



To: Members of the Hamilton-Wentworth District School Board

**NOTICE OF STANDING COMMITTEE MEETING**

Monday December 2, 2013

*Immediately following Initial Board Meeting*

71 Main Street West, Hamilton, Ontario

City Hall, Council Chambers

From: John Malloy, Director of Education

\*\*\*\*\*

**AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Declarations of Conflict of Interest
4. Private Session (to consider matters on the private agenda)
5. Meeting Resumes in Public Session
6. Consent Agenda:
  - A) Enrolment Summary October 31, 2013
  - B) Average Class Size Report - Elementary

**ACTION ITEMS:**

7. Human Resources Committee Report – November 7, 2013
8. Finance Committee Report – November 20, 2013
9. Governance Committee Report - November 19, 2013
10. Policy Committee Report – November 21, 2013
  - A) Transportation Policy Scoping Report
  - B) Boundary Review Policy
    - Boundary Review Directory
  - C) Naming/Renaming a School Policy
    - School Naming/Renaming Advisory Committee Terms of Reference
    - In-School Advisory Committee Terms of Reference
11. Notice of Motion - Long-Term Facilities Master Plan, Accommodation Review Schedule
12. Adjournment

**Upcoming Public Meetings**

<b><u>Meeting</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Board	Monday, December 9, 2013	6:00 p.m.	City Hall - Council Chambers
Parental Involvement Committee (PIC) and Special Education Advisory Committee (SEAC)	Tuesday, December 10, 2013	6:30 p.m.	Cathy Wever School
Student Senate	Wednesday, December 18, 2013	4:00 p.m.	Sir John A. Macdonald - Library

Meeting times and locations are subject to change. Please refer to our website for the latest information.

[www.hwdsb.on.ca/aboutus/meetings/meetings.aspx](http://www.hwdsb.on.ca/aboutus/meetings/meetings.aspx)



## EXECUTIVE REPORT TO STANDING COMMITTEE

**TO:** STANDING COMMITTEE

**FROM:** John Malloy, Director of Education

**DATE:** December 2, 2013

**PREPARED BY:** Stacey Zucker, Superintendent of Business and Treasurer  
Denise Dawson, Manager of Budget

**RE:** Enrolment Summary – October 31, 2013

Action                      Monitoring    x

### Rationale/Benefits:

Grant for Student Needs (GSN) funding is based on two enrolment count dates: October 31 and March 31. Expenditures and revenues in the 2013-14 budget were calculated based on projected Average Daily Enrolment (ADE) which is calculated based on October 31, 2013 and March 31, 2014 projected enrolment. This report provides an update to compare the actual October 31, 2013 enrolment to projections.

	<b>Projected October 31, 2013 FTE</b>	<b>Actual October 31, 2013 FTE</b>	<b>Increase (Decrease) FTE</b>
Full Day Kindergarten	2,488.50	2,655.00	166.50
JK/SK	706.00	708.00	2.00
Grades 1-3	10,198.00	10,194.00	(4.00)
Grades 4-8	16,715.00	16,754.00	39.00
Special Education	707.00	652.00	( 55.00)
<b>Total Elementary</b>	<b><u>30,814.50</u></b>	<b><u>30,963.00</u></b>	<b><u>148.50</u></b>
<b>Total Secondary</b>	<b><u>16,367.25</u></b>	<b><u>16,195.50</u></b>	<b><u>(171.75)</u></b>
<b>Total Enrolment</b>	<b><u>47,181.75</u></b>	<b><u>47,158.50</u></b>	<b><u>(23.25)</u></b>

Actual Enrolment information for the last four years has been included for comparison purposes. Elementary enrolment is shown in Appendix A and secondary enrolment is shown in Appendix B.

### Background:

As part of the 2013-14 Budget process, enrolment was projected using the best information available and was used to determine staffing and calculate GSN revenue. Actual enrolment for October 31, 2013 has been finalized and is reported above.

**Elementary**

Overall, elementary enrolment is 148.50 FTE higher than projected, as a direct result of the increase in Full Day Kindergarten (FDK) enrolment. Changes to staffing due to accommodate the additional students will be offset by the additional GSN money related to the increased enrolment.

**Secondary**

Secondary enrolment has decreased by 171.75 FTE from projection due to fewer students returning than projected for a second year of grade 12 ("Victory lap") and the impact of planned school closures and the extracurricular activity work stoppage. Changes to secondary staffing in the second semester will offset the loss of GSN revenue related to the decline in enrolment.

