups and to provide a course of action.

BACKGROUND COMMENTS: The Human Resources Administration staff scheduled meetings with the leaders of each employee group to initiate discussion on the impact of employee absences that are over and above Ministry funding and to discuss ways of addressing employee absence. The bulk of the meetings were held on February 8, 2012.

In addition, a number of School Boards were contacted and they provided valuable information on their processes, policies, etc. that would facilitate drafting our own policy and procedures to address chronic absenteeism of a small minority of our employees.

Statistics from eleven Boards provide supply teacher expenses for the 2009-2010 school year (refer to Appendix A).

Also, approximately thirty school Boards in Ontario have utilized the services offered by SBCI (refer to Appendix B – Website information).

Senior Administration is recommending the drafting of an Absenteeism Management /Support Policy that would include specific procedures for absenteeism. As with all new policies, the union groups and other stakeholders would have an opportunity to provide input prior to final approval.

FINANCIAL IMPACT: The Board presently utilizes the services of SBCI for WSIB (Workers' Safety Insurance Board) claims. For an additional \$7,500, they could provide a needs assessment at the outset in our development of a management/support program. Should the Board decide to utilize additional services offered by SBCI, there would be additional annual costs. These fees would range from approximately \$40,000 to \$60,000, dependent on the selection of services. Appendix C provides a framework.

Appendix D further outlines the services offered and potential cost recovery.

TIMELINES: N/A

APPENDICES:

Appendix A – Chart of Supply Costs

Appendix B – Information on SBCI

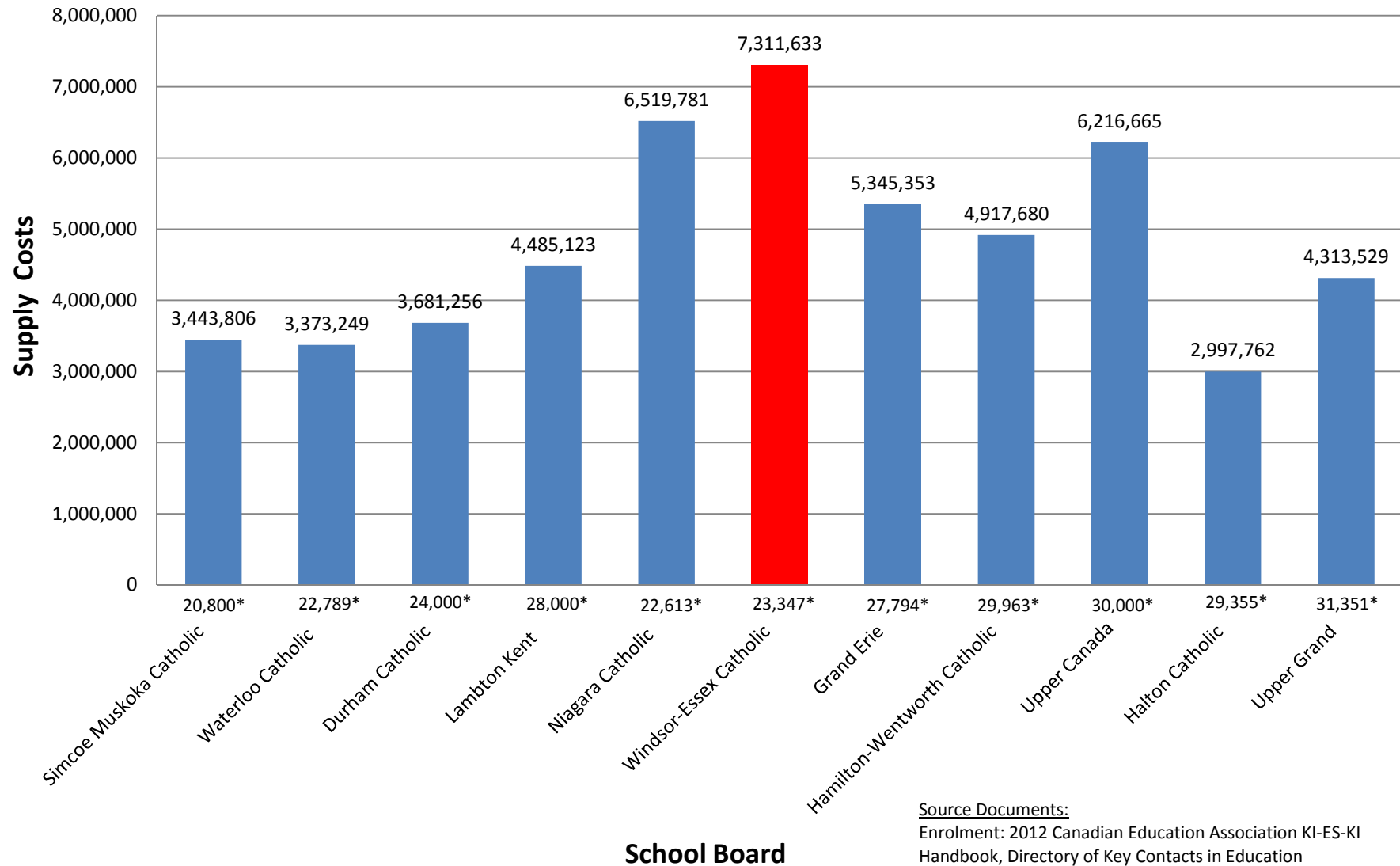
Appendix C – Costs / services breakdown of SBIC

Appendix D – Attendance Support Services Proposal

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Approval Date: February 21, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: February 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 21, 2012

SUPPLY TEACHER EXPENSES 2009-10 Financial Statements



* Sept. 2011 approx. Nominal Enrolment numbers

Source Documents:

Enrolment: 2012 Canadian Education Association KI-ES-KI Handbook, Directory of Key Contacts in Education
Financial Statements: Ministry of Education Compilation of School Boards' Financial Statements 2009-2010

Appendix B

copied from www.sbc.org

“AN INTRODUCTION TO SBCI

SCHOOL BOARDS' CO-OPERATIVE INC (SBCI) is a not-for-profit co-operative, established in 1994 by a number of Ontario school boards to provide advice and guidance on workers' compensation issues. We currently provide this service to the majority of Ontario's school boards.

