



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the
Operations and Finance Committee will be held on:

Monday, January 16, 2012
commencing at 7:00 p.m.
in the Board Committee Room at the Education Centre
156 Ann Street, Belleville, Ontario

The agenda and supporting documents for this meeting are attached to this notice.

Dave Patterson
Chair, Operations and Finance Committee

Dave Rutherford
Superintendent, Business Services

Committee Members: M. Brant S. Clements, T. Goodfellow, D. Inch, D. Patterson, A. Martin (Student Trustee)



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

Operations and Finance Committee PUBLIC AGENDA

Regular meeting of
January 16, 2012 – 7:00 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations/presentations Approval of agenda Approval of minutes – November 7, 2011 Business arising from the minutes		
B	Recommendations		
	None		
C	Information		
	EarthCARE yearend report	C-1	D. Tregenza
	Capital project update (Stirling & Tweed projects) - verbal		
	Trustee expense reimbursement	C-2	D. Rutherford
	Trustee proposals and queries	verbal	
D	Correspondence		
	None		
	Adjourn to Closed Session		

Next regular meeting: February 13, 2012

Committee Membership: *M. Brant, S. Clements, Vice-chair, T. Goodfellow, D. Inch, D. Patterson, Chair, A. Martin, Student Trustee*



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES
November 7, 2011
DRAFT**

Members present: M. Brant, S. Clements, T. Goodfellow, D. Inch, D. Patterson, Chair

Student Trustee: A. Martin

Regrets: M. Hall

Guests: None

Resource: R. McGall, D. Rutherford

Minutes: J. Newman, Administrative Assistant

Call to order

The public meeting was called to order at 7:00 p.m.

Delegations/presentations - None

Approval of agenda

Moved: M. Brant

Seconded: T. Goodfellow

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow

Seconded: D. Inch

That the minutes of the October 11 2011 regular meeting be approved.

Carried

Business arising from the minutes - None

Recommendations - None

Information

Trustee expense reimbursement

Superintendent Rutherford reviewed trustee expenditures for the period ending October 31, 2011 and advised of changes to the format of the expenditure report in order to provide clarification of professional development/OPSBA expenses. Superintendent Rutherford advised that trustees will receive a budget allotment in the "Travel – OPSBA" account.

Procedure Update

Superintendent Rutherford provided an overview of revisions to Procedure 500: Financial Integrity, Procedure 501: Accounting and Procedure 505: Purchasing. Superintendent Rutherford also introduced Procedure 521: Fees for Learning Materials. This procedure was developed in response to the Ministry document "Guidelines for Fees for Learning Materials". A work group of elementary and secondary administrators has been formed to guide the implementation of the procedure.

Input was provided regarding:

- the possibility of language in *Procedure 505: Purchasing* that prohibits purchases made in sweat shops.
- the impact the Fees Guideline may have on curricular and extra-curricular programs.

Policy Review

Director McGall distributed and reviewed the following policies that were brought forward in a notice of motion at the October board meeting:

- **Policy No. 2**
- **Policy No. 3 to Policy No. 3-J**
- **Policy No. 4**
- **Policy No. 7**
- **Policy No. 11 to Policy No. 11-K**
- **Policy No. 12**

Committee members were asked to review the changes and forward any questions/revisions to the Director prior to the November board meeting where a motion to approve the amendments will be brought forward.

Draft Fundraising Guideline

Superintendent Rutherford provided an update on the Draft Guideline for Fundraising. The guideline was developed and released by the Ministry earlier this year following a consultation process. The Ministry intends to release the final fundraising guideline in the fall for implementation in the 2012-2013 school year. Upon release of the guideline, school boards will need to update their existing fundraising policy/procedure.

Clarification was provided regarding:

- schools who fundraise for charities.

2012 OSBIE Insurance Premiums

Superintendent Rutherford provided information on the 2012 insurance premiums with Ontario School Boards' Insurance Exchange (OSBIE). The OSBIE premium invoice for 2012 totals \$256,980.72. This is a decrease of \$45,070.80 or 14.9% from 2011 and is the result of changes in the board's claim experience.

AiM Achievement in Motion 2011-2012 Summary

Director McGall distributed and reviewed a draft copy of AiM - Achievement in Motion for Student Success, year 2 of the multi-year plan. Director McGall noted that the plan has been consolidated to a one page document which clearly and concisely outlines the districts key priorities for the 2011-2012 school year. Committee members were invited to review and provide input.

