

AGENDA: 6:00 pm

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. [Confirmation of the Minutes – October 30, 2017](#)

Reports from Trustee Special Committees:

6. [Program Committee – October 19, 2017](#)
7. [Human Resources – October 19, 2017](#)
8. [Policy Committee – November 1, 2017](#)

Reports from Legislated Committees:

9. [Special Education Advisory Committee – October 25, 2017](#)

10. Oral Reports from Liaison Committees:

- A. City/School Board Liaison Committee
- B. Hamilton-Wentworth Home & School Association
- C. HWDSB Foundation
- D. Ontario Public School Boards' Association (OPSBA)

Recess

11. Resolution Into Committee of the Whole (Private Session) as per the Education Act, Section 207.2 (Director & Ward Trustees Only)
(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

12. 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/>

Trustees: Kathy Archer (electronically), Jeff Beattie, Christine Bingham, Dawn Danko (electronically), Penny Deathe, Wes Hicks, Alex Johnstone, Ray Mulholland, Larry Pattison, Greg Van Geffen, Todd White. Student Trustees Morghen Jael and Ruby Hye.

1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:05 p.m.

2. Delegations

A. Dallas Coady re: Collegiate Ave School

Mr. Coady spoke of the current condition of Collegiate Ave School and the challenge with the layout of the building, the inadequate parking and that through the PAR the community was looking for a new build not an addition. He spoke of the costs that would be involved with a new build versus the cost of an addition as well as the upgrades required to meet the board's standards.

B. Kim Adam re: Collegiate Ave School

Ms. Adam is the school council Chair at Collegiate Ave School and has been involved in the school for the past 11 years as well as a member of the PAR. She spoke of the current conditions and the lack of classrooms. She recommended that the Board complete a new submission to the Ministry requesting full funding of a new build.

C. Candice Babbey re: Collegiate Ave School

Ms. Babbey is a member of the school council and was a member of the PAR. She spoke on behalf of the people in the communities who were unable to make a delegation or attend the Board meeting. She spoke of building a new school that would benefit all communities. She recommended that the Board consider a new build of Collegiate Ave School.

3. Approval of the Agenda:

RESOLUTION #17-153: Trustee Hicks, seconded by Trustee Johnstone, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Trustee Danko was not present for the vote
Student Trustees Jael and Hye voted in favour

4. Declarations of Conflict of Interest

None.

5. Confirmation of the Minutes – October 16, 2017

The minutes of October 16, 2017 were confirmed.

6. Correspondences received re: Collegiate Ave School

RESOLUTION #17-154: Trustee Beattie, seconded by Trustee Bingham, moved: **That the correspondence be received and filed.**

CARRIED UNANIMOUSLY

Trustee Danko was not present for the vote
Student Trustees Jael and Hye voted in favour

Reports from Trustee Special Committees

7. Policy Committee – October 4, 2017

RESOLUTION #17-155: Trustee Beattie, seconded by Trustee Bingham, moved: **That the report of the Policy Committee – October 4, 2017 be approved including the Admission Scoping Document and the Facilities Pillar Policy.**

CARRIED UNANIMOUSLY

Trustee Danko was not present for the vote
Student Trustees Jael and Hye voted in favour

Trustee Danko joined the meeting electronically.

8. Finance Committee – October 11, 2017

Trustee Hicks presented the report and Associate Director Zucker shared details concerning Collegiate Ave School Capital Project (item B of the report). Trustee Beattie requested that this item be voted on separately.

RESOLUTION #17-156: Trustee Hicks, seconded by Trustee Johnstone, moved: **That the report, (excluding Collegiate Ave School Capital Project, item B), of the Finance Committee – October 11, 2017 be approved including the Ancaster High and Dundas Valley Boundary Review.**

CARRIED UNANIMOUSLY

Student Trustees Jael and Hye voted in favour

To Collegiate Ave School Capital Project (item B):

Trustee Beattie, seconded by Trustee Bingham, moved: That Option 3 – to use 7.8 million dollars of the Board's proceeds of disposition to self-fund the 495 pupil place new build on the collegiate property be approved.

The motion **FAILED** on the following Division of votes:

In favour (5) Trustees Beattie, Bingham, Danko, Deathe, and Mulholland

Opposed (6) Trustees Archer, Hicks, Johnstone, Pattison, Van Geffen, White. Student Trustees Jael and Hye.

Trustee Pattison, seconded by Trustee Beattie, moved: To resubmit the business case for a new 495 pupil place elementary school on collegiate property when the next funding opportunity from the Ministry for capital funding presents itself.