Since 1994, our services have expanded to cover Health & Safety and Attendance/Disability Management. This expansion supports our view that all disability claims should be managed uniformly and ultimately begins with the prevention of absences. As your partner in creating and maintaining a Healthy Workplace, our promise is to support school boards by providing a continuum of services that promotes wellness, prevention, rehabilitation and return to work.

In addition to the human aspects dimension of disability management, **SBCI** also provides financial analysis of disability benefits including sick leave utilization studies and actuarial liability calculations for WSIB benefits, accumulated sick leave credits, retirement gratuities and post-retirement benefits. **SBCI** leads the way in helping school boards produce and maintain a healthy workplace.

ATTENDANCE MANAGEMENT PROGRAMME -

SBCI's Attendance Management Program has been designed around industry best practices and standards as well as our unique experiences with school board clients to have a flexible and adaptable approach to the unique features and environment within a school board.

SBCI's Attendance Management Program includes both qualitative and quantitative components:

- benchmarking
- comparative analysis with other school boards
- policy and procedure development
- sick leave administration review
- accountability structure, roles and responsibilities
- established thresholds - data tracking, monitoring and reporting
- Parklane Shared Attendance Management Module
- training - communication strategy
- consistent early support and coaching levels
- legislative review
- evaluation, monitoring and annual reports

The Attendance Management Program is designed, developed and implemented in a customized approach to each school board to ensure successful outcomes. A strategy and planning session is provided in the beginning stages to ensure expectations and the school board visions are achieved. Our five step plan will ensure a comprehensive program that will assist school boards in the management and support of employees who are struggling to maintain regular attendance.”

Appendix C

SBCI Proposal is an initial \$7500 onetime fee which includes:

- initial meeting with all key Human Resources individuals
- requires one to two days to gather information
- pulls data from IPPS and analyzes with a focus on 5 major employee groups
- review the collective agreement language for each union group
- all information put together in a comprehensive report and will focus on best practices
- SBCI will present information to Executive Council and explain cost savings

Additional Costs and Services

- yearly fee is equivalent to what we pay for WSIB services annually, approximately \$40,000 - \$60,000
- it is a set yearly fee
- fee is set up in accordance with school boards, "not for profit"
- out of 72 school boards in Ontario, approx 56 are clients of SBCI of some sort, approximately 30 for attendance support
- they estimate the need for the full service package for 3 years
- service can be reduced at the conclusion of the three year period and customized to focus on immediate needs or individual case management

Appendix D

Attendance Support Services:

School Boards' Co-operative Inc.

Background:

We are a not for profit organization established in 1994 by a number of Ontario school boards to provide advice and guidance on workers' compensation issues. Since that time we have expanded our services considerably, and as you know, also provide advice, guidance and program development to support and manage non-occupational absences – the Attendance Support Program.

This expansion supports our view and the school boards understanding, that all disability absences whether occupational (WSIB) or non-occupational, need to be managed uniformly and consistently.

As the Windsor-Essex Catholic District School Board is struggling to manage your non-occupational absences, SBCI would be pleased to work with your school board to help develop and implement a successful Attendance Support strategy and program.

Employee absenteeism is an important challenge for Ontario school boards. There are tremendous savings to be realized by reducing unnecessary absences and promoting a workplace culture of wellness and quality. Also, because of the correlation between the superior attendance performance of teachers and improved student achievement, an effective Attendance Support Programme should lead to improvements in the quality of education for students.

Assessing the Impact of Absenteeism:

SBCI has analyzed the attendance data provided by numerous school boards and have been able to project the expected post-development saving for reducing absenteeism. In looking at other Ontario school boards we have worked with, the projected saving for a school board with an approximate full time equivalent (FTE) number of staff being 1,400, their projected yearly savings was \$450,000 yearly. A second example of a school board with an FTE of approximately 3,800 had a yearly projected saving of \$1,200,000. We would expect your school board therefore could save somewhere between \$700,000 to \$800,000/year. This can be more accurately assessed and projected through a needs assessment. Although many of our school board members are still in the process of developing and implementing different stages of the Attendance Support Program we do have a number of school boards who after full implementation, have realized these types of projected savings.

The savings shown above are readily achievable. The initial target is an average savings of one day per FTE per year and is expected to be realized by virtue of the implementation of a pro-active Attendance Support Programme which adheres to industry best practices as recognized by industry experts. The initial target projected savings for the Boards are annually, not a one time cost.

To implement a comprehensive Attendance Support Program takes resources and time. Upon meeting with the Ministry of Education and reviewing their perspective on the implementation of such programs we provide you with the following quote from their Operational Reviews:

“Dedicated resources can be critical for the success of Attendance Management Program. The cost is often more than offset by the reduction of costs associated with reduction.”

If the school board decided to proceed with SBCI's Attendance Support Services we would recommend that you start with a Needs Assessment to get both a quantitative and qualitative perspective of where your processes and data currently sits, as well as a perspective on any existing gaps that will need to be closed to implement a successful program.