**Hamilton-Wentworth District School Board  
Summary of Elementary Enrolment  
2009-10 Through 2013-14**

Appendix A

School by Cluster	Oct 31/09 Actual FTE	Oct 31/10 Actual FTE	Oct 31/11 Actual FTE	Oct 31/12 Actual FTE	Oct 31/13 Actual FTE	Mar 31/10 Actual FTE	Mar 31/11 Actual FTE	Mar 31/12 Actual FTE	Mar 31/13 Actual FTE	Mar 31/14 Projected FTE	2009/10 Actual ADE	2010/11 Actual ADE	2011/12 Actual ADE	2012/13 Actual ADE	2013/14 Projected ADE
<b>Associate School Cluster-West</b>															
Allan A. Greenleaf	537.50	540.50	509.50	460.00	<b>410.00</b>	532.50	545.50	511.50	460.50	<b>410.00</b>	535.00	543.00	510.50	460.25	<b>410.00</b>
Ancaster Meadow	628.00	658.50	673.00	681.50	<b>770.50</b>	648.50	676.00	672.00	693.00	<b>770.50</b>	638.25	667.25	672.50	687.25	<b>770.50</b>
Ancaster Senior	278.00	276.00	286.00	295.00	<b>311.00</b>	278.00	280.00	295.00	295.00	<b>311.00</b>	278.00	278.00	290.50	295.00	<b>311.00</b>
Balaclava	364.00	355.50	355.50	331.50	<b>339.50</b>	368.00	354.00	364.00	334.50	<b>339.50</b>	366.00	354.75	359.75	333.00	<b>339.50</b>
Bell-Stone	79.00	67.00	65.50	53.50	<b>46.50</b>	75.50	66.50	65.00	54.00	<b>46.50</b>	77.25	66.75	65.25	53.75	<b>46.50</b>
Beverly Central	158.00	150.00	154.50	145.50	<b>156.00</b>	164.50	150.50	156.00	144.00	<b>156.00</b>	161.25	150.25	155.25	144.75	<b>156.00</b>
C.H. Bray	265.00	266.00	286.00	289.50	<b>286.00</b>	268.00	271.50	285.50	291.00	<b>286.00</b>	266.50	268.75	285.75	290.25	<b>286.00</b>
Central	159.50	155.50	160.00	183.00	<b>181.00</b>	145.00	156.50	157.00	172.50	<b>181.00</b>	152.25	156.00	158.50	177.75	<b>181.00</b>
Dalewood	381.00	377.00	390.00	367.00	<b>312.00</b>	378.00	379.00	388.00	370.00	<b>312.00</b>	379.50	378.00	389.00	368.50	<b>312.00</b>
Dr. John Seaton	266.50	266.50	241.50	233.00	<b>213.50</b>	266.50	264.50	244.00	231.00	<b>213.50</b>	266.50	265.50	242.75	232.00	<b>213.50</b>
Dundana	246.50	288.00	305.50	308.50	<b>303.50</b>	246.50	291.00	305.00	307.50	<b>303.50</b>	246.50	289.50	305.25	308.00	<b>303.50</b>
Dundas Central	470.50	460.50	450.50	456.50	<b>393.00</b>	468.00	466.00	450.00	455.00	<b>393.00</b>	469.25	463.25	450.25	455.75	<b>393.00</b>
Earl Kitchener	417.50	432.00	435.50	440.50	<b>460.50</b>	410.00	429.00	435.00	446.50	<b>460.50</b>	413.75	430.50	435.25	443.50	<b>460.50</b>
Fessenden	314.50	330.00	368.00	388.50	<b>430.00</b>	321.50	336.00	366.50	391.50	<b>430.00</b>	318.00	333.00	367.25	390.00	<b>430.00</b>
Flamborough Centre	326.00	314.00	293.50	281.00	<b>284.50</b>	330.00	315.00	298.00	288.50	<b>284.50</b>	328.00	314.50	295.75	284.75	<b>284.50</b>
George R. Allan	408.00	404.50	394.00	387.00	<b>383.50</b>	408.00	401.50	394.27	398.00	<b>383.50</b>	408.00	403.00	394.14	392.50	<b>383.50</b>
Greensville	210.00	200.00	192.00	172.50	<b>177.50</b>	206.50	202.50	189.50	172.50	<b>177.50</b>	208.25	201.25	190.75	172.50	<b>177.50</b>
Guy Brown	303.50	338.50	396.50	489.50	<b>574.00</b>	305.00	332.50	399.50	486.50	<b>574.00</b>	304.25	335.50	398.00	488.00	<b>574.00</b>
Mary Hopkins	303.00	291.50	269.50	279.50	<b>261.00</b>	301.50	294.50	275.00	286.50	<b>261.00</b>	302.25	293.00	272.25	283.00	<b>261.00</b>
Millgrove	148.00	148.00	149.50	155.00	<b>144.00</b>	148.50	149.00	151.00	151.00	<b>144.00</b>	148.25	148.50	150.25	153.00	<b>144.00</b>
Mount Hope	233.50	226.00	251.50	256.50	<b>273.50</b>	232.50	237.50	256.50	254.50	<b>273.50</b>	233.00	231.75	254.00	255.50	<b>273.50</b>
Norwood Park	503.00	518.50	493.50	457.50	<b>460.00</b>	495.50	505.50	481.00	445.00	<b>460.00</b>	499.25	512.00	487.25	451.25	<b>460.00</b>
Prince Philip	167.00	150.50	159.00	162.50	<b>169.50</b>	167.50	147.00	152.00	166.50	<b>169.50</b>	167.25	148.75	155.50	164.50	<b>169.50</b>
Queen's Rangers	143.50	139.00	133.50	114.50	<b>108.00</b>	142.00	138.50	131.50	110.00	<b>108.00</b>	142.75	138.75	132.50	112.25	<b>108.00</b>
Rousseau	216.00	229.00	237.50	231.00	<b>225.50</b>	224.50	229.50	240.50	231.00	<b>225.50</b>	220.25	229.25	239.00	231.00	<b>225.50</b>
Ryerson	334.00	360.00	378.00	371.00	<b>361.00</b>	340.00	364.00	369.00	368.00	<b>361.00</b>	337.00	362.00	373.50	369.50	<b>361.00</b>
Sir William Osler	614.50	581.50	576.00	562.50	<b>559.00</b>	615.50	583.50	576.50	567.00	<b>559.00</b>	615.00	582.50	576.25	564.75	<b>559.00</b>
Spencer Valley	235.00	210.00	207.00	177.00	<b>186.00</b>	231.00	211.00	208.00	178.00	<b>186.00</b>	233.00	210.50	207.50	177.50	<b>186.00</b>
Strathcona	163.50	180.00	170.00	175.50	<b>179.00</b>	170.50	174.50	166.00	171.50	<b>179.00</b>	167.00	177.25	168.00	173.50	<b>179.00</b>
Yorkview	163.50	159.00	151.50	137.50	<b>156.50</b>	165.50	161.00	149.50	138.00	<b>156.50</b>	164.50	160.00	150.50	137.75	<b>156.50</b>
<b>TOTAL Cluster West</b>	<b>9,037.50</b>	<b>9,073.00</b>	<b>9,133.50</b>	<b>9,043.50</b>	<b>9,115.50</b>	<b>9,054.50</b>	<b>9,113.00</b>	<b>9,132.27</b>	<b>9,058.50</b>	<b>9,115.50</b>	<b>9,046.00</b>	<b>9,093.00</b>	<b>9,132.89</b>	<b>9,051.00</b>	<b>9,115.50</b>

FTE = Full Time Equivalent

ADE = Average Daily Enrolment is calculated based on the existing count dates of October 31 and March 31 within the Board's fiscal year.

The Full time equivalent of pupils enrolled in a Board's schools will be weighted at 0.5 for each of the count dates.

