



# Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## Operations and Finance Committee PUBLIC AGENDA

Regular meeting of  
October 12, 2010 – immediately following closed session  
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
5:30 p.m.	Delegations / presentations <ul style="list-style-type: none"><li>Lisa Lindsay – CML Snider School Track</li></ul> Approval of agenda Approval of minutes – September 13, 2010 Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
<b>C</b>	<b>Information</b>		
5:50 p.m.	2009-2010 Audit Process – Wilkinson & Co.	C-1	D. Rutherford
6:10 p.m.	Transportation Update – S. Wowk		D. Rutherford
	EarthCARE year-end report	C-2	D. Tregenza
	Trustee education and development expense	C-3	D. Rutherford
	Policy 1: Board Mission and Goals – Amendment	C-4	K. Soule
<b>D</b>	<b>Correspondence</b>		

**Next Regular Meeting – November 8, 2010 – 7:00 p.m.**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
OPERATIONS AND FINANCE COMMITTEE  
PUBLIC MEETING MINUTES**

September 13, 2010

**DRAFT**

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**Members present:** Harry Marissen, Chair, Mike Brant, Cliff Cotton, Thelma Goodfellow, Dwayne Inch, Monica Walker

**Student Trustee:** Carmen Meyette

**Regrets:** Sam Clements

**Guests:** Carl Pitman

**Resource:** Dave Rutherford, Don Tregenza

**Minutes:** Jo-Anne Newman, Administrative Assistant

**Call to order**

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

**Delegations and Presentation** - None

**Approval of agenda**

A request from Trustee Goodfellow to add "Transportation" as an information item.

Moved: M. Walker

Seconded: D. Inch

**That the agenda be approved as amended.**

Carried

**Approval of minutes**

Moved: T. Goodfellow

Seconded: M. Brant

**That the minutes of the regular meeting of June 14, 2010 be approved.**

Carried

**Business arising from the minutes**

Trustee Walker provided community feedback on the Extended Day Program and noted a concern with the number of programs currently being offered. Superintendent Rutherford noted that the Ministry is currently re-evaluating their approach as there were issues with timing and affordability for parents.

**Recommendations**

None

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**Information**

**Honoraria for Board Members**

Superintendent Rutherford provided an update on the Trustee Honoraria for the period December 1, 2010 to November 30, 2011. It was noted that Trustee Honoraria is slightly down due to enrolment reductions. Superintendent Rutherford noted that the Public Sector Restraint Act ends in 2012 and there may be further changes at that time.

**Joint Compliance Audit Committee**

Superintendent Rutherford provided an update on the Joint Compliance Audit Committee for the 2010 Municipal Elections. It was noted that a selection committee composed of representatives from Hastings and Prince Edward DSB, Algonguin Lakeshore Catholic DSB, City of Belleville, City of Quinte West and County of Prince Edward met to discuss and review applications and recommended the following six appointees: Bob Ord, Prince Edward County, Cheryl Vandervoort, Quinte West, L. Louise Grosjean, Quinte West, Michael Brennan, Belleville, Wayne Tod, Belleville, Chris Salt, Belleville.

**Kilometrage rate of reimbursement**

As required in Procedure 510 an annual survey is carried out in June to determine the kilometrage rate to be used for reimbursing individuals authorized to use their personal vehicles on board business. Superintendent Rutherford presented an information report which provided the results of the survey. It was noted that based on the formula prescribed in board policy the average rate of reimbursement according to the survey is \$.44/kilometer. Administration is recommending no change to the current board mileage rate of \$.44/kilometer.

**Trustee expense reimbursement**

Superintendent Rutherford reviewed trustee expenditures for the period ending August 30, 2010. It was noted that there is still the requirement to publish trustee expenditures and administration is currently working on a presentation format that will reflect total expenditures as opposed to individual reporting.

**Elementary Enrolment Update**

Superintendent Rutherford provided an update on elementary enrolment numbers as reported to Business Services on September 8. It was noted that there are still some admissions pending and that administration is currently addressing high numbers in Early Learning Programs. A formal report is forthcoming to the Program and Human Resources Committee and to the Board.

**AiM – Achievement in Motion for Student Success system Plan 2010-2015**

Superintendent Rutherford provided an update on the new five year AIM – Achievement in Motion for Student Success System Plan.

**Capital Projects Update – Prince Charles School (Belleville)**

Superintendent Rutherford provided a financial update on capital projects involving Prince Charles School, Belleville and Sir John A. Macdonald Public School. Don Tregenza also provided a verbal update on all of the summer projects that were completed over the district.

**Transportation Issue**

Trustee Goodfellow noted a transportation concern in the area of Sugar Lane and Trillium Lane on the south side of Stocco Lake. The new mapping system has determined that Sugar Lane is a private road and according to Tri-board policy school buses do not travel private roads. Superintendent Rutherford will gather more information and report back to Trustee Goodfellow.