SBCI's Attendance Support Services include advice, guidance and training in all stages of development, implementation and evaluation of your Attendance Support Program. You have an array of services similar to your Workers Compensation Services but above the day to day advice and guidance we are partnering with you in the actual planning and development of your program. You will have a dedicated Attendance Support Consultant that is available to you as needed by phone or with visits to you school board (as mutually agreed upon) to work directly with you, through the various stages of the Attendance Support Program which also includes: education to all stakeholders, training, communication strategies, tools (customized medical certificates and letters) etc. We will together work on project plans with deliverables for the different stages within the program. Our experience, will limit the amount of work that a school board would have to do on their own or with other providers as we have the experience of working directly with Ontario School Boards. Our goal is to provide you with everything that you would need to create a program that is in line with best practices, in line with provincial experiences and is successful in reducing the negative impacts of absenteeism.

I would be more than happy to visit with your school board at any time to review in more detail our services and show you examples of the programs that we develop.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
February 28, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Business

SUBJECT: **LONG TERM DEBENTURE BY-LAW – GOOD PLACES TO LEARN RENEWAL AND CAPITAL PRIORITY PROGRAMS – MARCH 2012 ISSUE**

RECOMMENDATION:

That the Board approve the execution of By-Law 2012-1 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 \$4,872,690.00 for the long term financing of expenditures incurred up to August 31, 2011 under both the Good Places to Learn Renewal and Capital Priority programs.

SYNOPSIS:

The Ministry requires all school boards to participate in the long-term capital financing arrangements for the Good Places to Learn (GPL) Renewal and Capital Priority (CP) programs through Ontario Financing Authority (OFA). This report provides details with respect to this financing and recommends approval of the By-Law for the extension of the loan agreement between OFA and the Board for the March 2012 debenture issue. For this issue, the principal amount eligible for long-term financing reflects the value of work for permanent improvements undertaken prior to August 31, 2011 under the eligible capital projects.

BACKGROUND COMMENTS:

Good Places to Learn Renewal Program:

The GPL program was launched by the Ontario government in 2005 to address the backlog of urgent school renewal needs and the need for new schools around the province. Projects included building new schools and expanding and retrofitting existing school facilities.

The Ministry launched the GPL program in four stages. The Windsor-Essex Catholic District School Board received allocations as follows:

GPL Stage	Allocation	Total Value of Expenditures Completed by August 31, 2011	Previously Long-Term Financed Amounts	Amount to be Long-Term Financed in March 2012
Stage 1 (GPL1)	\$8,094,232	\$8,094,232	\$8,094,232	\$0
Stage 2 (GPL2)	\$4,684,843	\$4,684,843	\$4,684,843	\$0
Stage 3 (GPL3)	\$5,249,917	\$5,249,917	\$2,511,032	\$2,738,885
Stage 4 (GPL4)	\$2,140,427	\$717,942	\$0	\$717,942
Total	\$20,169,419	\$18,746,934	\$15,290,107	\$3,456,827

The financing for this capital renewal program has been accomplished through debenture issues under the OFA. To date, the Board has long-term financed a total of \$15,290,107 of GPL expenditures.

For this issue, the Board has \$2,738,885 of supported, not-permanently financed expenditures under the GPL3 program and \$717,942 under the GPL4 program which are now eligible to be transitioned to long term financing under the OFA. The remaining \$1,422,485 of the GPL4 allocation will be financed as expenditures are incurred at a later date.

Capital Priority Program:

In 2010, the Ministry granted \$1.5 million of capital funding to the Board to fund the construction of a four classroom addition and the associated renovation work at St. James Catholic Elementary School.

As of August 31, 2011, the Board had expended \$1,415,863 of this allocation which is now eligible to be transitioned to long-term financing through the OFA. Remaining expenditures for this project of \$2,741 incurred subsequent to August 31, 2011 will be financed at a later date.

The Board is required to authorize execution of the attached By-Law Number 2012-1 in order to proceed with the long-term financing of the \$4,872,690 combined total of the \$3,456,827 GPL expenditure and the \$1,415,863 CP expenditure. The Board will then receive a cash flow from the Ministry to meet its annual debt repayments.

FINANCIAL IMPACT:

Provided in the Background Comments section.

TIMELINES:

February 2012 By-Law 2012-1 and the executed loan agreement are to be forwarded to the Board's solicitor (Borden Ladner Gervais) that is coordinating this transaction between OFA and the Board.

March 2012 Applicable funds are to be advanced from OFA to the Board.

APPENDICES:

- By-Law 2012-1: A By-Law to authorize a loan from the Ontario Financing Authority in the principal amount of \$4,872,690 pursuant to a long agreement under section 7 of Ontario Regulation 41/10 *Board Borrowing, Investing and Other Financial Matters*.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 21, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 21, 2012

Windsor-Essex Catholic District School Board

BY-LAW NUMBER 2012-1

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$4,872,690 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

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 subsection 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 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 7 of Ontario Regulation 41/10 (the "Regulation"), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and that (2) a board that obtains a loan described in section 7 of the Regulation shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Windsor-Essex Catholic District School Board, which under the *Education Act* constitutes a district school board (the "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"; (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation"; and (iv) Appendix B of the document entitled "Good Places to Learn: Stage 4 Funding Allocation", in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 26 of Ontario Regulation 160/11, 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 160/11, 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 said Loan Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;

AND WHEREAS the Board, has participated in one or more programs referred to as the Consolidated Capital Programs (as described below) (the "Consolidated Capital Programs") involving capital projects that are described in the Schedule(s) referred to in recital (d) of the Loan Agreement, as hereinafter defined (individually a "Consolidated Capital Eligible Project", collectively the "Consolidated Capital Eligible Projects") and each Consolidated Capital 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 the said Loan Agreement in respect of a single Consolidated Capital Eligible Project, the term "Consolidated Capital Eligible Projects" means that Consolidated Capital Eligible Project;