The motion **FAILED** on the following Division of votes:

In favour (5) Trustees Beattie, Bingham, Danko, Pattison, and Mulholland

Opposed (6) Trustees Archer, Deathe, Hicks, Johnstone, Van Geffen, and White. Student Trustees Jael and Hye.

Trustees Danko and Archer left the meeting.

Trustee Van Geffen, seconded by Trustee Hicks, moved: That staff be directed to proceed with the project as funded by the Ministry: a 213 pupil place addition to the existing Collegiate Avenue Elementary School to support the consolidation of Green Acres Public School and R. L. Hyslop Public Schools.

The motion **FAILED** on the following Division of votes:

In favour (3) Trustees Hicks, Van Geffen, and White

Opposed (6) Trustees Beattie, Bingham, Deathe, Johnstone, Pattison and Mulholland. Student Trustees Jael and Hye.

RESOLUTION #17-157: Trustee Van Geffen, seconded by Trustee Johnstone, moved: **That Collegiate Ave School Capital Project (item B) be referred back to staff to further review.**

CARRIED UNANIMOUSLY
Student Trustees Jael and Hye voted in favour

Reports from Legislated Committees

9. Parent Involvement Committee – October 10, 2017

RESOLUTION #17-158: Trustee Deathe, seconded by Trustee Bingham, moved: **That the report of the Parent Involvement Committee – October 10, 2017 be received.**

CARRIED UNANIMOUSLY
Trustees Beattie and Van Geffen were not present for the vote
Student Trustees Jael and Hye voted in favour

Reports from Staff

10. Appointment of Community Advisory Committee Members

RESOLUTION #17-159: Trustee Bingham, seconded by Trustee Pattison, moved: **That the membership for the following Community Advisory Committees be approved:**

- First Nation, Métis and Inuit
- French as a Second Language
- Rural Schools

CARRIED UNANIMOUSLY
Trustees Mulholland and Beattie were not present for the vote
Student Trustees Jael and Hye voted in favour

11. Resolution Into Committee of the Whole (Private Session)

RESOLUTION #17-160: Trustee Van Geffen, seconded by Trustee Bingham, moved: **That the Board move into Committee of the Whole (Private),** this being done at 8:59 p.m.

CARRIED UNANIMOUSLY
Trustees Mulholland and Beattie were not present for the vote
Student Trustees Jael and Hye voted in favour

The open session resumed at 9:06 p.m. Trustee Beattie did not return to the meeting.

12. Standing Committee – October 16, 2017

RESOLUTION #17-161: Trustee Bingham, seconded by Trustee Van Geffen, moved: **That the report of the Standing Committee – October 16, 2017 be received.**

CARRIED UNANIMOUSLY
Student Trustees Jael and Hye voted in favour

13. Committee of the Whole (private) October 30, 2017

RESOLUTION #17-162: Trustee Johnstone, seconded by Trustee Pattison, moved: **That the report of the Committee of the Whole (private) – October 30, 2017 be approved including that Finance and Facilities Committee report from October 11, 2017 be approved including matters related to property.**

CARRIED UNANIMOUSLY
Student Trustees Jael and Hye voted in favour

14. Oral Reports:

A. Student Trustees' Report

Student Trustee Hye shared that to date they have held two secondary senate meetings and one elementary senate meetings. The meetings included introductions, ice-breakers and discussion of what the norms will be for the upcoming year as well as their goals. Student Trustee Hye has been very busy with social media as well.

Student Trustee Jael shared that they will be attending the OSTA Fall General Meeting November 2-5, 2017. Ruby will be co-chairing the Indigenous Relations Committee and Morghen has been selected as Progress Committee Co-Chair and will be meeting with the committee members during the OSTA-AECO weekend.

B. Director's Report

Effective Communication – The Director paid tribute to Patrick Hansen, our videographer in our Communication and Community Engagement Department. Patrick will be leaving our Board to take full-time employment at Mohawk College. Patrick has been a great support for our Board behind the scenes for many years and does a wonderful job. He will be truly missed.

Partnership – the Director highlighted the great turnout that took place at the Board office for the Partnership event and shared that the Foundation Gala will be taking place on November 17, 2017.

Positive Culture and Well-Being – The Director spoke of the land acknowledgement that is being launched in all of the schools as well as the wampum belt that is being used as a teaching tool.

School Renewal – the Director shared that he had the pleasure of being at the grand opening of Sir Winston Churchill's new field along with Trustee Mulholland as well as visiting other fields including the natural turf at Sir Allan MacNab.

Student Learning and Achievement - The Director shared that My Path, My Way is taking place November 1, 2017 at Liuna Station.

Trustee Beattie returned to the meeting.

