

AGENDA: 6:00 pm

1. Call to Order
2. O Canada
3. Profiling Excellence

Staff:

EcoSchools

- Beth Koruna, Gordan Price
 - Kristen Ortwein, Fessenden
 - Beata Latanska, Nora Frances Henderson
 - Catherine Higgins, Norwood Park
 - Hali Tsui, Pauline Johnson
 - Crystel Lupal, Ryerson
 - Stephanie Trepanier, Cootes Paradise
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- Em DeSordo – Premier’s Award for Accepting Schools

4. Approval of the Agenda
5. Declarations of Conflict of Interest

Reports from Trustee Special Committees:

6. [Governance Committee – September 12, 2017](#)
7. [Policy Committee – September 13, 2017](#)

Reports from Legislated Committees:

8. [Parent Involvement Committee – September 12, 2017](#)
9. [Special Education Advisory Committee – June 14, 2017](#)

10. Resolution Into Committee of the Whole (Private Session) as per the Education Act, Section 207.2
(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian

Meeting Resumes in Public Session

11. Report from Committee of the Whole (private) – September 25, 2017

12. Oral Reports from:

- A. Student Trustees' Report – Local Activities & Ontario Student Trustees' Association (OSTA) Report
- B. Director's Report
- C. Chair's Report

13. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.
<http://www.hwdsb.on.ca/trustees/meetings/>

COMMITTEE REPORT

Presented to: Board

Date of Meeting: September 12, 2017

From: Governance Committee

Date of Meeting: September 25, 2017

The committee held a meeting from 5:59 p.m. to 8:05 p.m. on September 12, 2017 at 20 Education Court, Hamilton, ON, in Meeting Room 340D, with Trustee Todd White presiding.

Members present were: Trustees Penny Deathe, Alex Johnstone, Greg Van Geffen (electronically) and Todd White. Regrets were received from Trustee Jeff Beattie. Trustees Dawn Danko and Larry Pattison also attended the meeting.

MONITORING ITEMS:**A. Trustee Special Committees – meeting times – discussion item**

Trustees inquired about having a discussion related to Trustee Special Committees and the meeting schedule which exists. The Governance Committee acknowledged that the goal of reviewing when committees meet would be to provide an opportunity for increased trustee participation on Trustee Special Committees. A review of the meeting schedule for trustee special committees might also provide more time for Trustees to participate in activities that are happening in their wards/communities.

Committee members discussed the topic and have asked staff to draft a generic calendar highlighting the following themes in terms of committee meeting schedule possibilities:

- Add information sessions to the first Board meeting of the month for 1 hour, prior to the start of the Board meeting
- Consider having Finance & Facilities and Policy on the same day of the week (ie: Wednesdays), with one committee meeting in the afternoon and the other in the evening
- Utilize Monday nights that do not have a Board meeting for the remaining committees – Governance, Program and Human Resources, recognizing that these committees may not need to meet monthly based on their annual committee workplans

This item will return for further discussion.

Respectfully submitted,
Todd White, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: September 25, 2017

From: Policy Committee

Date of Meeting: September 13, 2017

The committee held a meeting from 12:02 p.m. to 2:21 p.m. on **September 13, 2017** at 20 Education Court, Hamilton, ON, in Meeting Room 340D.

Members present were: Trustees Jeff Beattie, Dawn Danko, Greg Van Geffen and Todd White.

ACTION ITEMS:**A. Pillar Policies**

The Committee considered the following Pillar Policies:

- Communications & Community Engagement
- Facilities
- Finance
- Human Resources
- Safety and Well-Being
- Student Learning and Achievement

With the implementation of HWDSB's new Strategic Directions staff was directed to realign all policies and procedures to meet these directions. All pillar policies needed to be revised to align with the new structure.