**Hamilton-Wentworth District School Board  
Summary of Elementary Enrolment  
2009-10 Through 2013-14**

Appendix A

School by Cluster	Oct 31/09 Actual FTE	Oct 31/10 Actual FTE	Oct 31/11 Actual FTE	Oct 31/12 Actual FTE	Oct 31/13 Actual FTE	Mar 31/10 Actual FTE	Mar 31/11 Actual FTE	Mar 31/12 Actual FTE	Mar 31/13 Actual FTE	Mar 31/14 Projected FTE	2009/10 Actual ADE	2010/11 Actual ADE	2011/12 Actual ADE	2012/13 Actual ADE	2013/14 Projected ADE
<b>Associate School Cluster-North</b>															
A. M. Cunningham	383.00	389.50	391.50	400.50	<b>392.50</b>	383.00	383.00	394.50	390.50	<b>392.50</b>	383.00	386.25	393.00	395.50	<b>392.50</b>
Adelaide Hoodless	444.00	418.00	386.00	360.00	<b>363.50</b>	430.00	418.00	391.00	358.50	<b>363.50</b>	437.00	418.00	388.50	359.25	<b>363.50</b>
Bennetto	502.00	485.50	489.00	481.00	<b>470.50</b>	485.00	486.00	465.50	471.50	<b>470.50</b>	493.50	485.75	477.25	476.25	<b>470.50</b>
Cathy Wever	580.50	582.50	592.00	577.00	<b>561.50</b>	573.00	573.50	569.00	568.50	<b>561.50</b>	576.75	578.00	580.50	572.75	<b>561.50</b>
Collegiate	265.00	256.00	241.50	238.00	<b>243.50</b>	262.00	264.00	240.00	237.50	<b>243.50</b>	263.50	260.00	240.75	237.75	<b>243.50</b>
Dr. J. Edgar Davey	Closed	419.50	528.50	536.00	<b>545.50</b>	Closed	454.50	552.00	555.00	<b>545.50</b>	Closed	437.00	540.25	545.50	<b>545.50</b>
Eastdale	209.00	190.00	197.50	187.00	<b>186.00</b>	203.00	193.00	199.00	184.50	<b>186.00</b>	206.00	191.50	198.25	185.75	<b>186.00</b>
Elizabeth Bagshaw	314.00	348.50	311.50	303.50	<b>327.50</b>	319.00	353.00	309.00	308.50	<b>327.50</b>	316.50	350.75	310.25	306.00	<b>327.50</b>
Glen Brae	234.00	247.00	246.00	273.00	<b>287.00</b>	235.00	244.00	246.00	273.00	<b>287.00</b>	234.50	245.50	246.00	273.00	<b>287.00</b>
Glen Echo	269.00	270.00	265.50	275.00	<b>270.50</b>	263.00	260.00	271.00	268.50	<b>270.50</b>	266.00	265.00	268.25	271.75	<b>270.50</b>
Green Acres	314.50	316.00	293.00	307.00	<b>297.00</b>	319.00	311.00	292.50	306.50	<b>297.00</b>	316.75	313.50	292.75	306.75	<b>297.00</b>
Hess Street	377.00	380.50	334.00	320.50	<b>302.00</b>	364.50	404.00	352.50	323.00	<b>302.00</b>	370.75	392.25	343.25	321.75	<b>302.00</b>
Hillcrest	479.00	503.50	468.50	462.50	<b>438.50</b>	471.50	494.00	464.00	443.50	<b>438.50</b>	475.25	498.75	466.25	453.00	<b>438.50</b>
King George	237.50	219.00	198.00	Closed	<b>Closed</b>	241.50	221.00	203.50	Closed	<b>Closed</b>	239.50	220.00	200.75	Closed	<b>Closed</b>
Lake Avenue	580.50	568.00	549.50	510.50	<b>511.00</b>	580.50	571.50	530.00	517.50	<b>511.00</b>	580.50	569.75	539.75	514.00	<b>511.00</b>
Memorial (City)	472.00	448.00	431.00	469.00	<b>448.00</b>	470.00	449.50	425.00	460.00	<b>448.00</b>	471.00	448.75	428.00	464.50	<b>448.00</b>
Memorial (S C)	279.00	289.50	291.50	293.50	<b>301.50</b>	284.00	288.00	293.50	294.50	<b>301.50</b>	281.50	288.75	292.50	294.00	<b>301.50</b>
Mountain View	315.00	323.50	303.50	285.50	<b>289.50</b>	319.00	321.50	306.00	284.00	<b>289.50</b>	317.00	322.50	304.75	284.75	<b>289.50</b>
Parkdale	162.50	154.00	148.00	146.50	<b>134.50</b>	161.00	145.50	148.00	144.50	<b>134.50</b>	161.75	149.75	148.00	145.50	<b>134.50</b>
Prince of Wales	453.00	468.00	483.00	580.50	<b>581.50</b>	470.50	484.00	480.00	581.00	<b>581.50</b>	461.75	476.00	481.50	580.75	<b>581.50</b>
Queen Mary	482.50	482.00	477.50	534.50	<b>524.50</b>	487.50	495.50	474.50	535.50	<b>524.50</b>	485.00	488.75	476.00	535.00	<b>524.50</b>
Queen Victoria	411.00	433.50	433.50	436.00	<b>439.50</b>	413.00	438.00	435.00	416.00	<b>439.50</b>	412.00	435.75	434.25	426.00	<b>439.50</b>
R. L. Hyslop	205.00	202.00	186.50	180.50	<b>162.50</b>	200.50	198.00	187.50	176.00	<b>162.50</b>	202.75	200.00	187.00	178.25	<b>162.50</b>
Rosedale	151.50	135.00	146.50	133.50	<b>138.50</b>	150.50	136.50	144.50	135.00	<b>138.50</b>	151.00	135.75	145.50	134.25	<b>138.50</b>
Roxborough Park	190.00	200.00	187.00	190.50	<b>190.00</b>	201.50	204.00	187.00	193.00	<b>190.00</b>	195.75	202.00	187.00	191.75	<b>190.00</b>
Sir Isaac Brock	171.00	172.50	175.50	186.00	<b>165.00</b>	180.00	170.50	170.00	178.00	<b>165.00</b>	175.50	171.50	172.75	182.00	<b>165.00</b>
Sir Wilfrid Laurier	513.00	490.50	486.00	449.50	<b>445.00</b>	512.50	495.50	483.00	446.50	<b>445.00</b>	512.75	493.00	484.50	448.00	<b>445.00</b>
Viscount Montgomery	396.00	363.00	315.50	315.50	<b>296.00</b>	386.00	363.00	316.00	315.00	<b>296.00</b>	391.00	363.00	315.75	315.25	<b>296.00</b>
W.H. Ballard	606.00	553.00	579.00	523.00	<b>533.50</b>	594.00	563.50	578.00	524.00	<b>533.50</b>	600.00	558.25	578.50	523.50	<b>533.50</b>
Winona	529.00	501.50	575.50	651.50	<b>725.50</b>	537.00	488.50	592.50	644.50	<b>725.50</b>	533.00	495.00	584.00	648.00	<b>725.50</b>
Woodward	125.50	121.00	122.00	113.50	<b>114.00</b>	127.50	116.50	118.00	117.50	<b>114.00</b>	126.50	118.75	120.00	115.50	<b>114.00</b>
<b>TOTAL Cluster North</b>	<b>10,651.00</b>	<b>10,930.50</b>	<b>10,833.50</b>	<b>10,720.50</b>	<b>10,685.50</b>	<b>10,624.50</b>	<b>10,988.50</b>	<b>10,818.00</b>	<b>10,651.50</b>	<b>10,685.50</b>	<b>10,637.75</b>	<b>10,959.50</b>	<b>10,825.75</b>	<b>10,686.00</b>	<b>10,685.50</b>

FTE = Full Time Equivalent

ADE = Average Daily Enrolment is calculated based on the existing count dates of October 31 and March 31 within the Board's fiscal year.

The Full time equivalent of pupils enrolled in a Board's schools will be weighted at 0.5 for each of the count dates.