**Correspondence**

Superintendent Rutherford advised of the OPSBA membership fee for the period September 1, 2010 to August 31, 2011.

The meeting adjourned at 8:08 p.m.



**Decision** \_\_\_\_\_ **Information** **X**

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

**From:** Dave Rutherford, Superintendent of Business Services

**Re:** **2009-2010 Audit Process**

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**Purpose**

To update trustees on the 2009-2010 audit plan.

**Background**

Each year the board's external auditors meet with the Operations and Finance Committee in their role as the audit committee to discuss various components of the annual external audit.

**Current situation**

Members of the Wilkinson and Company external audit team will be in attendance to discuss the 2009-2010 audit plan including financial reporting changes, internal control and risk management.

**Appendices**

2009-2010 Audit Planning Document (htf)

**Recommendation**

For information only

Respectfully submitted,

**Dave Rutherford**  
**Superintendent of Business Services**



**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 2009/2010 Year End Report**

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**Purpose**

To report on the success of the EarthCARE program which is now in its fifth 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.

To engage schools in participating in the EarthCARE program, a promise was made to share in some of the energy cost savings attributed to the schools' efforts to reduce waste. The cash reward is up to a maximum of \$2000 per school.

**Current situation**

The program has proved successful again in 2009-2010 with estimated annual electricity savings of more than \$207,137 for the district.

**Appendices**

- 1) System Memo
- 2) EarthCARE 2009-2010 Year End Report
- 3) Reward Gain Share Summary

**Recommendation**

For information.

Respectfully submitted,

**Dave Rutherford  
Superintendent of Business Services**

**Don Tregenza  
Controller of Facility Services**



# Hastings and Prince Edward District School Board

Operations & Finance Committee  
Report C-2  
October 12, 2010  
Appendix 1

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## SYSTEM MEMO

**2009/10:**

**DATE:** October 7, 2010  
**TO:** All Elementary School Principals  
**FROM:** Don Tregenza, Controller of Facility Services  
**RE:** **2009-2010 EarthCARE Year End Report**

### Background

As part of the Ameresco project to renew building facilities and reduce utility consumption, the EarthCARE program was initiated in September 2005 and has been continued through 2009-2010. EarthCARE is the educational component of the board's partnership with Ameresco and promotes environmental stewardship.

To engage schools in the EarthCARE program, a promise was made to share in some of the utility cost savings attributed to the schools' efforts to reduce waste, to a maximum of \$2000 per school in the form of a cash reward.

### Current situation

The program has been very successful with estimated annual electricity savings of \$207,137 this past school year. A detailed report was prepared by the EarthCARE executive director and is included as an appendix. Board staff has reviewed the report results and a list of recommended reward amounts for each school has been prepared. Total amount of rewards is \$51,100 with funds obtained from savings in the utilities budget. The program will continue in the 2010-2011 school year and the EarthCARE team enthusiastically looks forward to working with schools to further enhance participation and savings.

Schools are strongly encouraged to use the reward for:

- 1) Building renewal projects that reduce utility costs;
- 2) Replacement of energy consuming equipment with more efficient equipment; or,
- 3) Student learning materials that promote an environmental theme.

### Action required

Rewards in the amount noted in Appendix 2 will be transferred to the School Supplies accounts by October 30, 2010.



# Hastings and Prince Edward District School Board

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## **Appendices**

- 1) EarthCARE 2009-2010 Year End Report
- 2) Reward Gain Share Summary

## **Contact**

**Don Tregenza**, Controller of Facility Services, Ext. 2250, [dtregenza@hpedsb.on.ca](mailto:dtregenza@hpedsb.on.ca)

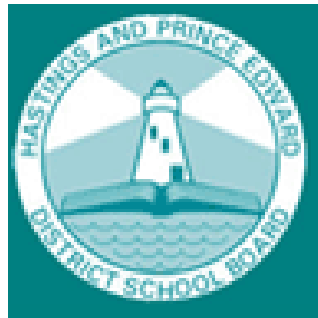
**Sarah Cormier**, Energy and Environmental Technologist, Ext. 2105, [scormier@hpedsb.on.ca](mailto:scormier@hpedsb.on.ca)



**2009/10 Year-End Report**

for the

***Hastings & Prince Edward District School Board***



**Better Schools  
Partnership**



## Introduction

*Rose-Marie Batley, Executive Director EarthCARE and Project Manager*

This is the fifth annual EarthCARE Report for the Hastings and Prince Edward District School Board. Students and staff had another outstanding year of accomplishments, with 98.1% of the schools participating in the program. The “Spring 2010 School Audits” indicated LOCO initiatives in schools and centrally were avoiding energy costs of more than \$207,137 for the district. Environmental stewardship is definitely a cultural value in the HPEDSB schools.