On motion of Trustee White, the Policy Committee **RECOMMENDS** that the **Pillar Policies be approved.**

CARRIED UNANIMOUSLY

B. Fraud Management Scoping Report

The Committee considered the Fraud Management Scoping Report. HWDSB does not currently have a Fraud Management Policy. Any instance of fraud by a person associated with HWDSB is currently managed under the Staff Progressive Discipline and the Code of Conduct (Standards of Behaviour) policies and procedures. Seven public school boards across Ontario currently have a Fraud Management Policy.

On motion of Trustee Van Geffen, the Policy Committee **RECOMMENDS** that the **Fraud Management Scoping Report be approved.**

CARRIED UNANIMOUSLY
Trustee White was not present for the vote

Respectfully submitted,
Jeff Beattie, Chair of the Committee



Communications and Community Engagement Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) values and is committed to nurturing positive relationships and timely, accessible open, two-way communications with its stakeholders. Schools play a vital role in establishing and maintaining such positive relationships and in attaining a reciprocal flow of information.

HWDSB recognizes the important role that all its stakeholders play in the lives of students in the delivery of public education. HWDSB believes the broader community has insight, valuable experience and practical advice that benefits all students.



Facilities Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) believes staff, students and the community should have the ability to access schools and other board facilities that are equitable, efficient, sustainable, and that provide safe and high quality working and learning environments.



Finance Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) believes that conducting efficient and effective financial management practices ensures appropriate and transparent stewardship of all HWDSB resources.

Through the delivery of service to schools, HWDSB's mission of empowering students to learn and grow to their full potential in a diverse world, will be achieved.



Human Resources Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) strives to be an employer of choice that attracts, recruits and retains employees who perform exemplary service to fulfill our mission.

HWDSB believes in supporting employee well-being through a positive culture. This includes strengthening positive and respectful relationships with employee groups, while promoting accountability to ensure safe and inclusive working and learning environments.



Safety and Well-Being Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) is committed to creating and supporting safe and healthy schools and workplaces.

HWDSB promotes and maintains a safe, caring, healthy, inclusive and equitable learning and teaching environment for students and staff.



Student Learning and Achievement Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) strives to ensure that all students are engaged in diverse and innovative learning opportunities, through effective instructional and assessment practices, leading to improved student outcomes.

Subject:	Fraud Management
Executive Council Member Responsible:	Stacey Zucker, Associate Director – Support Services
Does an Act or Regulation require HWDSB to develop the proposed policy?	No

ISSUE

Fraud and corruption pose serious risks to the public sector, and these risks cannot be ignored. The potential damage extends well beyond any financial losses, and the threats to organizational integrity are a potential challenge for HWDSB.

BACKGROUND

Issues of fraud are common within many organizations across Canada. A few incidents of note have taken place this year within school boards across Canada:

- In July, a Surrey BC school council member was charged with fraud for allegedly taking \$35,000 from the council's bank account.
- Thames Valley implemented a fraud management program which pitted the board against the unions.
- In February, an Ottawa-Carleton school council treasurer was charged with fraud after years of abuse.

Based on the *Association of Certified Fraud Examiners (ACFE) 2016 Report to the Nations on Occupational Fraud and Abuse*, fraudulent use of purchasing or procurement cards and fraudulent claims for travel and entertainment expenses rank among the most commonly occurring types of employee fraud.

HWDSB does not currently have a Fraud Management Policy. Any instance of fraud by a person associated with HWDSB is currently managed under the Staff Progressive Discipline and the Code of Conduct (Standards of Behaviour) policies and procedures. Seven public school boards across Ontario currently have a Fraud Management Policy.

CONSIDERATIONS

A SWOT analysis of a fraud management policy was conducted and found:

Strengths

- Strengthens organizational integrity.
- If fraud is top of mind of employees, then potential fraud could be deterred as all employees are looking for red flags.

- Fosters an environment of transparency by encouraging employees to come forward with suspicions

Weaknesses

- Fear is arguably the number one deterrent preventing people from coming forward with allegations of fraud and other acts of wrongdoing. Therefore, individuals must feel safe reporting their concerns.
- Staffing and financial support to carry out investigations.