Trustee proposals and queries - None

Correspondence - None

The Operations and Finance Committee public session adjourned at 8:05 p.m.



**Hastings and Prince Edward
District School Board**

**Operations and Finance Committee
Report No. C-1
Page 1
January 16, 2012**

Decision _____ Information X

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services
Don Tregenza, Controller of Facility Services

Re: EarthCARE 2010/2011 Yearend Report

Purpose

Report on the success of the EarthCARE program now in its sixth year.

Background

EarthCARE is the educational component of the board's partnership with Ameresco and promotes environmental stewardship. As part of the Ameresco project to renew building facilities and reduce utility consumption, the EarthCARE program was initiated in September 2005 and has continued since that time, successfully avoiding wasted energy.

Current situation

The program has proved successful again in 2010-2011 with estimated annual electricity savings of more than \$223,000 for the district.

Appendices

- EarthCARE 2010-2011 Yearend Report

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**

**Don Tregenza
Controller of Facility Services**

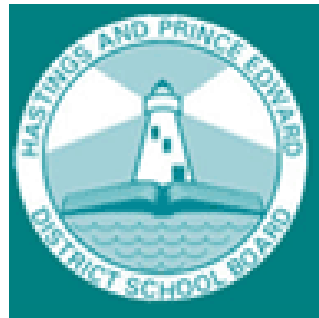


AN ENVIRONMENTAL EDUCATION
PARTNERSHIP

2010/2011 Year-End Report

for the

Hastings & Prince Edward District School Board



Better Schools
Partnership

AMERESCO CANADA

Introduction

Rose-Marie Batley, Executive Director EarthCARE and Project Manager

I am delighted to be forwarding the sixth annual EarthCARE Report for the Hastings and Prince Edward District School Board. I commend students and staff for an exceptional year in practicing environmental stewardship. 86.8% of the schools participated in the program. The “Spring 2010 School Audits” indicated LOCO initiatives in schools and centrally were avoiding energy costs of more than \$223,861 for the district. The many activities, stories, and events demonstrate a commitment to caring for the planet.



I cannot underestimate or ‘over thank’ the many people involved in making EarthCARE a success. The continued enthusiasm of the Team Leaders and the support of the Principals is a force that moves the schools to act. Project Coordinator Veronica Ford, as always, is the heart that sustains EarthCARE. Constant and consistent reminding, cajoling and encouraging have contributed tremendously to the success of the EarthCARE program. Veronica has coordinated and assisted school teams throughout the year, planning in-services, delivering training, and communicating regularly with Team Leaders by phone, email, and school visits. Again this year, she emphasized the achievements and activities in the schools in order to foster a conservation culture. Several success stories are posted on the EarthCARE website (www.EarthCAREcanada.com), in the news, and throughout the community. Many school principals were key players in the delivery of EarthCARE. The Design Team has consistently contributed in customizing the components of the program; their dedication and input have made for a robust and exciting program. **Appendices I and II** summarize the achievements and the audit results for the schools.

The Director and Senior Staff have continued to be champions of the environmental messages, encouraging participation in EarthCARE as it relates to their *AiM* goals. Our kudos and gratitude to Don Tregenza, Sarah Cormier, and Grace Saunders in Facilities, who gave generously of their time, expertise, and resources. Special thanks to Grace who retired this year; Grace has been helpful, cheerful, and encouraging. Kerry Donnell in Communications enhances the District’s environmental initiatives.

Ameresco Canada’s assistance and support are very much appreciated. Their *Better Schools* partnership with the District contributes to the communications and event planning.

Congratulations to everyone involved in EarthCARE this year. Together, you have made environmental stewardship an important value in the Hastings and Prince Edward District School Board. The pictures in this report demonstrate the enthusiasm and efforts of some of the participants and speak volumes about your attention and care.

There is no Planet B – thank you for caring for this Earth!

Hastings and Prince Edward District School Board 2010-2011 EarthCARE Year End Report

Veronica Ford, Project Coordinator

Together, we CAN make a difference...

Through commitment, collaboration, conservation, contributions and change...

Through Commitment...

EC is a unique environmental program. While it offers curriculum-compliant resources and activity-based learning, it is the delivery strategies that make the program distinct and bring success in energy reduction and environmental action.