C. Chair's Report

The Chair had no update at this time.

The meeting adjourned at 9:20 p.m.

COMMITTEE REPORT

Presented to: Board

Date of Meeting: October 30 2017

From: Program Committee

Date of Meeting: October 19 2017

The committee held a meeting from 4:30 p.m. to 5:59 p.m. on October 19, 2017 at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Dawn Danko presiding.

Members present were: Trustee Dawn Danko (Chair), Christine Bingham, Alex Johnstone, Penny Deathe. Trustee Todd White and Student Trustees Ruby Hye and Morghen Jael were also in attendance.

Regrets were received by Greg Van Geffen.

ACTION ITEMS:

A. Secondary Program Strategy and Plan for Specialist High Skills Majors (SHSM) Programs

Staff presented the report on the Secondary Program Strategy and Plan for SHSM Programs. HWDSB is looking to increase the number of SHSM programs being offered with a focus on reaching the Ministry goal of 25 percent of students being enrolled in SHSM. Schools will be asked to submit applications using the guiding principles provided. Desired outcome is to see all Secondary Schools offering 4 SHSM programs by the end of the 3 year plan. Discussions arose in the areas of Communication and Partnerships. Trustees raised concerns if Partnerships were not centrally managed. Staff offered to take this concern back to the Team. Communication was also raised as an area of focus. The need to have effective communication about SHSM not only with grade 7 and 8 students but also with 9 and 10 students and parents was emphasized. Trustees flagged a concern in schools being limited as to which SHSM could be offered based on what teachers were in place. While staff indicated that strong leadership already existing within the school needed to be part of the Application process, staff identified that they will consult with HR around staffing.

On the motion of Trustee White, the Program Committee recommends that in the 2017-18 academic year, HWDSB:

- **Continue to offer, advertise and support SHSM programs listed in the Secondary Program Strategy;**
- **Consider all SHSMs Tier 3 programs with specific boundaries based on the number of schools offering the program;**
- **Begin an internal SHSM development process and invite all schools to submit applications over a three-year term;**
- **Develop an equitable system level application process, guided by the Secondary Program Strategy, for SHSM programs with the following guiding principles: new SHSM programs; new programs will:**
 - **Reflect student voice, course selection data and support of community partners (through Co-Op data);**
 - **Incur limited costs with respect to school/facilities renovations;**
 - **Have no impact on SHSM programs offered in other schools (as part of Secondary Program Strategy);**
 - **Have no impact on other programs within a school;**
 - **Will have school-based leadership and a building leadership capacity plan.**
- **Support multiple SHSM programs within each school providing there is no negative impact on the SHSM programs in our Secondary Program Strategy;**
- **Submit all recommended SHSM applications to the Ministry of Education for approval.**

CARRIED UNANIMOUSLY

Trustees Johnstone and Deathe had left the meeting before the vote was conducted

Respectfully submitted,
Dawn Danko, Chair of the Committee

COMMITTEE REPORT (Public)

Presented to: Board Meeting Date: November 13, 2017

From: Human Resource Committee Meeting Date: October 19, 2017

The committee held a meeting October 19, 2017 - from 1:00-2:30 p.m. at 20 Education Court, Hamilton, Ontario, with Penny Deathe presiding.

Members present were: Trustees Penny Deathe (Chair), Alex Johnstone, Todd White and Wes Hicks.

INFORMATION:**A. HR Department Update**

Superintendent of Human Resources, Jamie Nunn, and Senior Manager of Human Resources, Gytis Grabauskas, presented the committee with an overview of Human Resources Department Changes. An overview was provided outlining the operating structures, supports and responsibilities. A Contact Sheet was also provided to the committee.

B. Elementary Enrolment Update

Senior Manager of Business Services, Denise Dawson, provided the committee with an Elementary Enrolment Update. Elementary Enrolment is 322 FTE higher than projected. This is the result of an influx of Refugees arriving in Hamilton, the growth from residential development in various locations across the Hamilton-Wentworth Area, and conservative enrolment projections.

C. Elementary Teacher Staffing Update

The Committee was informed that the Board hired 7.6 FTE new elementary teachers for September as a result of retirements and resignations. The Board also added 25.20 permanent staff as a result of September re-organization.

D. Secondary Teacher Staffing Update

The Committee was informed that the Board hired 15 FTE new secondary teachers for September 2017 as a result of retirements and resignations.

E. Support Staff – Staffing Update

The Committee was presented with an update of current recruitment activity. As a result of resignations and retirements, we were able to move a number of staff from supply to permanent positions. Human Resources is in the process of increasing the number of staff available for occasional and daily supply work within our schools.