**Hamilton-Wentworth District School Board  
Summary of Elementary Enrolment  
2009-10 Through 2013-14**

Appendix A

School by Cluster	Oct 31/09 Actual FTE	Oct 31/10 Actual FTE	Oct 31/11 Actual FTE	Oct 31/12 Actual FTE	Oct 31/13 Actual FTE	Mar 31/10 Actual FTE	Mar 31/11 Actual FTE	Mar 31/12 Actual FTE	Mar 31/13 Actual FTE	Mar 31/14 Projected FTE	2009/10 Actual ADE	2010/11 Actual ADE	2011/12 Actual ADE	2012/13 Actual ADE	2013/14 Projected ADE
<b>Associate School Cluster-South</b>															
Bellmoore	329.50	289.00	290.00	520.00	<b>615.50</b>	329.00	286.00	296.00	534.00	<b>615.50</b>	329.25	287.50	293.00	527.00	<b>615.50</b>
Billy Green	304.00	340.50	338.00	343.00	<b>374.50</b>	303.00	336.50	345.50	344.00	<b>374.50</b>	303.50	338.50	341.75	343.50	<b>374.50</b>
Buchanan Park	184.50	184.50	171.50	166.50	<b>163.50</b>	183.00	185.00	172.50	169.00	<b>163.50</b>	183.75	184.75	172.00	167.75	<b>163.50</b>
Cardinal Heights	316.00	297.00	294.00	318.00	<b>307.00</b>	313.00	299.00	299.00	312.00	<b>307.00</b>	314.50	298.00	296.50	315.00	<b>307.00</b>
Cecil B. Stirling	372.50	366.50	358.50	340.00	<b>316.00</b>	367.00	371.00	359.50	340.00	<b>316.00</b>	369.75	368.75	359.00	340.00	<b>316.00</b>
Chedoke	464.00	477.00	449.00	450.00	<b>470.00</b>	462.00	482.50	458.50	453.50	<b>470.00</b>	463.00	479.75	453.75	451.75	<b>470.00</b>
Eastmount Park	177.50	177.50	188.00	188.00	<b>178.00</b>	185.00	179.50	187.00	186.50	<b>178.00</b>	181.25	178.50	187.50	187.25	<b>178.00</b>
Ecole elementaire Michaelle Jea	0.00	0.00	0.00	64.00	<b>86.00</b>	0.00	0.00	0.00	60.00	<b>86.00</b>	0.00	0.00	0.00	62.00	<b>86.00</b>
Franklin Road	339.00	327.00	346.00	317.00	<b>311.00</b>	333.50	328.50	340.50	314.50	<b>311.00</b>	336.25	327.75	343.25	315.75	<b>311.00</b>
Gatestone	579.50	587.50	605.50	603.50	<b>593.00</b>	584.50	586.00	614.50	609.00	<b>593.00</b>	582.00	586.75	610.00	606.25	<b>593.00</b>
George L. Armstrong	382.50	393.50	349.50	314.00	<b>303.50</b>	387.50	388.00	345.50	318.50	<b>303.50</b>	385.00	390.75	347.50	316.25	<b>303.50</b>
Gordon Price	423.00	441.00	419.00	399.00	<b>393.00</b>	431.50	434.00	414.00	405.50	<b>393.00</b>	427.25	437.50	416.50	402.25	<b>393.00</b>
Helen Detwiler	529.50	519.00	514.50	523.10	<b>515.00</b>	538.00	519.50	526.00	529.10	<b>515.00</b>	533.75	519.25	520.25	526.10	<b>515.00</b>
Highview	372.50	365.50	369.00	384.00	<b>396.00</b>	360.50	370.00	379.00	381.50	<b>396.00</b>	366.50	367.75	374.00	382.75	<b>396.00</b>
Holbrook	200.00	193.50	210.00	191.50	<b>182.50</b>	206.00	198.00	210.00	194.50	<b>182.50</b>	203.00	195.75	210.00	193.00	<b>182.50</b>
Huntington Park	419.00	395.00	401.50	384.50	<b>379.50</b>	420.00	403.50	404.50	384.50	<b>379.50</b>	419.50	399.25	403.00	384.50	<b>379.50</b>
James MacDonald	235.00	211.00	220.50	223.50	<b>234.50</b>	232.00	216.50	217.50	228.00	<b>234.50</b>	233.50	213.75	219.00	225.75	<b>234.50</b>
Janet Lee	338.00	339.50	360.50	367.50	<b>386.50</b>	342.00	333.50	368.50	377.00	<b>386.50</b>	340.00	336.50	364.50	372.25	<b>386.50</b>
Lawfield	649.00	719.50	726.00	677.50	<b>669.00</b>	653.00	718.00	735.50	679.50	<b>669.00</b>	651.00	718.75	730.75	678.50	<b>669.00</b>
Lincoln Alexander	182.00	172.00	162.50	181.50	<b>175.00</b>	183.50	171.50	163.00	187.00	<b>175.00</b>	182.75	171.75	162.75	184.25	<b>175.00</b>
Linden Park	148.00	146.50	149.50	131.50	<b>131.00</b>	148.00	148.50	151.00	137.50	<b>131.00</b>	148.00	147.50	150.25	134.50	<b>131.00</b>
Lisgar	257.50	247.00	232.00	264.50	<b>259.00</b>	259.00	245.00	239.00	258.00	<b>259.00</b>	258.25	246.00	235.50	261.25	<b>259.00</b>
Mount Albion	344.50	342.50	405.00	258.50	<b>261.50</b>	344.00	357.50	407.00	260.50	<b>261.50</b>	344.25	350.00	406.00	259.50	<b>261.50</b>
Mountview	194.50	183.50	191.50	186.50	<b>172.50</b>	192.00	180.50	192.00	182.50	<b>172.50</b>	193.25	182.00	191.75	184.50	<b>172.50</b>
Pauline Johnson	223.00	198.00	213.00	211.00	<b>207.50</b>	221.00	200.50	212.00	212.00	<b>207.50</b>	222.00	199.25	212.50	211.50	<b>207.50</b>
Queensdale	173.10	140.00	151.50	163.50	<b>155.00</b>	169.60	140.50	156.00	160.00	<b>155.00</b>	171.35	140.25	153.75	161.75	<b>155.00</b>
R. A. Riddell	648.00	682.00	685.50	696.50	<b>709.00</b>	664.50	685.50	674.50	707.50	<b>709.00</b>	656.25	683.75	666.50	702.00	<b>709.00</b>
Ray Lewis	622.00	600.00	589.50	611.00	<b>601.00</b>	621.50	602.50	587.50	624.00	<b>601.00</b>	621.75	601.25	588.50	617.50	<b>601.00</b>
Richard Beasley	161.00	150.50	150.50	158.50	<b>164.00</b>	159.00	152.00	160.00	166.00	<b>164.00</b>	160.00	151.25	155.25	162.25	<b>164.00</b>
Ridgemount	271.00	255.50	249.50	227.00	<b>231.00</b>	278.50	267.00	250.00	225.50	<b>231.00</b>	274.75	261.25	249.75	226.25	<b>231.00</b>
Tapleystown	181.50	184.50	180.00	178.50	<b>166.50</b>	188.00	181.50	179.00	175.00	<b>166.50</b>	184.75	183.00	179.50	176.75	<b>166.50</b>
Templemead	585.50	574.00	561.00	566.00	<b>546.00</b>	593.50	574.00	569.00	568.00	<b>546.00</b>	589.50	574.00	565.00	567.00	<b>546.00</b>
Westview	314.00	303.00	281.00	270.00	<b>269.00</b>	317.00	303.00	283.00	270.00	<b>269.00</b>	315.50	303.00	282.00	270.00	<b>269.00</b>
Westwood	220.00	232.00	227.50	190.00	<b>193.00</b>	221.50	231.50	230.00	194.50	<b>193.00</b>	220.75	231.75	228.75	192.25	<b>193.00</b>
<b>TOTAL Cluster South</b>	<b>11,140.60</b>	<b>11,035.00</b>	<b>11,013.50</b>	<b>11,069.10</b>	<b>11,115.00</b>	<b>11,191.10</b>	<b>11,076.00</b>	<b>11,126.50</b>	<b>11,148.60</b>	<b>11,115.00</b>	<b>11,165.85</b>	<b>11,055.50</b>	<b>11,070.00</b>	<b>11,108.85</b>	<b>11,115.00</b>

FTE = Full Time Equivalent

ADE = Average Daily Enrolment is calculated based on the existing count dates of October 31 and March 31 within the Board's fiscal year.

The Full time equivalent of pupils enrolled in a Board's schools will be weighted at 0.5 for each of the count dates.

## 6A-6

**Hamilton-Wentworth District School Board  
Summary of Elementary Enrolment  
2009-10 Through 2013-14**

Appendix A

School by Cluster	Oct 31/09 Actual FTE	Oct 31/10 Actual FTE	Oct 31/11 Actual FTE	Oct 31/12 Actual FTE	Oct 31/13 Actual FTE	Mar 31/10 Actual FTE	Mar 31/11 Actual FTE	Mar 31/12 Actual FTE	Mar 31/13 Actual FTE	Mar 31/14 Projected FTE	2009/10 Actual ADE	2010/11 Actual ADE	2011/12 Actual ADE	2012/13 Actual ADE	2013/14 Projected ADE
Glenwood	62.00	62.00	55.00	53.00	47.00	62.00	60.00	55.00	53.00	47.00	62.00	61.00	55.00	53.00	47.00
<b>HWDSB Total</b>	<b><u>31,370.10</u></b>	<b><u>31,147.50</u></b>	<b><u>31,072.50</u></b>	<b><u>30,886.10</u></b>	<b><u>30,963.00</u></b>	<b><u>31,414.60</u></b>	<b><u>31,301.50</u></b>	<b><u>31,165.77</u></b>	<b><u>30,911.60</u></b>	<b><u>30,963.00</u></b>	<b><u>31,392.35</u></b>	<b><u>31,224.50</u></b>	<b><u>31,119.14</u></b>	<b><u>30,898.85</u></b>	<b><u>30,963.00</u></b>

FTE = Full Time Equivalent

ADE = Average Daily Enrolment is calculated based on the existing count dates of October 31 and March 31 within the Board's fiscal year.