EC is customized annually to fit HPEDSB's needs and resources and to address its goals. Involvement of students, school staff, and senior staff is facilitated through a partnership model that focuses efforts and generates returns. Students are the drivers of the initiatives; their ideas and enthusiasm are embraced. Teachers and Educational Assistants from each school have taken on the responsibility as EC team leaders. In-service and training have been provided to develop school plans for activities that support environmental stewardship. Building operators are trained to operate their buildings more efficiently; they are active, important members of each school's EC Team. Support is provided to manage the project implementation and provide the training and in-service. The return on the investment is as much as three times the cost and these gains can be shared with the participating schools for their use.

EarthCARE's mission is to develop environmental stewardship at school, at home, and in the community. Its goal is to turn energy waste into educational value and savings. Together, students, staff, and parents can make a difference, now and for our future.



Through Collaboration...

The following people directly supported the EC program this year:

Design Team

Rose-Marie Batley, EarthCARE Executive Director; Trish Fitzgibbon, Superintendent of Instruction; Don Tregenza, Controller of Facilities Services; Veronica Ford, EarthCARE Project Coordinator; Kim Sampson, Secondary School Principal; Stacey Belanger, Elementary School Principal; Gail Brant, Elementary School Principal; Randy Votary, Curriculum Coordinator (Science); Sarah Cormier, Environmental & Energy Technologist; Kerry Donnell, Communications Officer; Erna Sorensen, Curriculum Coordinator (Resource Centre); Pearl Hucul, Curriculum Coordinator (Student Senate); Gayle Miller, (teacher, Secondary School) and Angeline Conlon, (teacher, Elementary School).

Extended Participation: This year, student involvement was an added dimension to the Design Team during spring discussions. Student teams from Moira Secondary (Gayle Miller), Kente Elementary (Catherine Blakely), North Hastings Secondary (Leaf Worsley), and Park Dale Elementary (Stacey Belanger) gave much needed input for future directions.

School Involvement

This has been another successful year for Hastings and Prince Edward District School Board. The support and encouragement of Senior Staff and Director Kathy Soule contributed to the success. In our sixth year of EarthCARE we once again had amazing participation. The leadership and interest of the Principals (33 involved), Team Leaders (117 involved, an increase of 21 over last year), and Building Operators (39 involved) in the schools made a significant difference. In total, 1028 of our students (an amazing increase of 396 students from last year) were involved in a leadership capacity with the EarthCARE initiative with 59.5% reporting 'Moderate to High Frequency of Involvement' in their school. Eighteen of our schools also indicated that they have parent involvement and 12 of our schools indicated Community Sponsors.

Through Conservation...

Audit Results

The EarthCARE vision of making a difference for the environment and the goal of avoiding wasted energy are on target. Based on the observations and data from engineering audits and feasibility studies, Ameresco estimates the potential for reduction in wasted electricity related only to use of lights and computers is \$150,000 - \$260,000. The results of the in-school audits completed in April 2011 indicated some improvement in behaviour in the three theme areas (energy, water, and waste) since our baseline data collection in the fall of 2005. Specifically, the audits provided information about LOCO initiatives and progress. Since the fall of 2005, lights left on unnecessarily has dropped almost 25 % and computers left on unnecessarily has dropped 17.9 %. The estimated savings in LOCO for this school year was \$223,861. (See Appendix I – HPE EarthCARE Scoreboard for more details.)

Through Contributions...

Both the level of involvement and the degree of involvement in the program range from school to school and have depended on the commitment of staff and the leadership provided. Although a few schools had an environmental interest prior to the establishment of the EarthCARE partnership, there has been an overwhelming increase in the interest and number of environmental activities in our schools.

Activities at the school and district level have included the following:

- ✓ Team Moira, under the direction of EarthCARE Team Leader, Gayle Miller, once again inspired students during the fall trainings. Team building activities and celebrations of successes were shared with school EarthCARE teams. Team North Hastings delivered a similar message to our northern schools where the trainings were hosted by Gerarda Wagenmakers and Herman Public School staff and students. The focused message this fall was on Water: Our Precious Natural Resource. Daniel, from the Polaris Institute, delivered a strong message regarding the use of plastic non-reusable water bottles.



- ✓ Diane Loiselle, EarthCARE Team Leader at Foxboro Public School invited Coordinator Ford to talk to the staff and students at Foxboro Public School and encourage the student body to conserve Canada's most precious resource, water and "take back the tap". The EarthCARE team then challenged everyone to start using only reusable water bottles.