EarthCARE’s success once again is because of the many people involved. The continued enthusiasm of the Team Leaders and the support of the Principals contributed to this success. Having local coordinator Veronica Ford has been extremely important to the success of this initiative. 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](http://www.EarthCAREcanada.com)), in the news, and throughout the community. Many school principals were key players in the delivery of EarthCARE. The Design Team plays a critical role 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, Kathy Soule, and her Senior Staff are champions of the environmental messages, encouraging principals and school teams to participate in EarthCARE as it relates to their *AiM* goals. A special thanks to Don Tregenza, Holly Seaboyer, and Grace Saunders in Facilities, who gave generously of their time, expertise, and resources. Significant support from Kerry Donnell in Communications greatly enhanced our initiatives this year, as it has in the past.

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

Congratulations to everyone involved in EarthCARE this year. I look forward to working with the District another 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; these pictures are worth more than a thousand words.

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



## *Hastings and Prince Edward District School Board*

### **2009-2010 EarthCARE Year End Report**

*Veronica Ford, Project Coordinator*

***Making Progress...Reducing our carbon footprint one step at a time...***

***It's all about the program, the people, their progress, and their plans...***

#### ***The Program...***

EC is a unique environmental program. While it offers curriculum-compliant resources and activity-based learning, the delivery strategies 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 significant and these gains are shared with the participating schools for their use.

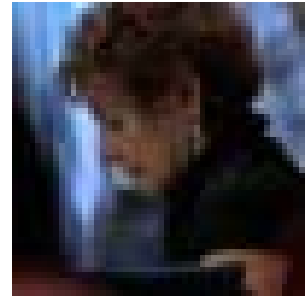
EarthCARE's mission is to develop environmental stewardship at school, at home, and in the community. Its goal is to turn energy waste into educational value and savings. Together, students, staff, and parents are making a difference, now and for our future.

## ***The People...***

The following people directly supported the EC program this year:

### **Design Team**

Rose-Marie Batley, EarthCARE Executive Director; Jan Montgomery, 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); Holly Seaboyer, 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 Lisa Resmer (Teacher, Elementary School) .



### **School Involvement**

This has been a 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 fifth year of EarthCARE we had great participation: 98.1% of our schools participated. The leadership and interest of the Principals (35 involved), Team Leaders (96 involved), and Building Operators (45 involved) in the schools made a significant difference. In total, 632 of our students were involved in a leadership capacity with the EarthCARE initiative with 64 % reporting 'Moderate to High Student Participation' in their school. Thirteen of our schools also indicated that they have parent involvement and 12 of our schools indicated they have Community Sponsors.

### **The Supports:**

The uniqueness of the EarthCARE program is the 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](http://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](http://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](http://www.EarthCAREcanada.com/EarthCARE_News_and_Events/default.asp).) (See **Appendix III** for a sample story.)



## *Their Progress...*

### **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 2010 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 and computers left on unnecessarily has dropped almost 19%. The estimated savings in LOCO for this school year was \$207,137. (See [Appendix I – HPE EarthCARE Scoreboard](#) for more details.)

### **Actions**

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. Many of our schools have attempted to broaden their influence and have participated in many community projects this year.

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

- ✓ Fall trainings once again took on a differentiated look. With the help of two Secondary Teams, Team Moira and Team North Hastings Secondary, the trainings had "added energy" according to one of our schools. The trainings began with team building activities – eco art; designing a team logo, True and False competition, and a Spelling Bee led by our Secondary students. Much enthusiasm and cheering accompanied the activities and both students and staff enjoyed the "supportive" energy of the groups. Also, to reduce their carbon footprint, the trainings were offered in two geographical locations.



- ✓ During the fall, Secondary Schools were inspired to “Be the Change” during the Youth Forum held at the Education Centre in Belleville. Student leaders were asked to look at Global Change in one of the seminars led by two students from Centre Hastings Secondary School. Madison and Tess delivered a strong message to their fellow students

from all of the Secondary schools in HPEDSB. They asked everyone to be accountable for the environment and urged each person to act.



- ✓ Trenton High School students involved in the Outer Limits Program participated once again in many environmental initiatives. This four-credit Outdoor Education/Environmental Resource Management class planted approximately 30,000 trees in Hastings County during the week of April 26th - 30th. In addition to the tree planting initiatives, Outer Limits students were key participants in the Lower Trent Conservation Water Festival for the second year.