The Full time equivalent of pupils enrolled in a Board's schools will be weighted at 0.5 for each of the count dates.



6A-7  
Hamilton-Wentworth District School Board  
Summary of Secondary Enrolment  
2009-10 through 2013-14

Appendix B

School	Oct 31/09 Actual FTE	Oct 31/10 Actual FTE	Oct 31/11 Actual FTE	Oct 31/12 Actual FTE	Oct 31/13 Actual FTE	Mar 31/10 Actual FTE	Mar 31/11 Actual FTE	Mar 31/12 Actual FTE	Mar 31/13 Actual FTE	Mar 31/14 Projected FTE	2009/10 Actual ADE	2010/11 Actual ADE	2011/12 Actual ADE	2012/13 Actual ADE	2013/14 Projected ADE
Ancaster	977.25	983.00	1,011.50	1,057.00	<b>1,076.75</b>	946.00	942.00	958.25	1,031.50	<b>1,035.25</b>	961.63	962.50	984.88	1,044.25	<b>1,056.00</b>
Barton	969.75	890.00	775.50	696.75	<b>591.50</b>	937.75	836.75	703.25	635.50	<b>544.50</b>	953.75	863.38	739.38	666.13	<b>568.00</b>
Delta	867.00	805.25	749.25	700.75	<b>696.00</b>	786.25	769.25	693.75	653.00	<b>653.50</b>	826.63	787.25	721.50	676.88	<b>674.75</b>
Glendale	941.50	946.75	919.75	941.50	<b>951.00</b>	908.50	889.75	890.50	904.00	<b>909.50</b>	925.00	918.25	905.13	922.75	<b>930.25</b>
Highland	831.25	770.25	787.00	774.25	<b>781.25</b>	790.25	748.00	762.50	761.50	<b>761.75</b>	810.75	759.13	774.75	767.88	<b>771.50</b>
Hill Park	874.00	879.75	783.50	737.75	<b>669.50</b>	836.25	807.50	737.00	702.50	<b>628.00</b>	855.13	843.63	760.25	720.13	<b>648.75</b>
Mountain	222.50	191.25	173.50	172.50	<b>137.50</b>	188.50	180.00	166.00	153.50	<b>128.00</b>	205.50	185.63	169.75	163.00	<b>132.75</b>
Orchard Park	1,203.25	1,166.50	1,144.50	1,100.75	<b>1,027.75</b>	1,152.25	1,086.50	1,073.00	1,054.50	<b>970.25</b>	1,177.75	1,126.50	1,108.75	1,077.63	<b>999.00</b>
Parkside	640.50	610.25	523.00	445.75	<b>362.25</b>	614.00	568.50	509.00	413.75	<b>342.75</b>	627.25	589.38	516.00	429.75	<b>352.50</b>
Parkview	285.25	276.00	275.50	236.75	<b>225.00</b>	261.25	266.25	253.75	230.25	<b>214.50</b>	273.25	271.13	264.63	233.50	<b>219.75</b>
Saltfleet	1,256.00	1,194.00	1,189.00	1,214.50	<b>1,179.75</b>	1,184.00	1,149.50	1,147.00	1,165.75	<b>1,151.25</b>	1,220.00	1,171.75	1,168.00	1,190.13	<b>1,165.50</b>
Sherwood	1,201.00	1,240.50	1,194.50	1,092.75	<b>1,016.75</b>	1,126.25	1,181.75	1,135.00	1,017.50	<b>962.25</b>	1,163.63	1,211.13	1,164.75	1,055.13	<b>989.50</b>
Sir Allan MacNab	894.50	883.25	878.50	873.00	<b>870.00</b>	851.00	832.00	828.75	806.75	<b>816.00</b>	872.75	857.63	853.63	839.88	<b>843.00</b>
Sir J. A. Macdonald	1,132.50	1,131.50	1,167.25	1,156.25	<b>1,123.00</b>	1,081.75	1,098.50	1,173.75	1,118.00	<b>1,102.00</b>	1,107.13	1,115.00	1,170.50	1,137.13	<b>1,112.50</b>
Sir W. Churchill	1,221.50	1,228.75	1,140.75	1,081.25	<b>946.00</b>	1,149.50	1,147.75	1,057.00	997.75	<b>879.00</b>	1,185.50	1,188.25	1,098.88	1,039.50	<b>912.50</b>
Waterdown	1,291.75	1,199.25	1,136.50	1,121.75	<b>1,134.50</b>	1,185.50	1,103.00	1,085.25	1,070.50	<b>1,070.00</b>	1,238.63	1,151.13	1,110.88	1,096.13	<b>1,102.25</b>
Westdale	1,571.00	1,628.50	1,663.25	1,658.25	<b>1,638.00</b>	1,500.00	1,590.25	1,588.75	1,596.75	<b>1,581.00</b>	1,535.50	1,609.38	1,626.00	1,627.50	<b>1,609.50</b>
Westmount	1,386.75	1,367.25	1,429.50	1,489.50	<b>1,530.50</b>	1,306.50	1,310.25	1,364.50	1,421.75	<b>1,463.00</b>	1,346.63	1,338.75	1,397.00	1,455.63	<b>1,496.75</b>
Alt Ed Combined	291.25	332.50	288.50	255.00	<b>238.50</b>	360.00	321.00	283.00	295.50	<b>295.00</b>	325.63	326.75	285.75	275.25	<b>266.75</b>
<b>Total HWDSB</b>	<b>18,058.50</b>	<b>17,724.50</b>	<b>17,230.75</b>	<b>16,806.00</b>	<b>16,195.50</b>	<b>17,165.50</b>	<b>16,828.50</b>	<b>16,410.00</b>	<b>16,030.25</b>	<b>15,507.50</b>	<b>17,612.00</b>	<b>17,276.50</b>	<b>16,820.38</b>	<b>16,418.13</b>	<b>15,851.50</b>

FTE = Full Time Equivalent

ADE = Average Daily Enrolment is calculated based on the existing count dates of October 31 and March 31 within the Board's fiscal year. The full-time equivalent of pupils enrolled in a Board's schools will be weighted at 0.5 for each of the count dates.



**Hamilton-Wentworth District School Board  
B66141**

**PCS Results**

1

**Status of PCS Policy Implementation**

**The Ministry expects that 100% of all Primary Classes (JK-3) and Grade 3/4 combined classes have 23 or fewer pupils.**

2320	100% Primary Classes (JK-3) 23 and under	100.0
2330	100% of Grade 3/4 Combined Classes 23 and under	100.0

**The Ministry expects that the Junior Class Size not exceed a 25.10: 1 ratio. The Ministry expects that at least 90% of all Primary Classes (JK-3) have 20 or fewer pupils.**

2340	Average Junior/Intermediate (grades 4-8) Class Size	25.10	Achieved
2350	90% Primary Classes (JK-3) 20 and under	90.5	
2400	Comments		

2499 Has the Director Approved the results? Yes

\* By checking this box, the board acknowledges that this plan was developed according to Ministry requirements outlined in Memo 2008:SB11

2599 What is the board's reorganization date for September (mm/dd/yyyy) 09/30/2013

2699 Submit Data to the Ministry? Yes

\* The deadline for submission of PCS results is October 31, 2013.