- ✓ Several of our schools have partnered with Quinte Conservation and have participated in the Stream of Dreams project. This project educates students and the community about our watershed and conservation. Participating schools include: Queen Victoria, Quinte Mohawk, Madoc Public, Susanna Moodie, Kente, Queen Elizabeth, Picton, Pinecrest, ParkDale, and Prince Charles, Belleville.



- ✓ Centre Hastings Secondary Students ran an interesting campaign. They were selling re-useable cloth sandwich bags handmade by Belleville resident Stefanie Bourke who owns and operates “The Straight Stitch”. The material is ‘up-cycled’ from other projects and the hope is that these bags will in turn help Centre Hastings students keep hundreds of plastic Ziploc bags out of landfill sites.

Not to mention they are pretty darned fashionable!



- ✓ Hayden West, a Grade 6 Stirling Senior School student recently pitched an idea to the parent-teacher council to stop wasting paper by getting tech-savvy with the school's monthly newsletter. Hayden's idea took shape when his parents commented on the amount of paper being sent home. By changing the newsletter to an online version, it allows for a longer newsletter with colour photos, less waste, and could mean up to \$2,000 in savings each year at the school.



- ✓ Under the direction of Jeff McDougal, Trenton High Students once again celebrated Earth Day by tree planting. Eight days of planting yielded 12,000 new trees for the Hastings and Prince Edward area. Well done, Trenton High!



- ✓ Several of our schools participated in the Waste Free Lunch Challenge sponsored by a partnership between The Recycling Council of Ontario and Metro this past fall. Each participating student received an aluminum reusable water bottle and Prince of Wales School won a top prize of \$1000.00. Participating schools included: Bayside Public School, Kente Public School, College Street Public, Foxboro Public, Harry J. Clarke, Prince of Wales Public, Queen Elizabeth, Public School, Belleville, Sir Mackenzie Bowell Public School, Stirling Senior Public School, Tweed Hungerford Elementary School, and Tyendinaga Public School.



- ✓ Herman Public School invited Hydro One forestry personnel to visit their school during Arbor Week. Their visitors presented information regarding the importance of trees and tree safety. They also presented the staff and students with two beautiful crimson maple trees and then assisted with the planting on the school grounds. Each student was given a pine sapling to plant at home.



- ✓ The day before Earth Day, Tyendinaga Public School had an exciting Earth Day assembly, with numerous classes participating with student-created poetry, songs, and even recycled sculptures.



- ✓ Breadner P.L.A.N. (People Learning About Nature) have been busy once again this year. A bulletin board contest with an Earth Day Theme (animal protection, good choices, recycling, caring quilt, etc.) was just one activity during Earth Week. Every class in the school participated and received certificates and prizes. Each week the club made EarthCARE crafts. The EarthCARE team of 36 students worked on planting gardens, creating garden stones, making bird feeders, decorating t-shirts, rock painting, and more.
- ✓ Park Dales' EarthCARE Team Leader has a great group of students working with her. Each Tuesday they have 'Tracking Tuesdays': groups of the grade 2s (with one junior student leader) go to the various classrooms to check the garbage, recycling, lights, and computers. They have a tracking sheet that they carry with them, and give various classrooms stickers on the chart when they achieve 4 checkmarks. The next day, older EarthCARE students who do the announcements celebrate the classrooms that received 4 checkmarks. A complete tally has been ongoing throughout the school year.
- ✓ Gayle Miller's Grade 10 Foundations students from Moira Secondary recently participated in a project to fight climate change. The program, known as Climate Champions, united students in 25 classes from across Ontario by having students create and track individual pledges to reduce their greenhouse gas emissions. The project was sponsored by Green Learning, a non-profit organization with the mission to educate students about environmental issues.
- ✓ This fall, each student at Kente Public School planted a pink tulip bulb, which we hope will spell out the letters "Kente P.S. Rocks" in the spring.

Through Change:

The Supports:

The uniqueness of the EarthCARE program is in its delivery strategies centering on engagement and partnerships. Shared goals and a focus on achieving these goals enabled each of us to do a little for all of us to achieve significant gains. Support was provided through a variety of options:

- Throughout the school year, Team Leaders have had easy access to their Team Coordinator (Veronica Ford). School visits and presentations have been arranged.
- Web resources have provided both information and ideas to EarthCARE Team Leaders and student participants: see *Focus on Books - lessons plans for books with an environmental theme* (Visit www.earthcarecanada.com/EarthCARE_Resources/Focus_on_Books.asp); EC Home Audit was developed for students to audit their homes and help educate their parents (Visit www.earthcarecanada.com/EarthCARE_Resources/home_energy_audit.asp.)
- EarthCARE stories have been published on the website to encourage and support schools in their activities. (Visit www.earthcarecanada.com/EarthCARE_News_and_Events/default.asp.) (See Appendix III for a sample story.)