- ✓ Park Dale School staff and students have adopted an environmentally friendlier approach to technology for the past two years. Instead of providing a printer in every classroom, a centralized location with 6-7 classrooms using one printer is their new method of operating and has definitely been a huge reduction in paper costs.
- ✓ Center Hastings Secondary has provided a local Marmora Restaurant owner with the used oil from the cafeteria fryers; the oil has been turned into bio-diesel fuel to help power the restaurant.
- ✓ Through the World Wildlife Foundation, Prince of Wales staff and students adopted a polar bear, a symbolic donation to help polar bears in need. They received adoption papers and a large stuffed polar bear, which found a home in the school library. A week in January was designated as "Polar Bear Days" with many activities planned.
- ✓ Pitch-In Canada named Tyendinaga Public School one of its "2009 Top Collectors" in the *National Cell Phone Collection Program*. They ranked 10th in the country along with other schools, environmental clubs, and community groups. Through this program

Tyendinaga staff and students collected 234 cell phones and a total of 6467 cell phones were saved from Canadian landfills last year.

- ✓ At Tweed-Hungerford Senior School with the leadership of EarthCARE teacher, Lisa MacDonald, the staff and students raised \$1200.00 to donate to The Ryan's Well foundation, and organization focused on providing safe water in developing countries.



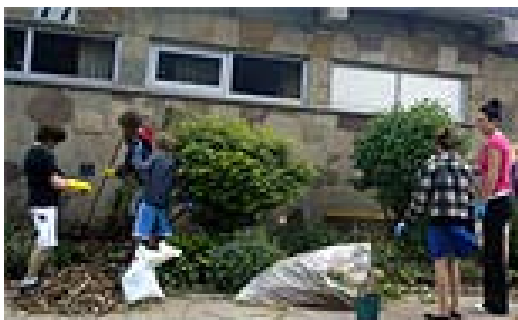
- ✓ Moira Secondary once again has been very busy this year. During an outdoor education activity in the forested area just east of Haig Road, the Geoventure students stumbled upon a breathtakingly beautiful oak tree, surrounded by years of human trash. The students hauled a trailer load of garbage from the site, restoring it to its natural beauty. They also participated in the annual Belleville trash bash.



- ✓ Under the leadership of Principal Susan Carleton-Maines and EarthCARE rep Nancy Anderson, students from Prince Charles, Belleville are hard at it gardening for the 3rd year in a row. Potatoes, carrots, tomatoes, onions, broccoli and flowers such as daffodils and tulips in spring and sunflowers in the fall are among the many plantings the students have worked hard to cultivate.



- ✓ On Earth Day, Intermediate students and members of the EarthCARE team from Harry J. Clarke School, visited each classroom to present information surrounding the art of composting. Along with their presentation, they provided each class with a list of compostable items and a new composting bin that the students built. Students also spent the day collecting trash and maintaining the gardens around the school.



- ✓ During the May Board Meeting, Coordinator Ford presented an overview of both the elementary and secondary school successes in EarthCARE this year. Team Trenton High spoke about their individual achievements and Team ParkDale presented on behalf of Elementary Schools and discussed their various activities and successes.



### **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 gain-sharing. This “incentive” was used to purchase benches, plant material, and other environmental related items.



- 🌍 Catherine Blakely, EarthCARE rep for Kente Public School once again organized an amazing day for the staff and students during Earth Week. Composting, Pack it in/Pack it out; new EarthCARE resources for the library, new energy efficient refrigerator, backyard naturalization application made by Andy Margetson, Earth Rangers presentation with live animals, and an EarthCARE trip to the local Conservation Areas were among the line-up of purchases and celebrations with their gain-sharing monies this year.

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

### *The Plans...*

#### **The Revisions Planned for School Year 2010/2011:**

- Throughout the school year 2009-2010, several presentations were requested. Through the coordination of Project Coordinator, Veronica Ford, support for our schools can take on a stronger emphasis in this sixth year of the EarthCARE initiative. Many more assemblies/presentations can be offered particularly in the fall to motivate and encourage more participation by staff and students. A reminder in the fall should also encourage principals to inquire and support staff and students in terms of the school year planning. Use of the school's audit report will assist and guide with these plans.
- The Eastern Ontario Region Environmental Education workshop in March introduced the idea of Environmental Education and the Ministry's direction for a board-wide policy. Hastings and Prince Edward District School Board was well positioned to develop and implement the Ministry's mandate as EarthCARE has set the tone for environmental stewardship with both staff and students. With the development of a policy and implementation during the 2010-2011 school year, EarthCARE should take on a stronger presence.
- 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 Scoreboard  
Hastings & Prince Edward District School**