**Board Contact Information**

2810	Name	P. Rocco, Supt of HR; D.Dawson Mgr of Budget
2820	Telephone	905-527-5092 ext; 2202
2830	Fax	905-521-2536
2840	Email	Patrick.Rocco@hwdsb.on.ca

## Hamilton-Wentworth District School Board

**Key Statistics**

	2013-14 Preliminary	2013-14 Sandbox	2013-14 Final
	1	2	3
0210 % Primary Classes 20 and Under (90% by 2007-08)	92.7	0.0	90.5
0220 % Primary Classes 23 and Under	100.0	0.0	100.0
0230 Average Junior/Intermediate (grades 4-8) Class Size	25.10	0.00	25.10
0234 % Grade 3/4 Combined Classes Under 23	100.0		100.0

**Early Learning Program Statistics**
**% of ELP Classes**

0310 Under 26	32.3	0.0	31.4
0320 26	12.8	0.0	17.8
0330 27 and above	54.8	0.0	50.7

**Information on ELP Classes**

0350 Number of ELP Classes	195	0	207
0360 ELP Enrolment	4,977	0	5,241
0370 Average ELP Class Size	25.5	0.0	25.3
0380 Number of Schools Offering ELP Program	64	0	64.0

**Primary (JK-3) Statistics**
**% of Primary Classes**

0410 20 and under	92.7	0.0	90.4
0420 21	3.3	0.0	2.6
0430 22	1.5	0.0	4.3
0440 23	2.3	0.0	2.5
0450 24	0.0	0.0	0.0
0460 25 and more	0.0	0.0	0.0

**Number of Primary Classes**

0610 20 and under	522.0		504.0
0620 21	19.0		15.0
0630 22	9.0		24.0
0640 23	13.0		14.0
0650 24	0.0		0.0
0660 25 and more	0.0		0.0

<b>9910</b>	<b>Total Number of Primary Classes</b>	563.0		557.0
<b>9920</b>	<b>TOTAL Number of Primary Classes (FTE)</b>	526.1		518.5
<b>9930</b>	<b>TOTAL Primary Enrolment (FTE)</b>	10172.0		10113.5

#### Information on Grade 3/4 Combined Classes

<b>Number of Classes</b>				
0905	20 and under	15.0		17.0
0910	21	9.0		6.0
0915	22	19.0		14.0
0920	23	32.0		38.0
0925	24	0.0		0.0
0930	25 and more	0.0		0.0
<b>9935</b>	<b>Total Grade 3/4 Combined Classes</b>	75.0		75.0

#### Grade 3/4 Combined Class Enrolment

<b>9936</b>	<b>Total Grade 3/4 Combined Class Enrolment</b>	1631.0		1622.0
<b>9937</b>	<b>Primary Enrolment in Primary/Junior Combined</b>	732.0		804.0
<b>9938</b>	<b>Number of Primary Classes (FTE) included in 3/4</b>	33.9		37.1

<b>9940</b>	<b>TOTAL Number of Junior/Intermediate Classes</b>	695.0	0.0	698.0
<b>9950</b>	<b>TOTAL Junior/Intermediate Enrolment</b>	17447.0		17522.0

<b>1499</b>	<b>Number of Self-Contained Special Education Classes</b>	71.0	0.0	71.0
<b>1699</b>	<b>Self-Contained Special Education Enrolment</b>	707.0		661.0

**The Hamilton-Wentworth District School Board  
Summary of Average Class Size Key Statistics  
As of September 30, 2013**

	Average Grade FDK Class Size	Average Grade JK-3 Class Size	Average Grade 4-8 Class Size	Average Spec Ed Class Size
Allan A. Greenleaf	24.3	20.0	26.1	
A.M. Cunningham		19.3	21.7	9.5
Adelaide Hoodless	25.3	20.0	24.6	6.0
Ancaster Senior			30.6	
Ancaster Meadow		19.4	26.9	
Balaclava	29.0	19.6	26.3	
Bellmoore	27.6	20.4	26.7	5.0
Bell-Stone		15.0	11.0	
Bennetto	24.0	19.3	22.5	8.0
Beverly Central	16.0	20.0	24.3	7.0
Billy Green	27.0	20.4	25.6	11.5
Buchanan Park	22.5	18.7	25.0	12.0
C.H. Bray		21.1	26.0	
Cardinal Heights			27.2	7.0
Cathy Wever	28.4	18.1	21.5	11.0
Cecil B. Stirling	26.0	19.5	23.6	
Central	22.5	18.4	21.0	
Chedoke	22.8	19.5	25.2	11.0
Collegiate	21.0	20.0	25.7	
Dalewood			28.3	19.7
Dr.J. Edgar Davey	23.5	18.9	22.8	5.5
Dr.J. Seaton	29.0	17.5	27.3	
Dundana		19.0	25.0	
Dundas Central	30.0	20.5	25.5	
Earl Kitchener		19.2	22.6	
Eastdale	16.5	19.3	22.2	
Eastmount Park		19.6	22.5	
Ecole Michaelle Jean		17.7	16.5	
Elizabeth Bagshaw	25.7	20.0	24.1	10.0
Fessenden		18.9	25.0	
Flamborough Centre	25.0	21.0	28.1	
Franklin Road	29.5	19.2	24.3	12.0
Gatestone		19.4	26.7	11.0
George L. Armstrong	17.5	20.0	24.4	16.5
George R. Allan	25.0	20.3	25.3	
Glen Brae			25.1	8.0
Glen Echo		19.5	24.0	8.0
Glenwood				4.9
Gordon Price	26.0	20.5	25.8	
Green Acres		17.9	26.2	12.0
Greensville	27.0	20.0	23.0	
Guy Brown	23.5	20.0	27.3	
Helen Detwiler	28.0	20.7	26.2	
Hess Street	28.0	17.6	22.3	
Highview	25.8	19.6	26.1	
Hillcrest		18.6	22.6	10.7
Holbrook	28.5	19.7	23.0	13.0

**The Hamilton-Wentworth District School Board  
Summary of Average Class Size Key Statistics  
As of September 30, 2013**

	Average Grade FDK Class Size	Average Grade JK-3 Class Size	Average Grade 4-8 Class Size	Average Spec Ed Class Size
Huntington Park	23.5	20.3	25.8	6.0
James MacDonald	28.7	19.3	23.2	
Janet Lee	25.3	20.0	27.8	
Lake Avenue	25.0	19.8	23.7	
Lawfield		19.3	26.3	
Lincoln Alexander	20.3	20.3	24.7	8.0
Linden Park		19.7	23.0	7.5
Lisgar	26.0	21.7	27.2	6.5
Mary Hopkins	26.3	20.0	27.0	
Memorial City	21.0	20.0	23.1	12.0
Memorial Stoney Creek	22.0	20.0	26.7	
Millgrove	28.5	18.7	20.0	
Mount Albion	29.0	18.7	30.6	5.7
Mount Hope	25.0	17.8	28.4	
Mountain View	23.7	20.0	25.7	
Mountview		19.3	27.3	
Norwood Park		20.3	26.4	
Parkdale	26.5	17.8	19.0	
Pauline Johnson	26.7	19.6	22.0	
Prince of Wales	28.8	19.2	22.2	
Prince Philip		17.8	23.0	12.0
Queen Mary	24.8	19.8	23.7	4.0
Queen Victoria	25.6	19.0	22.1	8.0
Queen's Rangers	19.0	20.0	24.0	
Queensdale		20.0	23.7	6.0
R.A. Riddell	29.5	21.3	26.0	
R.L. Hyslop	15.5	20.5	26.5	
Ray Lewis	30.0	20.0	26.2	
Richard Beasley	29.0	20.0	25.0	
Ridgemount	28.7	21.0	25.0	
Rosedale		20.1	20.3	
Rousseau	29.0	20.3	28.8	
Roxborough Park	22.3	18.0	21.7	
Ryerson			26.2	9.0
Sir Isaac Brock	21.7	17.5	21.3	
Sir Wilfrid Laurier	24.8	20.0	24.7	8.0
Sir William Osler	26.0	20.0	27.3	9.0
Spencer Valley			28.7	6.5
Strathcona	24.0	16.8	19.3	
Tapleystown	16.0	22.5	26.0	
Templemead	23.8	19.8	24.9	12.0
Viscount Montgomery		19.5	24.3	
W.H. Ballard		20.1	25.0	14.3
Westview			27.0	15.0
Westwood	29.0	18.0	24.3	6.0
Winona	29.6	19.7	25.9	
Woodward Avenue		19.7	24.0	7.0
Yorkview	30.0	20.0	22.7	
<b>Board Total Average</b>	<b>25.3</b>	<b>19.5</b>	<b>25.1</b>	<b>9.3</b>