AND WHEREAS the Consolidated Capital Programs include capital projects to provide for construction projects (the "CP Program") described in Column 3 of Table 22.1 of Ontario Regulation 155/09, in the municipalities set out in Column 2 of that Table opposite the name of the Board, and under the CP Program has undertaken projects, some of which projects are described in Schedule "A-6" attached to the said Loan Agreement;

AND WHEREAS the GPL Eligible Projects and the Consolidated Capital 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 said Loan Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project. The GPL Program and the Consolidated Capital Programs are collectively referred to as the "Programs". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Program, the term "Programs" means that Program;

AND WHEREAS the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board 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 \$4,872,690 (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 on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of 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 interest only and 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 interest only and of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in Schedule "B" to the Loan Agreement with the first interest only payment on May 15, 2012 and thereafter instalments of combined (blended) principal and interest to November 15, 2036 in each of the years during the currency of the Loan as set forth in such schedule with the final payment on March 9, 2037. The Loan shall bear interest at the rate of 3.564% 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 instalments of interest only and of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.

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 the 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 28th day of February, 2012.

CHAIR

DIRECTOR OF EDUCATION

Windsor-Essex Catholic District School Board
SCHEDULE "A" TO BY-LAW NUMBER 2012-1

This Loan Agreement made in duplicate dated and effective as of the 9th day of March, 2012.

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"; (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation"; and (iv) Appendix B of the document entitled "Good Places to Learn: Stage 4 Funding Allocation", in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 26 of Ontario Regulation 160/11, and under the GPL Program has undertaken projects, 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 160/11, 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 Board has participated in one or more programs referred to as the Consolidated Capital Programs (as described below) (the "Consolidated Capital Programs") involving capital projects that are described in the

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Schedule(s) referred to in recital (d) of this Agreement (individually a "Consolidated Capital Eligible Project", collectively the "Consolidated Capital Eligible Projects") and each Consolidated Capital 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 Consolidated Capital Eligible Project, the term "Consolidated Capital Eligible Projects" means that Consolidated Capital Eligible Project;

- (c) the Consolidated Capital Programs include:
 - (i) capital projects to provide for construction projects (the "CP Program") described in Column 3 of Table 22.1 of Ontario Regulation 155/09, in the municipalities set out in Column 2 of that Table opposite the name of the Board, and under the CP Program the Board has undertaken projects, some of which projects are described in Schedule "A-6" attached hereto;
- (d) the GPL Eligible Projects, the Consolidated Capital 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, the Consolidated Capital Programs are collectively referred to as the "Programs". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Program, the term "Programs" means that Program;
- (e) 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* for the Board's fiscal year 2011-2012 for the payment of interest;
- (f) 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;
- (g) the Board is authorized to borrow money for permanent improvements from the Ontario Financing Authority by way of a loan pursuant to Ontario Regulation 41/10 and is authorized to receive grants for the repayment of

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such a loan from the Minister of Education pursuant to Ontario Regulation 160/11; and

- (h) 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

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

- (a) "Advance Date" means March 9, 2012;
- (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;
- (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;

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- (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 3.564% per annum, including an administrative fee of 0.025% per annum; and
- (j) "Repayment Date" means March 9, 2037.

2.0 PRINCIPAL AMOUNT

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

1	2	3	4
PROGRAMS	PROGRAM PRINCIPAL AMOUNTS	PURPOSE FOR WHICH FUNDS WILL BE USED	STATUS OF ELIGIBLE PROJECT BY AUGUST 31, 2011
GPL Program Stage 3: Stage 4:	 \$2,738,885.00 \$717,942.00	Funds will only be used for the GPL Eligible Projects	Substantially completed by August 31, 2011
Consolidated Capital Programs - CP Program	 \$1,415,863.00	Funds will only be used for the Consolidated Capital Eligible Projects	Substantially completed by August 31, 2011
Aggregate Principal Amount	\$4,872,690.00		

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- 2.2 The Board acknowledges that the relevant Rate includes an administrative fee payable to the OFA in the amount of 0.025% of the Aggregate Principal Amount outstanding per annum as specified in paragraph 1.1(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 Date shall be paid in instalments of interest only and 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 and only interest only payment on May 15, 2012 and thereafter instalments of combined (blended) principal and interest to November 15, 2036 in each of the years during the currency of the loan as set forth in such Schedule with the final payment on March 9, 2037; and
 - (ii) the loan shall be fully repaid on the relevant 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 relevant 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 a 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 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, the Consolidated Capital 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, 2011 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")

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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 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 other person;
- (k) 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;
- (l) 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;
- (m) 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

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any sinking fund, retirement fund or other prescribed fund applicable to any issue of debentures or such prescribed debt instruments;

- (n) 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;
- (o) 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 and from 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;
- (p) 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 authorized to execute this Agreement has been repealed, revoked or rescinded in whole or in part; and
- (q) 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(o).

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.

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- 6.3 The Board complied at all times with all of the Board's obligations in respect of the debt and financial obligation and liability limits for the projects, if applicable, under the *Education Act* and the regulations made thereunder which were then in force.
- 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

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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 Business

Tel. No: (519) 253-2481 x 1211
Fax No: (519) 985-2924

- 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: _____

Name: Barbara Holland
Title: Chair

BY: _____

Name: Mario Iatonna
Title: Treasurer

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SCHEDULE "A"**GOOD PLACES TO LEARN ELIGIBLE PROJECTS DESCRIPTION****STAGE 3 GPL ELIGIBLE PROJECTS**

Please provide a list of all the GPL Eligible Projects which were substantially completed by August 31, 2011 (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 \$2,738,885 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.

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 3 Program: \$2,511,032.