F. Extension Agreements Update

The Committee was informed that the Government took the initiative to negotiate extension of the Collective Agreements that were to expire August 31, 2017. The extension brings stability to the terms and conditions through August 31, 2019.

G. OSSTF Remedy Agreement (Bill 115)

Senior Manager of Human Resources, Gytis Grabauskas provided the committee with an overview of the Putting Students First Act (Bill 115) Remedy Agreement. Remedy settlement agreements were reached between the Crown OSSTF, COPE and CUPE. ETFO does not have a remedy agreement in place at this time.

Respectfully Submitted,
Penny Deathe, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: November 13, 2017

From: Policy Committee

Date of Meeting: November 1, 2017

The committee held a meeting from 5:10 p.m. to 6:37 p.m. on **November 1, 2017** at 20 Education Court, Hamilton, ON, in Meeting Room 340D.

Members present were: Trustees Jeff Beattie, Greg Van Geffen and Todd White. Trustee Christine Bingham was also in attendance.

Delegation: Jeff Sorensen, HWETL re: Fundraising Policy

Jeff Sorenson from HWETL introduced two HWETL members, Cindy Gangaram and Peter Weaver who spoke to the Fundraising Policy. They felt that fundraising created disparity and inequities in the HWDSB schools due to the contributions that could be donated by those in affluent areas versus the less privileged areas. They questioned the controls that are in place showing that the funds raised are not being used to benefit schools by being used for things such as technology or school uniforms. They recommended that fundraising be eliminated without affecting special events such as Jump for Heart, Terry Fox, etc. If fundraising is not eliminated they would recommend the funds raised either go to a central pot to be shared equally amongst the schools or that a percentage of the pot go to those schools who are less privileged.

ACTION ITEMS:**A. Transportation Policy**

The Committee considered the Transportation Policy. This policy was up for its scheduled review. The only change made to the policy was the addition of a definition for "Community Stop". There were minor changes made to some of the wording.

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

CARRIED UNANIMOUSLY

MONITORING ITEMS:**B. Referral from Board – Correspondence re: Fundraising**

There was discussion of the Fundraising correspondence received from Board. The policy is not scheduled to return to the committee until 2020, however, the committee asked that the policy be added to the workplan for next year and that staff bring back data related to individual schools in terms of what how much is being raised, what the funds are being used for and the averages for the district.

C. Fraud Management

The Committee considered the Fraud Management Policy. There was discussion of changing the name to Prevention and Fraud Management. The draft policy was approved to go out for consultation.

Respectfully submitted,
Jeff Beattie, Chair of the Committee



Transportation

Date Approved: XXXXX

Projected Review Date: XXXXX

Page 1 of 4

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in providing the best possible learning environment for its students. This includes providing safe, secure and on-time transportation to and from school for eligible students, that is cost-effective and efficient.

GUIDING PRINCIPLES:

HWDSB recognizes:

- The value of providing transportation services to eligible students that is safe, timely, effective and efficient.
- The importance of students arriving at school ready to learn;
- That parents share in the responsibility for the safe arrival of their children to and from school;
- That safety is also a joint responsibility of communities, municipalities and policing authorities; and
- That students' are responsible to their school principal for their conduct on the bus, in accordance with all applicable Board policies and procedures, as school buses are an extension of the school.

INTENDED OUTCOMES:

When providing transportation, HWDSB will take steps to:

- Ensure the board can provide safe, timely, effective and efficient transportation services.
- Ensure transportation services support the strategic directions of HWDSB.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Community Stop: A Community Stop is a common area for student pickup and drop offs which may include and are not limited to parks, schools, mail boxes and churches).

Courtesy Transportation: Additional riders, who would normally be ineligible, are accommodated on the school bus without any increase in cost or negative impact on current service.

Executive Council: Consists of Superintendents and the Director of Education. Executive Council is responsible for the overall operations of HWDSB.



Transportation

Date Approved: XXXXX

Projected Review Date: XXXXX

Page 2 of 4

Parent: This includes parents, guardians and caregivers.

Secondary Specialized Learning Programs: Are unique, innovative learning programs in focused areas, designed to engage students who have differing educational interests. These programs complement subject/courses consistent with the Ontario Curriculum, however, offer specialized learning opportunities that develop skills with greater depth and intensity. In secondary schools, the courses attached to these programs will be credit granting.

Tier 3 Alternative System Programming: Expectations that outline learning related to skill development in areas represented in the Ontario Curriculum or areas not represented in the Ontario Curriculum (ex. social skills).