## Committee Report

Presented to: Standing Committee

Meeting date: December 2, 2013

From: Human Resource Committee

Meeting date: November 7, 2013

The committee held a meeting on November 7<sup>th</sup>, 2013 from 7:45 to 8:51 a.m. at 120 King Street, Suite 1120, Room 1, Hamilton, Ontario, with Alex Johnstone presiding.

Members present were: Trustees Alex Johnstone (Chair), Wes Hicks and Ray Mulholland. Regrets were received by Trustee Simmons

\*\*\*\*\*

### I. Attendance Support Process: Program Alignment

The proposed Total Attendance Support Program will align with HWDSB Strategic Directions by supporting our guiding principles of Achievement, Engagement and Equity. This program specifically addresses the Board's strategic direction of *Knowing our Staff* as it provides timely support and assistance for employees who have patterned absences from work by:

- engaging employees in discussions that help them to feel valued
- providing clarity to supervisors about how they can assist employees with addressing attendance challenges
- offering Board sponsored resources and supports to employees with medical needs
- contributing to a safe and inclusive environment that supports staff wellness and meets our legislative obligations under the Ontario Human Rights Code to accommodate individuals based on disability

Ultimately, staff is more likely to feel valued and engaged in the workplace when they are having pro-active and supportive conversations with their immediate supervisor. This process builds a trusting relationship and as we continue to embed the principles of this program in our culture it can increase our support for both staff and student achievement.

#### Program Overview

There are three main components to the proposed Total Attendance Support Program.

- Monthly communication process: immediate supervisor meets with employees who have regular, patterned absences to identify why they are experiencing attendance problems and what support they might be able to provide. If an employee is absent from work due to a known medical reason e.g. surgery, the immediate supervisor does not meet with the employee
- Referral process: this provides for ongoing support and management of long and short term absences related to return to either medical leaves or WSIB. HR staff in the employee accommodation area work with these employees to support their wellbeing.



They engage them in the development of a successful accommodation and/or return to work plan that values their needs on an individual basis through a collaborative approach with all interested parties. The goal of this process is to support and respect the accommodation and/or return to work needs of the employee

- Ongoing dedicated supports for system leaders: provides education/training and resources to system leaders to help them implement the program within their schools and departments in an open, respectful and supportive manner

Respectfully submitted,  
Alex Johnstone, Chair of the Committee

## COMMITTEE REPORT

Presented to: Standing Committee

Date of Meeting: December 2, 2013

From: Finance Committee

Date of Meeting: November 20, 2013

The committee held a meeting from 12:30 p.m. to 1:40 p.m. on the above date at 120 King Street, Suite 1120, Hamilton, Ontario, with Judith Bishop presiding.

Members present were: Trustees Judith Bishop (Chair), Wes Hicks, Lillian Orban, and Todd White.

\*\*\*\*\*

### 1. December Standing Committee Reports:

- Enrolment Summary October 31, 2013
- Average Class Size Report - Elementary

Staff presented the reports on October 31, 2013 Enrolment and the Average Class Size Report for Elementary students. Elementary enrolment is up as a result of full day kindergarten and secondary enrolment is down from the numbers projected as part of the budget development process. HWDSB is in compliance with all Ministry requirements for Average Class Size.

### 2. School Board Efficiencies and Modernization Consultations

Several Senior staff have had an opportunity to provide input to the Ministry on the information contained in the Ministry memo (named above) which was distributed at the October 2, 2013 meeting. In addition to the input provided by senior staff, committee members would like to submit a letter to the Ministry on behalf of the trustees with emphasis on declining enrolment and funding support for underutilized and small schools.

### 3. Special Education Funding

Staff shared information on special education funding at each school board in Ontario. HWDSB is funded at a much lower level than most. Some of our neighbouring boards who are also funded lower than the provincial average, have begun funding campaigns to bring Ministry awareness to the funding inequities. Finance Committee members were supportive of doing something similar.

### 4. Budget Consultation Process and Budget Priorities

The budget planning and development process and schedule for the 2014-2015 budget were reviewed. Executive Council has determined that the priorities for the Board's budget process will remain the same as last year.

Respectfully submitted,  
Judith Bishop, Chair of the Committee

9-1  
**Committee Report**

Presented to: Standing Committee

Meeting date: December 2, 2013

From: Governance Committee

Meeting date: November 19, 2013

The committee held a meeting on Tuesday, November 19, 2013, from 3:15 p.m. to 5:30 p.m., on the 6<sup>th</sup> Floor, 100 King Street West, Hamilton, Ontario, with Jessica Brennan presiding.

Members present were: Trustees Jessica Brennan (Chair), Judith Bishop, Lillian Orban, Tim Simmons and Todd White.

\*\*\*\*\*

## **1. Electronic Participation Policy**

The Committee considered the matter of electronic participation at Board and Committee meetings.

On motion of Trustee Bishop, the Governance Committee **RECOMMENDS: That the Electronic Participation Governance Statement 2C and Procedure 3H be approved.**

**CARRIED UNANIMOUSLY**

## **2. Ward Allocation Results**

The Committee considered the matter of the Ward Allocation Results. A Special Governance meeting was scheduled for 3:00 p.m. on Monday, November 25, 2013 at 100 King St W., 6<sup>th</sup> Floor to further discuss the Ward Allocation results.

On motion of Trustee Simmons, the Governance Committee **RECOMMENDS: That the Committee move into private session, this taking place at 4:30 p.m.**

**CARRIED UNANIMOUSLY**

Due to the lack of time the following items were not addressed:

- Code of Conduct

Respectfully submitted,  
Jessica Brennan, Chair of the Committee

Proposed Governance Statement: Electronic Participation

Purpose

To establish a policy for electronic participation in accordance with O. Reg. 463/97, Electronic Participating.