STAGE 4 GPL ELIGIBLE PROJECTS

Please provide a list of all the GPL Eligible Projects which were substantially completed by August 31, 2011 (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 \$717,942 will be borrowed hereunder pursuant to the Good Places to Learn Stage 4 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program, pursuant to the Good Places to Learn Stage 2 Program or pursuant to the Good Places to Learn Stage 3 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Stage 3

School Name/SFIS	Description of GPL Eligible Project	Amount to be Borrowed Hereunder
St. Angela / 7826	HVAC	\$ 10,216
St. Gregory / 3982	HVAC	195,333
St. John the Baptist / 4055	Roofing	163,211
Catholic Central / 7845	HVAC	949,863
Stella Maris / 4540	Controls	26,721
St. Rose / 7840	Roofing	600
Catholic Central / 7845	Roofing	158,981

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Holy Names Secondary / 7847	Classroom Renovation	46,255
Assumption / 7844	Windows	26,175
Holy Names Secondary / 7847	Windows	385,969
St. Gabriel / 7831	Electrical	34,087
St. John / 4064	Controls	27,199
St. Jules / 7836	HVAC	58,262
Holy Names Secondary / 7847	HVAC	46,445
St. Mary / 4245	Electrical	97,052
St. Jules / 7836	Windows	99,041
Cardinal Carter / 3108	HVAC	64,213
St. Thomas of Villanova / 4571	HVAC	62,703
St. Thomas of Villanova / 4571	Plumbing	67,948
St. John the Baptist / 4055	HVAC	117,441
St. Michael Victoria / 7857	Paving	101,170

Stage 4

<u>School Name/SFIS</u>	<u>Description of GPL Eligible Project</u>	<u>Amount to be Borrowed Hereunder</u>
Assumption / 7844	HVAC	\$ 281,225
St. John the Baptist / 4055	HVAC	436,717

SCHEDULE "A-6"**CAPITAL PRIORITIES ELIGIBLE PROJECTS DESCRIPTION**

Please provide a list of the CP Eligible Projects which were substantially completed by August 31, 2011 (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 \$1,415,863 will be borrowed hereunder. Please include the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

<u>School Name/SFIS</u>	<u>Description of CP Eligible Project</u>	<u>Amount to be Borrowed Hereunder</u>
St. James / 7833	Four classroom addition and renovation work.	\$ 1,415,863

SCHEDULE "B"
Consolidated Amortization Schedule

Borrower Type(s): School Board

Borrower Name(s): Windsor-Essex Catholic District School Board

Program(s): All, Capital Priorities - Mar 2012, GPL Stage 3 - Mar 2012, GPL Stage 4 - Mar 2012

Loan Settlement Date: All

Principal Amount (\$): 4,872,690.00

Annual Interest Rate (%): 3.564%

includes Annual Admin Fee (%): 0.025%

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
09-Mar-2012	\$0.00	\$0.00	\$0.00	\$0.00	\$4,872,690.00
15-May-2012	\$13,959.64	\$0.00	\$13,861.72	\$97.92	\$4,872,690.00
10-Sep-2012	\$83,213.96	\$34,407.03	\$48,464.57	\$342.36	\$4,838,282.97
15-Nov-2012	\$65,135.60	\$27,111.19	\$37,757.68	\$266.73	\$4,811,171.78
11-Mar-2013	\$83,213.96	\$35,020.16	\$47,855.74	\$338.06	\$4,776,151.62
15-May-2013	\$65,135.60	\$27,594.31	\$37,277.95	\$263.34	\$4,748,557.30
09-Sep-2013	\$83,213.96	\$35,644.22	\$47,236.06	\$333.68	\$4,712,913.08
15-Nov-2013	\$65,135.60	\$28,086.05	\$36,789.67	\$259.89	\$4,684,827.04
10-Mar-2014	\$83,213.96	\$36,279.40	\$46,605.33	\$329.23	\$4,648,547.64
15-May-2014	\$65,135.60	\$28,586.54	\$36,292.68	\$256.38	\$4,619,961.10
09-Sep-2014	\$83,213.96	\$36,925.90	\$45,963.37	\$324.69	\$4,583,035.20
17-Nov-2014	\$65,135.60	\$29,095.95	\$35,786.84	\$252.80	\$4,553,939.25
09-Mar-2015	\$83,213.96	\$37,583.92	\$45,309.96	\$320.08	\$4,516,355.33
15-May-2015	\$65,135.60	\$29,614.44	\$35,271.99	\$249.17	\$4,486,740.89
09-Sep-2015	\$83,213.96	\$38,253.66	\$44,644.92	\$315.38	\$4,448,487.23
16-Nov-2015	\$65,135.60	\$30,142.17	\$34,747.96	\$245.46	\$4,418,345.06
09-Mar-2016	\$83,213.96	\$38,935.34	\$43,968.02	\$310.60	\$4,379,409.71
16-May-2016	\$65,135.60	\$30,679.30	\$34,214.60	\$241.70	\$4,348,730.41
09-Sep-2016	\$83,213.96	\$39,629.17	\$43,279.06	\$305.73	\$4,309,101.23
15-Nov-2016	\$65,135.60	\$31,226.01	\$33,671.73	\$237.86	\$4,277,875.23
09-Mar-2017	\$83,213.96	\$40,335.36	\$42,577.82	\$300.78	\$4,237,539.86
15-May-2017	\$65,135.60	\$31,782.46	\$33,119.18	\$233.96	\$4,205,757.41
11-Sep-2017	\$83,213.96	\$41,054.14	\$41,864.08	\$295.73	\$4,164,703.27
15-Nov-2017	\$65,135.60	\$32,348.82	\$32,556.79	\$229.99	\$4,132,354.45
09-Mar-2018	\$83,213.96	\$41,785.73	\$41,137.63	\$290.60	\$4,090,568.72
15-May-2018	\$65,135.60	\$32,925.28	\$31,984.38	\$225.94	\$4,057,643.45
10-Sep-2018	\$83,213.96	\$42,530.35	\$40,398.23	\$285.38	\$4,015,113.10
15-Nov-2018	\$65,135.60	\$33,512.00	\$31,401.77	\$221.83	\$3,981,601.10
11-Mar-2019	\$83,213.96	\$43,288.24	\$39,645.66	\$280.06	\$3,938,312.86
15-May-2019	\$65,135.60	\$34,109.19	\$30,808.77	\$217.64	\$3,904,203.67
09-Sep-2019	\$83,213.96	\$44,059.63	\$38,879.67	\$274.65	\$3,860,144.04
15-Nov-2019	\$65,135.60	\$34,717.01	\$30,205.21	\$213.37	\$3,825,427.02
09-Mar-2020	\$83,213.96	\$44,844.78	\$38,100.04	\$269.14	\$3,780,582.25
15-May-2020	\$65,135.60	\$35,335.67	\$29,590.89	\$209.03	\$3,745,246.58
09-Sep-2020	\$83,213.96	\$45,643.91	\$37,306.51	\$263.54	\$3,699,602.66
16-Nov-2020	\$65,135.60	\$35,965.35	\$28,965.63	\$204.62	\$3,663,637.31