**APPENDIX I**

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

**EarthCARE 2010 Audit Statistics  
Hastings & Prince Edward District School**

**APPENDIX II**

	<b>Elementary</b>	<b>Secondary</b>	<b>Board-wide</b>
# Schools completing audit (%)	44 (95.7%)	7 (87.5%)	51 (94.4%)
Total # students in schools (average/school)	10,437 (237.2)	5628 (804.0)	16,065 (315.0)
# Rooms audited (average/school)	1262 (28.7)	484 (69.1)	1746 (34.2)
# P/VP involved	32	3	35
# Teachers involved (average/school)	82 (1.9)	14 (2.0)	96 (1.9)
# Students on EC 'teams' (average/school)	560 (12.7)	72 (10.3)	632 (12.4)
# Custodians involved (average/school)	41 (0.9)	4 (0.6)	45 (0.9)
# Parents involved	13	0	13
# Community Sponsors	10	2	12
# Schools at 2009 Training	40	7	47
# Schools using EC Lessons/Resources (%)	20 (45.5%)	0 (0%)	20 (39.2%)
Average EC Team Score (Max = 20)	11.9	11.9	11.9
Student Involvement Average Score (Max = 3)	1.84	0.86	1.71
Staff Involvement Average Score (Max = 3)	1.50	0.29	1.33
Frequency of Involvement Average Score (Max = 3)	1.64	0.86	1.53
Visibility of EC in school Average Score (Max = 3)	1.82	1.00	1.71
Faucets counted (average/school)	1093 (24.8)	424 (60.6)	1517 (29.7)
Faucets leaking (average/school)	30 (0.7)	14 (2.0)	44 (0.9)
Toilets counted (average/school)	834 (19.0)	163 (23.3)	997 (19.5)
Toilets leaking (average/school)	8 (0.2)	0 (0.0)	8 (0.2)
Outside lights counted (average/school)	567 (12.9)	53 (7.6)	620 (12.2)
On unnecessarily (average/school)	33 (0.8)	0 (0.0)	33 (0.6)
Computers counted (average/school)	2507 (57.0)	1787 (255.3)	4294 (84.2)
On unnecessarily (average/school)	333 (7.6)	352 (50.3)	685 (13.4)
Inside Lights Counted (average/school)	19,753 (448.9)	13,365 (1909.3)	33,118 (649.4)
On Unnecessarily (average/school)	3012 (68.5)	2060 (294.3)	5072 (99.5)
Garbage in Recycling (average)	134 (3.0)	36 (5.1)	170 (3.3)
Recycling in Garbage (average)	241 (5.5)	69 (9.9)	310 (6.1)
No Recycling Bin where needed (average)	39 (0.9)	50 (7.1)	89 (1.7)
Vents Blocked (average)	75 (1.7)	61 (8.7)	136 (2.7)

## LIGHTS OFF / COMPUTERS OFF

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	15.2%	15.4%	15.3%
Average percentage of inside lights on unnecessarily	15.6%	16.1%	15.7%
Percentage of computers on unnecessarily in all schools	13.3%	19.7%	16.0%
Average percentage of computers on unnecessarily	13.0%	19.4%	13.8%



## EarthCARE Article

### Earth Hour & More Celebrated by Many of our Schools!

April 26, 2010

Students and staff demonstrated their commitment to the environment during the month of March by participating in Earth Hour in a variety of forms.

The Ministry of Education and World Wildlife Fund partnered to encourage Ontario-wide participation. Earth Hour uses the simple action of turning off the lights for one hour to deliver a powerful message about the need for action on global warming. This year Earth Hour was celebrated internationally on Saturday, March 27 from 8:30 to 9:30 p.m.

Schools and administrative offices were encouraged to turn off non-emergency lights for one hour on Friday, March 26, 2010.

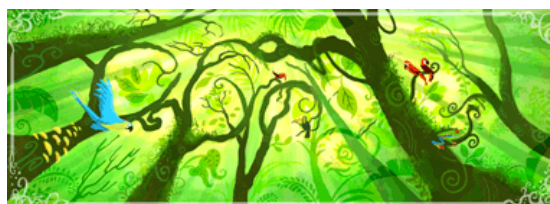
Prince of Wales Public School staff and students participated in Earth Hour by turning off all unnecessary lights, computers, and electrical equipment from 9:30 - 10:30 p.m.

College Street Public School staff and students had two recent events- a litterless lunch week from March 7-11, and participation in Earth Hour from 12:00- 1:00 on March 26th. For Litterless Lunch week, daily announcements were made and posters to make students aware of the need to reduce waste were displayed. Prizes were awarded to each student in the class with the least garbage, thanks to EarthCARE's donations! The EarthCARE team did spot checks throughout the Earth Hour, checking for use of any electrical devices in classrooms and other rooms in the school. Lights were turned off in hallways and common areas. They were proud of their record 90% compliance for the entire hour.

Athol Central School staff and students refrained from all unnecessary power from 2 - 3:30; computers, overheads, Elmos and lights of course were off.

At Bayside P.S., the staff and students shut off the lights and computer monitors from noon to 1 p.m. One of the challenges during this hour included running a scheduled bake-sale to support earthquake victims in Haiti; it went ahead anyway, using 'natural light' from windows, etc.

Prince Charles Public School in Trenton made connections to literacy by having a mini-poster contest - one winner from each division - detailing what was done for Earth Hour (it was given out as a 'fun' homework assignment). The staff and students are also doing an Earth Awareness Month instead of week with a focus on reducing our carbon footprint. Soon the school will be covered in footprints and what we are doing to make changes in our daily habits.