The Rewards:

This year schools were eligible to receive up to \$2000 from the HPEDSB Facilities Services for their participation in EarthCARE initiatives. Criteria for eligibility were established by senior staff and communicated to schools in the fall during training sessions. All schools that participated qualified for some gain-sharing. Congratulations go to Breadner, Moira, and North Hasting Secondary Schools that received top gain-sharing this year.

All participating schools received an **EarthCARE Kit** with various EC materials (e.g., water bottles, flashlights, pencils, lunch bags, Frisbees, etc.). The EC Team at each school could decide how to distribute these rewards to those whose actions or events contributed to conservation.

Madoc Public School has a unique way of using EarthCARE incentives. Each year, the Grade 7 students in Wanda Dicks' class plan a play-day to inform primary students about EarthCARE. As one of the students said "We need to constantly remind all students to reduce, reuse, recycle, and to protect the earth". The play-day with its many activities is a great way to encourage and educate the students. The incentives are used as prizes for the many activities including: a hockey themed game where recycling is sorted in different nets; musical hoops with environmental trivia questions; recycled material basketball, etc.



The Revisions Planned for School Year 2011-2012:

- Throughout the school year 2010-2011, several presentations to classes as well as assembly format were requested. Through the coordination of Project Coordinator, Veronica Ford, support for our schools can continue to take on a stronger emphasis in this sixth year of the EarthCARE initiative. Many more assemblies/presentations can be provided particularly in the fall to motivate and encourage more participation by staff and students. A reminder in the fall should also encourage principals to question/support staff and students in terms of the school year planning. A focus should be activity planning throughout the school year. Use of the school's audit report will assist and guide with school/event planning.

- A presentation for our EarthCARE teams is in the planning stage for the fall and should encourage all to continue a high level of participation in EarthCARE activities throughout the school year.

- Regular updates and reminders and a sharing of ideas from other schools will be part of the ongoing and increased communication. Encouraging schools to submit stories and pictures will continue to be a focus.

*EarthCARE is about inspiring our youth to embrace the environment
and care for it as no other generation has before.*

APPENDIX I



Hastings & Prince Edward DSB EarthCARE Scoreboard

	Fall 2005	Spring 2006	Spring 2007	Spring 2008	Spring 2009	Spring 2010	Spring 2011
Schools participating in EC	91.7%	90.7%	98.1%	98.1%	100.0%	98.1%	86.8%
# Schools completing the EC Audit	48 (88.9%)	47 (87.0%)	48 (90.6%)	44 (83.0%)	47 (88.7%)	51 (94.4%)	42 (79.2%)
# Students participating on EC Teams	692	619	679	715	685	632	1028
# P/VPs involved	50	43	47	38	35	35	33
# Staff participating	88	89	63	67	65	96	117
# Custodians participating	47	47	42	42	42	45	39
# Parents participating	14	10	15	5	9	13	18
# Community Sponsors in schools	5	3	9	7	9	12	12
Participation in Building Operator Program	N/A	92%	96%	N/A	N/A	N/A	90%
Moderate to High Student participation in EC	N/A	66.7%	70.8%	68.2%	71.7%	64.0%	71.4%
Moderate to High Staff participation in EC	N/A	50.0%	58.3%	43.2%	56.5%	46.0%	63.6%
Moderate to High Frequency of Involvement	N/A	68.5%	68.8%	59.1%	60.9%	44.0%	59.5%
Moderate to High Visibility of EC in School	N/A	68.5%	68.8%	68.2%	63.0%	52.0%	66.7%
Average Lights off reported	65.4%	83.0%	85.7%	85.3%	83.9%	84.3%	90.9%
Average Computers off reported	67.7%	87.7%	80.3%	84.2%	86.5%	86.2%	85.6%
Estimated \$ savings from LOCO alone	N/A	\$195,206	\$180,236	\$265,954	\$208,200	\$207,137	\$223,861
Estimated reduction in CO ₂ emissions	N/A	1.8 tonnes (equivalent to planting 59 mature trees)	1.7 tonnes (equivalent to planting 56 mature trees)	2.5 tonnes (equivalent to planting 83 mature trees)	2.0 tonnes (equivalent to planting 66 mature trees)	2.0 tonnes (equivalent to planting 66 mature trees)	2.2 tonnes (equivalent to planting 73 mature trees)