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
09-Mar-2021	\$83,213.96	\$46,457.29	\$36,498.84	\$257.83	\$3,617,180.03
17-May-2021	\$65,135.60	\$36,606.25	\$28,329.22	\$200.12	\$3,580,573.77
09-Sep-2021	\$83,213.96	\$47,285.15	\$35,676.78	\$252.03	\$3,533,288.62
15-Nov-2021	\$65,135.60	\$37,258.58	\$27,681.47	\$195.55	\$3,496,030.04
09-Mar-2022	\$83,213.96	\$48,127.78	\$34,840.07	\$246.12	\$3,447,902.27
16-May-2022	\$65,135.60	\$37,922.53	\$27,022.18	\$190.89	\$3,409,979.74
09-Sep-2022	\$83,213.96	\$48,985.41	\$33,988.45	\$240.10	\$3,360,994.33
15-Nov-2022	\$65,135.60	\$38,598.31	\$26,351.14	\$186.15	\$3,322,396.02
09-Mar-2023	\$83,213.96	\$49,858.33	\$33,121.65	\$233.98	\$3,272,537.69
15-May-2023	\$65,135.60	\$39,286.13	\$25,668.15	\$181.32	\$3,233,251.56
11-Sep-2023	\$83,213.96	\$50,746.81	\$32,239.41	\$227.74	\$3,182,504.75
15-Nov-2023	\$65,135.60	\$39,986.21	\$24,972.98	\$176.41	\$3,142,518.55
11-Mar-2024	\$83,213.96	\$51,651.12	\$31,341.44	\$221.40	\$3,090,867.43
15-May-2024	\$65,135.60	\$40,698.76	\$24,265.42	\$171.41	\$3,050,168.67
09-Sep-2024	\$83,213.96	\$52,571.54	\$30,427.48	\$214.94	\$2,997,597.13
15-Nov-2024	\$65,135.60	\$41,424.01	\$23,545.26	\$166.33	\$2,956,173.12
10-Mar-2025	\$83,213.96	\$53,508.36	\$29,497.22	\$208.37	\$2,902,664.76
15-May-2025	\$65,135.60	\$42,162.19	\$22,812.26	\$161.15	\$2,860,502.57
09-Sep-2025	\$83,213.96	\$54,461.88	\$28,550.39	\$201.68	\$2,806,040.69
17-Nov-2025	\$65,135.60	\$42,913.52	\$22,066.20	\$155.88	\$2,763,127.17
09-Mar-2026	\$83,213.96	\$55,432.39	\$27,586.69	\$194.88	\$2,707,694.77
15-May-2026	\$65,135.60	\$43,678.24	\$21,306.85	\$150.51	\$2,664,016.54
09-Sep-2026	\$83,213.96	\$56,420.20	\$26,605.81	\$187.95	\$2,607,596.34
16-Nov-2026	\$65,135.60	\$44,456.58	\$20,533.96	\$145.05	\$2,563,139.76
09-Mar-2027	\$83,213.96	\$57,425.61	\$25,607.46	\$180.89	\$2,505,714.15
17-May-2027	\$65,135.60	\$45,248.80	\$19,747.30	\$139.50	\$2,460,465.35
09-Sep-2027	\$83,213.96	\$58,448.93	\$24,591.31	\$173.72	\$2,402,016.42
15-Nov-2027	\$65,135.60	\$46,055.13	\$18,946.62	\$133.84	\$2,355,961.28
09-Mar-2028	\$83,213.96	\$59,490.49	\$23,557.06	\$166.41	\$2,296,470.79
15-May-2028	\$65,135.60	\$46,875.84	\$18,131.68	\$128.08	\$2,249,594.96
11-Sep-2028	\$83,213.96	\$60,550.61	\$22,504.37	\$158.97	\$2,189,044.35
15-Nov-2028	\$65,135.60	\$47,711.16	\$17,302.21	\$122.23	\$2,141,333.18
09-Mar-2029	\$83,213.96	\$61,629.62	\$21,432.93	\$151.41	\$2,079,703.56
15-May-2029	\$65,135.60	\$48,561.38	\$16,457.96	\$116.26	\$2,031,142.18
10-Sep-2029	\$83,213.96	\$62,727.86	\$20,342.39	\$143.70	\$1,968,414.32
15-Nov-2029	\$65,135.60	\$49,426.74	\$15,598.67	\$110.19	\$1,918,987.58
11-Mar-2030	\$83,213.96	\$63,845.67	\$19,232.42	\$135.86	\$1,855,141.91
15-May-2030	\$65,135.60	\$50,307.52	\$14,724.06	\$104.01	\$1,804,834.38
09-Sep-2030	\$83,213.96	\$64,983.40	\$18,102.67	\$127.88	\$1,739,850.98
15-Nov-2030	\$65,135.60	\$51,204.00	\$13,833.87	\$97.72	\$1,688,646.97
10-Mar-2031	\$83,213.96	\$66,141.41	\$16,952.79	\$119.76	\$1,622,505.57
15-May-2031	\$65,135.60	\$52,116.46	\$12,927.81	\$91.32	\$1,570,389.11
09-Sep-2031	\$83,213.96	\$67,320.05	\$15,782.42	\$111.49	\$1,503,069.06
17-Nov-2031	\$65,135.60	\$53,045.17	\$12,005.61	\$84.81	\$1,450,023.88
09-Mar-2032	\$83,213.96	\$68,519.69	\$14,591.19	\$103.07	\$1,381,504.19
17-May-2032	\$65,135.60	\$53,990.44	\$11,066.98	\$78.18	\$1,327,513.75