## 2010-2011 EarthCARE Gain Share Summary

<b>ELEMENTARY</b>	<b>Original \$</b>	<b>Gain Share \$ (Max \$2000)</b>
Athol Central	1250	700
Bancroft	1250	700
Bayside	1500	900
Bird's Creek	1750	1200
Breadner	1750	1200
CML Snider	1250	700
Coe Hill	1250	700
College Street	1750	1200
Deseronto	1250	700
Earl Prentice	1500	900
Foxboro	1500	900
Frankford	1378	800
Harmony	1126	600
Harry J. Clarke	1626	1000
Hermon	1500	900
Hillcrest	1250	700
Kente	2000	2000
Madoc	1750	1200
Madoc Twp	1750	1200
Marmora Sr	1250	700
Mass-Red	750	500
Maynooth	1876	1500
NH Sr EI	1500	900
North Trenton	1500	900
Park Dale	2000	2000
Pinecrest	1626	1000
Prince C (B)	2000	2000
Prince C (T)	1500	900
P of Wales	1126	600
QE (B)	876	500
QE (P)	1750	1200
QE (T)	1750	1200
Queen Vic	1000	500
S. H. Connor	1250	700
Sir J. A. Mac	1750	700
S. M. Bowell	1250	1200
Sophiasburg	1750	1200
S. Marysburgh	0	500
Stirling Jr	750	500
Stirling Pr	250	500
Stirling Sr	1750	1200
Sus. Moodie	1750	1200
Tweed-Hun	1500	900
Tyendinaga	1876	1500
VP Carswell	750	500

Operations & Finance Committee  
 Report C-2  
 October 12, 2010  
 Appendix 3

<b>SECONDARY</b>	<b>Original \$</b>	<b>Gain Share \$ (Max \$2000)</b>
BSS	1250	700
CSS	1250	700
CHSS	1750	1200
MSS	2000	2000
NHSS	1250	700
PECI	1250	700
Quinte S.S.	500	500
THS	1500	900
W.R. Kirk	1250	0
Ed Centre	0	500
<b>Total Schools</b>	<b>12000</b>	
<b>+ 2 centres</b>		
<b>% Participation</b>	<b>\$75,510</b>	<b>\$51,100</b>



**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**

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**Purpose**

To review trustee expense reimbursement for the period ending September 30, 2010.

**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 September 30, 2010 are attached for review.

**Appendices**

Appendix A – Trustee expenditures for the period ending September 30, 2010.

**Recommendation**

For information

Respectfully submitted,

**Dave Rutherford  
Superintendent of Business Services**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**  
**TRUSTEE EXPENDITURES**  
**FOR THE PERIOD FROM SEPTEMBER 1, 2010 TO SEPTEMBER 30, 2010**

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
<b>Internet / Communications - Policy 3F Section 3.1</b>				
611	Student Trustees	-	-	
640	Dwayne Inch	-	-	
641	Cliff Cotton	-	-	
642	Monica Walker (North Hastings)	-	-	
643	Mike Brant	-	<b>57.95</b>	
644	S. Clements	-	-	
645	T Goodfellow	-	-	
646	Mary Hall (Vice Chair)	-	-	
647	Harry Marissen	-	<b>57.95</b>	
648	Carl Pitman (Chair)	-	<b>16.81</b>	
649	Jim Williams	-	<b>48.24</b>	
651	Budget	<b>8,950.00</b>	-	
		<b>8,950.00</b>	<b>180.95</b>	<b>8,769.05</b>
<b>Travel - Policy 3F Section 3.3</b>				
611	Student Trustees	-	-	
640	Dwayne Inch	-	-	
641	Cliff Cotton	-	-	
642	Monica Walker (North Hastings)	-	-	
643	Mike Brant	-	-	
644	S. Clements	-	-	
645	T Goodfellow	-	-	
646	Mary Hall (Vice Chair)	-	-	
647	Harry Marissen	-	-	
648	Carl Pitman (Chair)	-	-	
649	Jim Williams	-	-	
651	Budget	<b>22,500.00</b>	-	
		<b>22,500.00</b>	<b>0.00</b>	<b>22,500.00</b>



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
TRUSTEE EXPENDITURES**

**FOR THE PERIOD FROM SEPTEMBER 1, 2010 TO SEPTEMBER 30, 2010**

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
<b>Workshops &amp; Conferences - Policy 3F Section 3.4</b>				
611	Student Trustees	6,000.00	985.37	5,014.63
640	Dwayne Inch	2,500.00	(555.50)	3,055.50
641	Cliff Cotton	2,500.00	-	2,500.00
642	Monica Walker (North Hastings)	2,500.00	-	2,500.00
643	Mike Brant	2,500.00	-	2,500.00
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
647	Harry Marissen	2,500.00	-	2,500.00
648	Carl Pitman (Chair)	2,500.00	-	2,500.00
649	Jim Williams	2,500.00	-	2,500.00
		<u>31,000.00</u>	<u>429.87</u>	<u>30,570.13</u>
		<u>62,450.00</u>	<u>610.82</u>	<u>61,839.18</u>



