



LAKELAND CATHOLIC BOARD OF EDUCATION

Computer Purchase Plan

Repayment Agreement

BETWEEN:

Lakeland Catholic Board of Education #150
(hereinafter referred to as the Employer)

- and -

(hereinafter referred to as the Employee)

It is hereby agreed that the Employer will:

1. Assist the Employee to purchase a computer by providing the opportunity for the employee a maximum of \$3,000.00 inclusive of G.S.T. for computer hardware purchase and up to \$500.00 for educational software purchase through monthly payroll deductions.

It is agreed that the Employee will:

1. Purchase a computer and/or software that meets the minimum standard as set out in *Lakeland Catholic Technology Integration Action Plan*.
2. Repay to the Employer the total outstanding purchase price of the computer and software purchased under this plan in twenty-four (24) or less equal monthly installments through payroll deductions.
3. Allow the Employer to deduct all of the remaining amount owing from the final paycheck should the employee leave the employ of the District prior to the completion of the payment schedule.
4. Pay to the Employer within 15 days any amounts still owing upon leaving the employ of the district.

SIGNATURES:

EMPLOYEE

SUPERINTENDENT

WITNESS

SECRETARY-TREASURER

ASSOCIATE SUPERINTENDENT

DATE



Lakeland Catholic Board of Education

Criteria for Computer Purchase

1. A maximum of 24 purchase plans will be approved in the district each year for three consecutive years. These will be allotted at a rate of four per school.

- 2 a) First priority for purchase will be given to teachers.
- b) Any unexercised purchase plans will be made available to secretaries, library technicians and Central Office staff.
- c) Other support staff may apply if there are still undesignated positions.
- d) If there is insufficient staff applying from one school, another school may use the undesignated positions.
- e) Criteria for selecting will apply to each school.
- f) A maximum of one computer may be purchased per family over the three years of this program.
- g) Staff without a computer should have first priority.

3. Staff must purchase computers and software that meet the minimum requirements as outlined on the district portal website.
4. Staff who anticipates on using the Computer Purchase Plan will submit receipts to the Secretary Treasurer together with signed checklist from appointed district personal.
5. Staff must sign copies of the *Computer Purchase Repayment Agreement* before funds will be given.
6. **Deadline** for computer purchases are as follows:
 - December 1, 2012 for purchases by Certificated Staff.
 - February 1, 2013 for purchases by School Secretaries and Library Technicians.
 - March 1, 2013 for purchases by Support Staff.
 - Following the March 1, 2013 purchase deadline, any unused purchase plans will be made available to Central Office Staff and opened to the entire district.