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
09-Sep-2032	\$83,213.96	\$69,740.71	\$13,378.74	\$94.51	\$1,257,773.04
15-Nov-2032	\$65,135.60	\$54,952.55	\$10,111.62	\$71.43	\$1,202,820.49
09-Mar-2033	\$83,213.96	\$70,983.49	\$12,144.68	\$85.79	\$1,131,837.00
16-May-2033	\$65,135.60	\$55,931.80	\$9,139.23	\$64.56	\$1,075,905.20
09-Sep-2033	\$83,213.96	\$72,248.42	\$10,888.62	\$76.92	\$1,003,656.78
15-Nov-2033	\$65,135.60	\$56,928.51	\$8,149.52	\$57.57	\$946,728.27
09-Mar-2034	\$83,213.96	\$73,535.88	\$9,610.19	\$67.89	\$873,192.39
15-May-2034	\$65,135.60	\$57,942.97	\$7,142.17	\$50.45	\$815,249.41
11-Sep-2034	\$83,213.96	\$74,846.29	\$8,308.97	\$58.70	\$740,403.12
15-Nov-2034	\$65,135.60	\$58,975.52	\$6,116.87	\$43.21	\$681,427.60
09-Mar-2035	\$83,213.96	\$76,180.05	\$6,984.56	\$49.34	\$605,247.54
15-May-2035	\$65,135.60	\$60,026.46	\$5,073.30	\$35.84	\$545,221.08
10-Sep-2035	\$83,213.96	\$77,537.58	\$5,636.56	\$39.82	\$467,683.50
15-Nov-2035	\$65,135.60	\$61,096.13	\$4,011.13	\$28.34	\$406,587.36
10-Mar-2036	\$83,213.96	\$78,919.30	\$4,264.53	\$30.13	\$327,668.06
15-May-2036	\$65,135.60	\$62,184.87	\$2,930.03	\$20.70	\$265,483.19
09-Sep-2036	\$83,213.96	\$80,325.65	\$2,868.05	\$20.26	\$185,157.55
17-Nov-2036	\$65,135.60	\$63,293.00	\$1,829.67	\$12.93	\$121,864.55
09-Mar-2037	\$123,767.91	\$121,864.55	\$1,890.01	\$13.35	\$0.00
Total:	\$7,406,855.84	\$4,872,690.00	\$2,516,389.70	\$17,776.13	

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>97-09711</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 9, 2012.

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

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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.

Signature of Treasurer

(Date)

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.**



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Barbara Holland
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 February 28, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: SEAC Committee – Trustee Members

SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director of Education Student Achievement K-12

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
 Meeting of January 23, 2012**

RECOMMENDATION:

**That the Board receive the Minutes of the Monday, January 23, 2012
 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 will occur on Thursday, February 16, 2012 at the Catholic Education Centre. Minutes of the Thursday, February 16, 2012 meeting will be provided following approval by SEAC.

APPENDICES:

- Special Education Advisory Committee Minutes of January 23rd, 2012.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date: February 21, 2012
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date: February 21, 2012
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 21, 2012



1325 California Ave., Windsor, ON N9B 3Y6
Phone: (519) 253-2481 Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Monday, January 23, 2012– 6:00 P.M.

**Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor**

MINUTES

Present:

Rose Lamug	Autism Ontario Windsor-Essex
Melanie Allen	IEWS
Sonia Sovran	Learning Disabilities Association
Erin Earls	Windsor Down Syndrome Association
Trudy Richards	Autism Ontario Windsor-Essex
Cathy Geml	Associate Director of Education (ex-officio)
Terri Maitre	Recording Secretary

1. Call to order – Cathy Geml
2. Opening Prayer – Cathy Geml
3. Welcome - Cathy Geml welcomed Trudy Richards from Autism Ontario Windsor Essex and John McMahon an observer from Community Living.
4. Recording of Attendance
 - Regrets from Lisa Soulliere, Paula Nantais, Mary Anne Mowaud, Michelle Friesen, Mary DiMenna Danielle Desjardins-Koloff and Anne Marie Fantin
5. Approval of Agenda - January 23, 2012
Motion by Sonia Sovran and seconded by Trudy Richards that the Agenda be approved as printed and circulated. *Carried*
6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes – October 20, 2011
Motion by Sonia Sovran and seconded by Trudy Richards that the Minutes be approved as printed and circulated. *Carried*
9. Business Arising - None

10. Information Items

- (a) Ensemble – Making Connections, Inspiring Strength – Windsor-Essex Talent Showcase. Information has been forwarded to the WECDSB staff.
- (b) Letter from Renfrew County District School Board to the Honourable Laurel Broten (Minister of Education)– Special Education services/supports.