APPENDIX II

EathCARE 2011 Audit Statistics Hastings & Prince Edward District School Board

	Elementary	Secondary	Board-wide
# Schools completing audit (%)	37 (82.2%)	5 (62.5%)	42 (79.2%)
Total # students in schools (average/school)	8313 (224.7)	3807 (761.4)	12120 (288.6)
# Rooms audited (average/school)	1090 (29.5)	358 (71.6)	1448 (34.5)
# P/VP involved	31 (0.8)	2 (0.4)	33 (.8)
# Teachers involved (average/school)	107 (2.9)	10 (2)	117 (2.8)
# Students on EC 'teams' (average/school)	973 (26.3)	55 (11)	1028 (24.5)
# Custodians involved (average/school)	36 (1.0)	3 (0.6)	39 (0.9)
# Parents involved	18 (0.5)	0 (0)	18 (0.4)
# Community Sponsors	10 (0.3)	2 (0.4)	12 (0.3)
# Schools at 2010 Training	27	4	31
# Schools using EC Lessons/Resources (%)	16 (0.4)	2 (0.4)	18 (0.4)
Average EC Team Score (Max = 20)	12.7	14.1	12.9
Student Involvement Average Score (Max = 3)	2.1	1.4	2.0
Staff Involvement Average Score (Max = 3)	1.8	0.8	1.6
Frequency of Involvement Average Score (Max = 3)	2.1	1.0	2.0
Visibility of EC in school Average Score (Max = 3)	2.1	1.6	2.0
Faucets counted (average/school)	1022 (27.6)	373 (74.6)	1395 (33.2)
Faucets leaking (average/school)	20 (0.5)	5 (1.0)	25 (.6)

Toilets counted (average/school)	743 (20.1)	162 (32.4)	905 (21.5)
Toilets leaking (average/school)	11 (0.3)	3 (0.6)	14 (0.3)
Outside lights counted (average/school)	541 (14.6)	83 (16.6)	624 (14.9)
On unnecessarily (average/school)	18 (0.5)	0 (0)	18 (0.4)
Computers counted (average/school)	2113 (57.1)	1187 (237.4)	3300 (78.6)
On unnecessarily (average/school)	277 (7.5)	288 (57.6)	565 (13.5)
Inside Lights Counted (average/school)	18489 (499.7)	8315 (1663)	26804 (638.2)
On Unnecessarily (average/school)	1539 (41.6)	714 (142.8)	2253 (53.6)
Garbage in Recycling (average)	111 (3)	54 (10.8)	165 (3.9)
Recycling in Garbage (average)	183 (4.9)	66 (13.2)	249 (5.9)
No Recycling Bin where needed (average)	16 (0.4)	21 (4.2)	37 (0.9)
Vents Blocked (average)	82 (2.2)	10 (2)	92 (2.2)

LOCO

The numbers of computers and lights on unnecessarily have been reported above.

In addition, we have calculated the percentage of computers and lights on unnecessarily, first by using the numbers above, second by averaging the percentages calculated for each school.

	Elementary	Secondary	Board-wide
Percentage of lights on unnecessarily in all schools	8.3	8.6	8.4
Average percentage of inside lights on unnecessarily	8.9	10.7	9.1
Percentage of computers on unnecessarily in all schools	13.1	24.3	17.1
Average percentage of computers on unnecessarily	13.1	24.1	14.4

APPENDIX III

[Article from www.earthcarecanada.com](http://www.earthcarecanada.com)

Queen Elizabeth Students Spreading the Word

Under the direction of Mr. Vanderwal, students from Queen Elizabeth School held an EarthCARE assembly for the whole student body on Friday, November 5th.

Students Alicia, Baylee, and Brianna kicked off the assembly with a slideshow they had created. It showed the many tragedies we have inflicted by not taking care of our earth...litter, pollution, global warming, endangered habitats, etc.

Mrs. Ford, EarthCARE coordinator for HPEDSB, thanked the students for inviting her to their assembly and for working so hard on many EarthCARE activities in the past year.

Briana and Alicia led an EarthCARE quiz and many prizes were awarded to those students with the correct responses. The assembly closed with a challenge from Mr. Vanderwal - to do even more than last year!