**Decision** \_\_\_\_\_ **Information** **X**

**To:** The Chair and Members of the Hastings and Prince Edward District School Board

**From:** Kathy Soule, Director of Education and Secretary to the Board

**Re: Amended Policy No. 1 Board Mission and Goals**

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### **Purpose**

To update trustees on the amendments to Policy No.1 Board Mission and Goals to align with the goals set out in the multi-year AiM Achievement in Motion for Student Success System Plan 2010-2015.

### **Background**

Policy No. 1 Board Mission and Goals establishes direction and responsibility for student achievement and effective stewardship of resources in Hastings and Prince Edward District School Board as described in section 169 of the *Ontario Education Act, Duties and Powers of Boards*.

In the spring of 2010 Senior Administration began the process of developing a multi-year system plan. Consultation on the draft plan was completed at the Director's Meeting on August 26, 2010. Feedback has been collected and considered in making final revisions. At the September 27, 2010 Public Board meeting, the AiM – Achievement in Motion for Student Success System Plan 2010-2015 and AiM – Achievement in Motion for Student Success System Plan Year 1, 2010-2011 were approved.

### **Current situation**

This policy is the governance guide for the system for the next five years and reflects the goals and action plans as contained in the multi-year plan AiM – Achievement in Motion for Student Success 2010-2015. As per Article XII, Policy No. 2 Governance By-Laws and Standing Rules, a notice of motion was presented at the Board meeting of September 27, 2010 with the recommendation going forward at the regular Board meeting of October 18, 2010. This motion is being brought forward to amend by substitution because of the many changes to the policy.

### **Appendices**

Appendix A - Current Policy No. 1 Board Mission and Goals

Appendix B - Amended Policy No. 1 Board Mission and Goals

### **Recommendation:**

For information only.

Respectfully submitted,

**Kathy Soule  
Director of Education and Secretary to the Board**



**Hastings and Prince Edward  
District School Board**

**BOARD POLICY NO. 1**

<b>Adopted</b>	May 26, 2008
<b>Last Revised</b>	May 26, 2008
<b>Review Date</b>	May 2011

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## **BOARD MISSION AND GOALS**

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### **1. PURPOSE**

This Board policy has been developed to identify the Board's key goals, to describe the role the Board sees itself fulfilling and to state what the Hastings and Prince Edward communities can expect of the Board.

### **2. MISSION**

The Hastings and Prince Edward District School Board defines itself as *A Great Place to Learn and a Great Place to Work!* The Board strives to demonstrate:

- the school system and community working together toward student development;
- a commitment to excellence through growth and improvement;
- consideration of all elements which shape the system;
- a wide range of services, supports and programs which prepare students to meet global challenges in a changing world;
- stakeholders involved in creating and implementing a school, department, or system vision;
- effective teams working to reach common goals;
- personal interactions which are respectful, cooperative, positive and mutually supportive;
- timely, open, two-way communication with all stakeholders;
- decisions and plans based upon data, which aim to meet the needs of the people served;
- a focus on optimizing the learning and working environments; and
- an inviting, welcoming and safe atmosphere.

This definition of a "Great Place" was created with input from key stakeholders of Hastings and Prince Edward District School Board.

### **3. GOALS**

Hastings and Prince Edward District School Board has five key goals related to the Achievement in Motion system plan.

#### **3.1 Success for All Students**

The Board is committed to continual improvement and success for all students and delivers an extraordinary educational experience for every learner.

- 3.1.1 All students demonstrate the skills and values to contribute positively to their chosen communities.

## **Board Mission and Goals**

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- 3.1.2 Students select appropriate program pathways and experience success. Every student finds a successful pathway, and every pathway provides a valued destination.
- 3.1.3 The Board maximizes and aligns resources to provide excellent learning and working environments.
- 3.1.4 The Board ensures that all students and employees experience safe, effective and respectful learning environments.

### **3.2 A System of Character**

All partners within the Hastings and Prince Edward District School Board community know, understand and demonstrate a commitment to the core values of the organization. These core values provide the foundation to the realization of the system goals.

- 3.2.1 The character framework is integrated into the system and school culture, operations and practices.

### **3.3 Employee Excellence**

The Hastings and Prince Edward District School Board is an organization where every employee counts; every employee cares; and every employee shares in the success of the students.

- 3.3.1 The Board recognizes employee achievements and their contributions to student success.
- 3.3.2 The Board actively promotes wellness and healthy active living for all staff members.
- 3.3.3 The Board promotes coaching, mentoring and professional development for all employees.