11. Report from Chair – N/A

12. Report from Trustees : N/A

- Trustee Soulliere requested that Associate Director Geml distribute the Attendance Management Report to SEAC.

13. Report from Associate Director of Education

- (a) WECDSB Special Education Report for the Fiscal year ending August 31, 2011.
 - The Board has allowed the Special Education budget to run in a deficit position, the extra funding required to run the programming will be accessed from other Board envelopes.

- (b) Windsor-Essex Children's Mental Health 6- 12 Service Model.

- Mental Health workers will assist school boards.
- Regional Children's Centre (RCC) and Maryvale are the providers.
- With these selected providers the processes will remain the same.
- Families living in the County have had to access this programming in Windsor. County schools have offered to assist with services formally run in Windsor only. These services will offer a several areas surrounding mental health and run from 8:00 a.m. – 8:00 p.m.
- Programming will now run throughout the summer.
- The Ministry has funded all Boards \$20,000 to address mental health in the school system. The Board is in the process of implementing a plan.

- (c) Cathy thanked SEAC for being advocates for their associations and helping the board with reciprocal information.

- (d) DVD's – copies of the DVD's "Did You Know?" & "A Professional Tool Kit, Mental Health behaviour & education" were distributed at the meeting.

- (e) **2011 Elections**

Associate Director, Geml chaired the election of officers for SEAC.

Nominations were called for the position of SEAC Chair for the 2012 calendar year.

Lisa Soulliere was nominated by Erin Earls and seconded by Melanie Allen. There were no other nominations for the position. Lisa Soulliere was acclaimed SEAC Chair for the 2012 calendar year.

Nominations were called for the position of SEAC Vice-Chair for the 2012 calendar year.

Melanie Allen was nominated by Sonia Sovran and seconded by Erin Earls. There were no other nominations for the position. Melanie Allen was acclaimed as SEAC Vice-Chair for the 2012 calendar year.

14. New Business - None
15. Association Reports – None
 - Melanie Allen inquired about the success of the November Mental Health PD webcast – panel discussion. Associate Director Geml detailed the highlights of the webcast.
16. Closing Prayer – Cathy Geml
Meeting adjourned: 7:15 p.m.
Next meeting: February 16, 2012



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting:
February 28, 2012

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director of Education

SUBJECT: **APPOINTMENT OF JOHN McMAHON, REPRESENTATIVE COMMUNITY LIVING ESSEX COUNTY AND COMMUNITY LIVING WINDSOR TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

RECOMMENDATION:

That the Board approve the appointment of John McMahon, representative, Community Living Essex County and Community Living Windsor to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014:

SYNOPSIS: The Community Living Essex County organization has notified the Board that they have nominated John McMahon to serve as the Community Living, Windsor/Essex representative on the Board's Special Education Advisory Committee (Appendix "A"). The Board of Trustees approves appointments to the committee.

BACKGROUND COMMENTS: Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix "B").

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that Board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the Board that employs them.

John McMahon meets the required conditions for this appointment.

FINANCIAL IMPACT: No financial implications.

TIMELINES: SEAC members are appointed by the school board for the same term of office as the elected members of the Board. Therefore, Mr. McMahon's appointment will be effective immediately upon Board approval for the balance of the current four-year term which ends November 30, 2014.

APPENDICES:

- Appendix A: Letter from Community Living Essex County
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: February 21, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: February 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 21, 2012



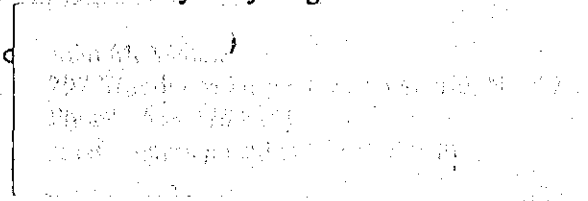
February 15, 2012

Ms. Cathy Geml
 Associate Director of Education
 Windsor-Essex Catholic District School Board
 385 Cameron Avenue
 Windsor, Ontario, N9B 1Y8

Dear Ms. Geml: *Cathy,*

Re: SEAC Representative

On behalf of Community Living Essex County and Community Living Windsor I am very pleased to submit the following name for consideration as our Special Education Advisory Committee representative to fill the position vacated by Mary Ferguson.



Community Living Essex County has provided support to John and his wife since December, 2011 in their role as an Associate Family. John's family has for many years been a foster family for Windsor Essex Children's Aid Society. He is a University of Windsor Graduate, with a Bachelor of Arts Degree. John is an award-winning, highly accomplished Relationship Manager with 25-plus years combined experience in the Financial Services, Manufacturing and Renewable Energy Industries. He is self employed as the Principal at McMahon Partners. John is a volunteer at the Windsor-Essex Children's Aid Society and is a Board member in good standing with the Foster Families Association of CAS, and is a Director of the United Foster of Canada Legal Defense Fund.

If you require additional information please let me know.

Sincerely,

Nancy Wallace-Gero,
 Executive Director

cc: Xavier Noordermeer, Executive Director, Community Living Windsor
 John McMahon

Supporting people who have an intellectual disability and their families since 1961.

372 Talbot Street North
 Essex, Ontario N8M 2W4

t. 519-776-6483
 f. 519-776-6972

www.communitylivingessex.org



[Français](#)

Education Act

ONTARIO REGULATION 464/97

SPECIAL EDUCATION ADVISORY COMMITTEES

Consolidation Period: From January 1, 1998 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

1. In this Regulation,

“local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults. O. Reg. 464/97, s. 1.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,
(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.

[Français](#)