The school will continue with the Monthly Trash Bashes where the schoolyard is cleaned by teams of students. A Litterless Lunch event recently reduced the amount of garbage generated by the students to ½ a bag in one day. Based on that success story, the goal is to have a Litterless Lunch day every day. Thirdly, Mr. Vanderwal encouraged everyone to reduce plastic water bottle use and start using reusable water containers.

The students were encouraged with the closing remark of

“Everything you do can make a difference”



Queen Elizabeth School's inviting foyer is a constant reminder that Greening the Earth is important!



QE's EarthCARE bulletin board!



Decision _____ **Information** **X**

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services

Re: Trustee Expense Reimbursement

Purpose

To review trustee expense reimbursement for the period ending December 31, 2011.

Background

In accordance with Policy 3-F: Trustee Expense Reimbursement, it is the responsibility of the Operations and Finance Committee to review board members' expenditures on a monthly basis.

Current situation

Trustee expenditures for the period ending December 31, 2011 are attached for review.

Appendices

- Trustee Expenditures for the Period Ending December 31, 2011.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**



HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
TRUSTEE EXPENDITURES
FOR THE PERIOD FROM SEPTEMBER 1, 2011 TO DECEMBER 31, 2011

		BUDGET	ACTUAL	VARIANCE
Internet / Communications - Policy 3F Section 3.1				
611	Student Trustees	-	-	
640	Dwayne Inch, (Chair)	-	-	
643	Mike Brant	-	173.85	
644	S. Clements	-	-	
645	T Goodfellow	-	301.05	
646	Mary Hall (Vice Chair)	-	-	
648	Bonnie Danes	-	174.60	
649	Jim Williams	-	147.96	
651	Budget	8,950.00	-	
652	Lucille Kyle	-	417.17	
653	Dave Patterson	-	128.23	
654	Jennifer Cobb	-	252.22	
		<u>8,950.00</u>	<u>1,595.08</u>	<u>7,354.92</u>
Travel - Policy 3F Section 3.3 - General				
611	Student Trustees	-	400.39	
640	Dwayne Inch, (Chair)	-	717.36	
643	Mike Brant	-	-	
644	S. Clements	-	-	
645	T Goodfellow	-	276.06	
646	Mary Hall (Vice Chair)	-	145.52	
648	Bonnie Danes	-	254.46	
649	Jim Williams	-	-	
651	Budget	22,500.00	-	
652	Lucille Kyle	-	2,445.99	
653	Dave Patterson	-	129.29	
654	Jennifer Cobb	-	600.52	
		<u>22,500.00</u>	<u>4,969.59</u>	<u>17,530.41</u>



HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
TRUSTEE EXPENDITURES
FOR THE PERIOD FROM SEPTEMBER 1, 2011 TO DECEMBER 31, 2011

		BUDGET	ACTUAL	VARIANCE
Travel - Policy 3F Section 3.4 - OPSBA				
640	Dwayne Inch, (Chair)	-	-	
643	Mike Brant	-	-	
644	S. Clements	-	-	
645	T Goodfellow	-	-	
646	Mary Hall (Vice Chair)	-	-	
648	Bonnie Danes	-	-	
649	Jim Williams	-	-	
651	Budget	10,000.00	-	
652	Lucille Kyle	-	-	
653	Dave Patterson	-	-	
654	Jennifer Cobb	-	-	
		<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>
Workshops & Conferences - Policy 3F Section 3.4				
611	Student Trustees	7,500.00	4,138.67	3,361.33
640	Dwayne Inch, (Chair)	2,500.00	(223.74)	2,723.74
643	Mike Brant	2,500.00	801.91	1,698.09
644	S. Clements	2,500.00	-	2,500.00
645	T Goodfellow	2,500.00	-	2,500.00
646	Mary Hall (Vice Chair)	2,500.00	-	2,500.00
648	Bonnie Danes	2,500.00	-	2,500.00
649	Jim Williams	2,500.00	-	2,500.00
652	Lucille Kyle	2,500.00	-	2,500.00
653	Dave Patterson	2,500.00	-	2,500.00
654	Jennifer Cobb	2,500.00	-	2,500.00
		<u>32,500.00</u>	<u>4,716.84</u>	<u>27,783.16</u>
		<u><u>73,950.00</u></u>	<u><u>11,281.51</u></u>	<u><u>62,668.49</u></u>