### **3.4 Open Communication**

The Hastings and Prince Edward District School Board, through clear and transparent two-way communication, is recognized as the system of choice in the communities it serves.

- 3.4.1 The Board is established as the system of choice and as an essential community partner.
- 3.4.2 The Board continually improves processes and mechanisms to support open, two-way communication within the organization and with community partners.
- 3.4.3 The Board provides technological tools to improve communication and collaboration for all employees.

### **3.5 Community Relationships**

The Hastings and Prince Edward District School Board actively partners with students, families, communities and organizations to build engaging learning environments that contribute to the social, emotional and economic well-being of every student.

- 3.5.1 The Board engages community partners in recognizing and supporting diversity and equity.
- 3.5.2 The Board engages school communities and the broader community in the alignment of physical, human and financial resources.

## **Board Mission and Goals**

### **Legal References:**

*Education Act, sections 170-171 Duties and Powers of Boards*

### **Board References:**

- Board Policy No. 3 - Corporate Board Job Description
- Board Policy No. 4 - Director of Education Job Description
- Board Policy No. 5 - Delegation of Authority
- Board Policy No. 6 - Policy Making
- The Achievement in Motion System Plan

CURRENT



## Hastings and Prince Edward District School Board

### BOARD POLICY NO. 1

Adopted	May 26, 2008
Last Revised	September 27, 2010
Review Date	September 2012

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## BOARD MISSION AND GOALS

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### 1. PURPOSE

This policy identifies the Board's mission and goals. Hastings and Prince Edward District School Board, through both desire and obligation, is committed to providing program and services to help all students reach their full potential. The Board shares this responsibility with parents/guardians and the community.

### 2. MISSION

Hastings and Prince Edward District School Board is *A Great Place to Learn and A Great Place to Work!* The Board embraces the attributes of caring, cooperation, honesty, humour, integrity, respect, responsibility and trustworthiness, as described in "Growing with Character", as we make connections with students, each other and the community in an environment that is free from bias and harassment.

### 3. AiM – ACHIEVEMENT IN MOTION FOR STUDENT SUCCESS SYSTEM PLAN 2010 - 2015

As outlined in Policy No. 4: Corporate Board Job Description, the Board has a multi-year System Plan which is reviewed and updated annually through a public consultation process. In order to put this Mission into action, the Board has developed a five-year system plan known as AiM – Achievement in Motion for Student Success 2010 -2015. The plan has three goals and is built on a foundation of Growing with Character. The goals are described below.

#### Success for Each Student

Hastings and Prince Edward District School Board is a system of character that delivers a quality learning experience to support high levels of achievement for each student.

- **RESPONSIBILITY:** We have a sense of duty to fulfill commitments. We take ownership for our own thoughts and actions. We are reliable and accountable in our words and actions.
- **COOPERATION:** We work together as a team for a common good. We value the opinions of others and show a willingness to work towards a common goal.
- **INTEGRITY:** We do what is right for ourselves and others. We demonstrate values and ethics that are good for all. We speak directly, clearly and respectfully.

#### Employee Excellence

Hastings and Prince Edward District School Board is a system of character where every employee is valued, benefits from opportunities to learn and grow, and is engaged in, and contributes to, the success of each student.

- **RESPECT:** We value ourselves, others and our environment. We give consideration to the thoughts and actions of others. We treat others as we would want to be treated ourselves, with courtesy and dignity.
- **CARING:** We demonstrate concern for self and others. We show empathy and express genuine concern. We consider the long-term effect of our actions.

- **HUMOUR:** We celebrate the fun in life. We lighten the emotions of others by interacting in a joyful manner

### **Community Connections**

Hastings and Prince Edward District School Board is a system of character that supports the success of each student through effective community relationships, and safe, respectful and inclusive learning and working environments.

- **COOPERATION:** We work together as a team for a common good. We value the opinions of others and show a willingness to work towards a common goal.
- **RESPECT:** We value ourselves, others and our environment. We give consideration to the thoughts and actions of others. We treat others as we would want to be treated ourselves, with courtesy and dignity.
- **CARING:** We demonstrate concern for ourselves and each other. We show empathy and express genuine concern. We consider the long-term effects of our actions.
- **HONESTY:** We choose to live truthfully. We communicate and act in a sincere and respectful way.
- **TRUSTWORTHINESS:** We can all be counted on to do what is right. We instill confidence in one another through our actions.

### **Legal References:**

*Education Act, sections 170-171 Duties and Powers of Boards*

### **Board References:**

- Board Policy No. 3 - Corporate Board Job Description
- Board Policy No. 4 - Director of Education Job Description
- Board Policy No. 5 - Delegation of Authority
- Board Policy No. 6 - Policy Making
- AiM - Achievement in Motion for Student Success System Plan