ACTION REQUIRED:

For all operating procedures regarding transportation, please visit Hamilton-Wentworth Student Transportation Services (HWSTS) Policies and Procedures page at <http://bit.ly/2a9THEG>.

Eligibility

Students residing in all urban and rural areas as defined by the City of Hamilton Official Plan will be eligible for transportation services to their in-catchment school when the walking distance exceeds the following:

Elementary School	Kindergarten	1.0 km
Elementary School	1-8	1.6 km
Secondary School	9-12	3.2 km

Method

HWSTS will determine the method of transportation in consultation with Executive Council. The methods may include but are not limited to, traditional yellow-and-black school buses, school purpose vans and the Hamilton Street Railway Transit (HSR).

Safety

Extraordinary circumstances related to safety hazards, including lack of a safe walkway to and from school, may warrant an exception to the walking distances for the determination of transportation service eligibility.

The scheduled length of time on a vehicle provided through HWSTS shall not exceed 60 minutes one way.



Transportation

Date Approved: XXXXX

Projected Review Date: XXXXX

Page 3 of 4

Parents of Kindergarten students are required to accompany and remain with the student until picked up by the vehicle. No Kindergarten student will be left unattended at a pickup point. Parents/guardians are also required to be on time and present at the drop off point to receive their Kindergarten students.

Courtesy Transportation

Courtesy Transportation may be provided to students at no cost to the Board, subject to the Courtesy Rider / Empty Seat Procedure, by the first week of October on an annual basis.

Special Education

Transportation services will be dependent on an assessment of the individual student's physical and/or mental capabilities. See also Tier 3 Alternative System Programming.

Barriers to Student Achievement

Executive Council will have the discretion to provide transportation to support student success, based on available funding.

Program Priority

Notwithstanding statements elsewhere in this policy, transportation services are provided for the following program priorities:

- French Immersion – using Community Stops
- Secondary Specialized Learning Programs
- Tier 3 Alternative System Programming

The method of transportation provided for the above program priorities to a student's in-catchment school will be determined based on available funding and safety.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure the board can provide safe, timely, effective and efficient transportation services.	This will be measured through the HWSTS annual Transportation Consortium Update, given to the Board of Trustees every fall.
Ensure transportation services support the strategic directions of HWDSB.	This will be measured through the HWSTS annual Transportation Consortium Update, given to the Board of Trustees every fall.



Transportation

Date Approved: XXXXX

Projected Review Date: XXXXX

Page 4 of 4

REFERENCES:

Government Documents

Child and Family Services Act

Other Related Documents

Hamilton-Wentworth District School Board's Program Strategy

Hamilton-Wentworth Student Transportation Services Procedures

9-1
Committee Report

Presented to: Board

Meeting Date: November 13, 2017

From: Special Education Advisory Committee (SEAC)

Meeting date: October 25, 2017

The committee held a meeting on Wednesday, October 25, 2017 from 7:09 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:

Judy Colantino, Jenny McEwen-Hill, John Sanges, Lynn Vanderbrug, Mark Courtepatte, Michelle Campbell, Susi Owan, Tracey Sherriff, Lita Barrie, Michelle Konior, Trustee Alex Johnstone, Michele Moore, Jane Macpherson, Sharon Stephanian

Members who sent regrets: Lorraine Sayles

ACTION ITEMS:

A. Membership

The SEAC committee recommends the following members be approved:

- Canadian National Institute of the Blind (CNIB) (alternate) – Daiene Verissiomio
- Autism Ontario – Michelle Campbell

INFORMATION ITEMS:

B. Understanding Anxiety

Randy Shiga, Social Worker, provided SEAC with an overview of anxiety in the classroom and how Cognitive Behavioural Therapy (CBT) can be used to support students experiencing anxiety. A listing of treatment groups for students and families included Cool Little Kids, Families Worrying Less Together, Chilled, Moodbusters and Missing Pieces, etc.

C. Fetal Alcohol Spectrum Disorder Conference

FASD Conference will be held on November 1st and 2nd at the Grand Olympia in Stoney Creek. More than 100 participants are currently registered for FASD Conference.

D. My Path, My Way

Pathways Open House will be held on November 1st, 6:30 pm Liuna Station

E. Joint Meeting with HWCDSB SEAC

A joint meeting will be held on Wednesday November 29th at HWDSB Education Centre, speaker TBD.

F. ASD Pilot Project

HWDSB is part of a one year Ministry of Education pilot project. Additional details forthcoming.

G. Plans of Care

The Ministry of Education has announced a new policy that requires care plans for students with prevalent medical conditions (e.g. anaphylaxis, asthma, diabetes and epilepsy).

Respectfully submitted,
Judy Colantino, SEAC Chair