Opportunities

- Shows HWDSB's commitment to its fiduciary responsibility.
- Demonstrates that HWDSB conducts its affairs with integrity, honesty and openness and demands the highest standards of conduct from staff, students, suppliers, contractors, consultants, and other service users.

Threats

- Potential for increase in complaints to the Ontario Ombudsman
- There may be a fear of reprisal for someone making an allegation of fraudulent activity.

RECOMMENDATION(S)

A policy about Employee Fraud will help to further the priority of Positive Culture and Well-Being by creating positive relationships between all levels of staff through a shared understanding of employee conduct that is acceptable and furthers the goals of HWDSB.

Therefore, staff are recommending to the Trustees on the policy committee, that a Fraud Management policy be created and are seeking committee approval, and subsequently Board approval at the September Board meeting, to commence drafting a Fraud Management policy.

Committee Report

Presented to: Board

Meeting date: Sept. 25, 2017

From: Parent Involvement Committee

Meeting date: Sept. 12, 2017

The committee held a meeting on Sept. 12, 2017, from 6:15 p.m. – 8:40 p.m. at the Education Centre, 20 Education Court, Hamilton, Ontario, with Margaret Reid presiding.

Members present were: Rochelle Butler, Heather Lambert-Hillen, Amanda Lloyd, Tyler McNeil, Susan Millman, Mike Palma, Shelley Stacey, Joanne Thompson, Kerry Turcotte, Laura Van Alphen, Jose VanderKamp, Veronica Coombs, Amanda Fehrman, Corrie Ledgerwood, Margaret Reid, Trustee Dawn Danko.

INFORMATION ITEMS:

A. Purpose of PIC

Committee members were provided an overview.

B. Understanding Norms and Values

Committee Chair Margaret Reid reviewed the meeting norms and values developed in the Fall of 2015.

C. Understanding Terms of Reference

Committee members had an opportunity to review, the document will be reviewed for inclusive gender language.

D. School Council Training Modules

School Council training dates are being planned for October.

E. Standing Items

Updates were provided for the following Standing items:

- French as a Second Language Advisory Committee
- Rural Schools Advisory
- Home and School
- Trustee Update
- Communication sub-committee
- Profiling Volunteer Excellence
- School Council support

Respectfully submitted,
Margaret Reid, Chair

Committee Report

Presented to: Board

Meeting date: September 25, 2017

From: Special Education Advisory Committee (SEAC)

Meeting date: June 14, 2017

The committee held a meeting on Wednesday, June 14th from 7:06 pm to 8:59 pm at the Education Centre (Room 308) at 20 Education Court in Hamilton, ON with Judy Colantino presiding.

Members present were: Jeremy Abrahams, Lita Barrie, Judy Colantino, Mark Courtepatte, Alex Johnstone, Andrea Lewis, Tania Kerr, Jenny McEwen-Hill, Brent Monkley, Michele Moore, Michelle Campbell, John Sanges, Tracy Sherriff, Lynn Vanderbrug, John Whitwell, Dr. Janice Tomlinson

Regrets received from: Penny Deathe, Christine Joseph-Davies, Catherine McFarland, Barbara Reeves, Jennifer Robertson-Heath, Lorraine Sayles

INFORMATION ITEMS:

A. Members' Updates:

- Trustee Johnstone stated that the Accommodation Review budget has been passed and a further detailed report on moderate and high needs school will be coming in the fall.
- The Pride Flag will be raised at the Board office on Friday, June 16th and SEAC members are invited to the ceremony. Currently options are being explored to approve the Pride Flag for all schools.
- It is confirmed now that OPSBA will have student trustee representation at the table. Currently exploring how this will be done.

B. Superintendent's Updates:

- HWDSB's 2016-17 Special Education Report and Next Steps for 2017-18 was presented to SEAC for input and recommendations prior to sending to the Ministry and posting on the Board's website.
- SEAC suggested that 2017-18 dates continue to be on the last Wednesday of the month.

Respectfully submitted,
Judy Colantino, SEAC Chair