Terminology

*Electronic participation* refers to participating in a meeting in a manner whereby the trustee can hear and be heard by using a two-way voice or video conferencing capability

Policy Statements

- (a) Electronic participation shall be available to Trustees for all meetings of the Board and committees of the Board.
- (b) The Chair shall conduct meetings in accordance with the appropriate rules of order while being mindful of the Trustee who is participating electronically.
- (c) Electronic participation shall be made available in a manner that allows the participating member to hear and be heard. [O. Reg. 463, s.3.(1)2]
- (d) The Trustee who is participating electronically shall inform the Chair of every instance they enter and leave the meeting to ensure:
  - (i) that the Chair knows at all times who is “in the room”;
  - (ii) that the secretary can confirm in the record that a Trustee has complied with Conflict of Interest requirements by absenting him/herself when required; Note: A Trustee must not be present during discussion on a private matter for which the Trustee has declared a conflict of interest. When appropriate for the Trustee to return to the meeting, the Trustee will be notified by text message or email.
  - (iii) that student trustees are only present when permitted in accordance with O. Reg. 7/07, Student Trustees, s. 55(5).
- (e) The following persons must be physically present in the meeting room: [O. Reg. 463, s. 5. (1)(2)]

Regular Board and Special Board Meetings	Board Committee Meetings
<ul style="list-style-type: none"> <li>◆ Chair of the Board, or designate</li> <li>◆ At least one additional member</li> <li>◆ The Director of Education, or designate</li> </ul>	<ul style="list-style-type: none"> <li>◆ Chair of the committee, or designate</li> <li>◆ The Director of Education, or designate</li> </ul>

The Chair of the Board or chair of a Board committee may refuse to provide a member with electronic means of participation in a meeting of the Board, a meeting of a Board committee, where to do so is necessary to ensure compliance with this section. [O. Reg. 463, s.5(3)]

- (f) The Trustee who is participating electronically shall be responsible for correcting technical problems including disruptive noise and accidental disconnections that occur as a result of problems with the caller's environment or equipment.
- (g) A Trustee shall be physically present in the meeting room for at least three regular meetings of the board in each 12-month period beginning December 1. [Education Act, s. 229 (1)]

## Proposed Governance Procedure: Electronic Participation

### Purpose

To establish a procedure for implementing electronic participation in accordance with Governance Statement 2C: Electronic Participation.

### Terminology

*Electronic participation* refers to participating in a meeting in a manner whereby the trustee can hear and be heard by using a two-way voice or video conferencing capability

### Procedure

- (a) If a Trustee anticipates that they will be participating by electronic means, the Trustee will inform the Office of the Director, through the Trustee Liaison, as soon as possible, and hopefully no later than 10 a.m. of the day of the meeting.
- (b) Where a meeting or part of a meeting is to be held in closed session, the Trustee participating electronically must not be in a location where an unauthorized individual is able to hear the Trustee or the meeting discussion.
- (c) Trustees participating electronically will inform the Chair when they enter the meeting electronically and when they leave, whether it is temporary or permanent absence, so the Chair knows who is “in the room” at all times.
- (d) The record of the meeting shall indicate that the Trustee was present and participated by electronic means.

## Committee Report

Presented to: Standing Committee

Meeting date: December 2, 2013

From: Policy Committee

Meeting date: November 21, 2013

The committee held a meeting on Thursday, November 21, 2013, from 6:10 p.m. to 9:15 p.m., on the 6<sup>th</sup> Floor, 100 King Street West, Hamilton, Ontario, with Todd White presiding.

Members present were: Trustees Todd White (Chair), Judith Bishop, Jessica Brennan and Alex Johnstone. Regrets were received by Trustee Laura Peddle.

\*\*\*\*\*

### 1. Transportation Policy Scoping Report

The Committee considered a staff report on the Transportation Policy Scoping Report.

On motion of Trustee Bishop, the Policy Committee **RECOMMENDS** that the **Transportation Policy Scoping Report** be approved.

**CARRIED UNANIMOUSLY**

### 2. Boundary Review Policy and Directive

The Committee considered a staff report on the Boundary Review Policy and Directive.

On motion of Trustee Brennan, the Policy Committee **RECOMMENDS** that the **Boundary Review Policy and Directive** be approved for consultation.

**CARRIED UNANIMOUSLY**

### 3. Naming/Renaming a School Policy

The Committee discussed the Naming/Renaming a School Policy.

On motion of Trustee Brennan, the Policy Committee **RECOMMENDS** that the **School Naming/Renaming Advisory Committee Terms of Reference – Appendix “A”** and the **In-School Advisory Committee Terms of Reference – Appendix “B”** be amended to include:

**2.2 Adjustments to membership of the School Naming/Renaming Advisory Committee may be made at the discretion of administration in order to balance the needs of the community.**

**CARRIED UNANIMOUSLY**

The Committee shared their recent experience with the naming/renaming of two HWDSB schools and felt that the Naming/Renaming a School Policy Directives and Terms of Reference required minor revisions. After further discussion the Committee requested that the following addition be included in the Naming/Renaming a School in Whole Directive and Naming/Renaming a School in Part Directive

**\*\*Staff will determine if the proposed name submitted by the Committee is permissible prior to the final report being written and presented to the Board of Trustees\*\***

#### **4. Parent Engagement Policy**

The Committee considered a staff report on the Parent Engagement Policy. Staff will make recommended changes and bring back the updated policy in January 2014.

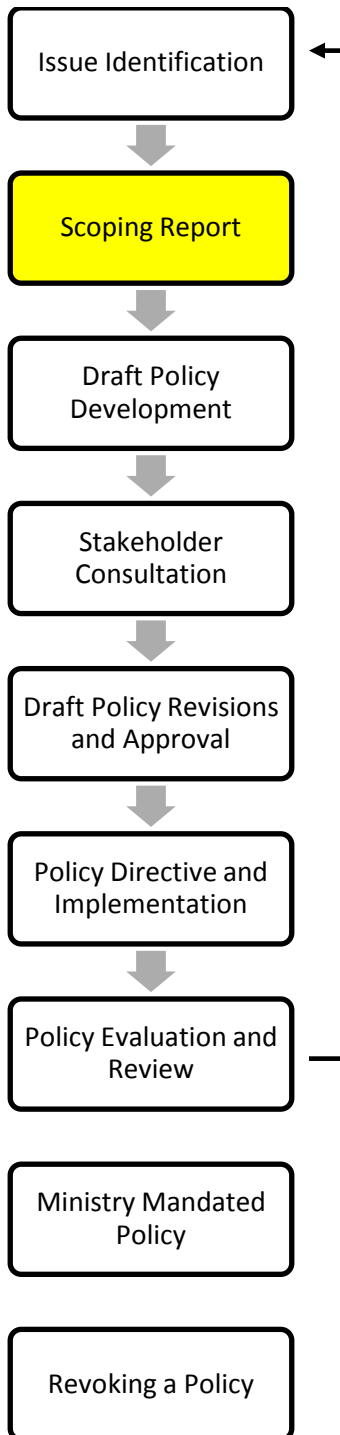
#### **5. Community Engagement Policy**

The Committee considered a staff report on the Community Engagement Policy. Staff will make recommended changes and bring back the updated policy in January 2014.

Respectfully submitted,  
Todd White, Chair of the Committee



Title: Transportation Policy



**Recommended Action:**

That the Transportation Policy be reviewed.

**Background:**

HWDSB is responsible for the provision of transportation to eligible students in a safe, effective and efficient manner.

In May 2008, HWDSB and the Hamilton-Wentworth Catholic District School Board partnered together and formed the Hamilton-Wentworth Student Transportation Services (HWSTS) Consortium. The Member Boards operate 170 schools throughout the district with an approximate combined student enrollment of more than 70,000. HWSTS provides transportation services to approximately 28,000 students daily across the district via a number of transportation modes that include both yellow-and-black school buses and HSR Transit.

The policy is the responsibility of HWDSB and this policy will ensure that transportation aligns with the strategic direction of the Board. It will include the transportation for Tier 3 programming in secondary schools. It will also ensure that the Board is able to provide safe effective and efficient transportation services.




---



---

## Scoping Report

---



---

**Please Note:** No Scoping Report is required for Ministry Mandated Policies or changes, unless HWDSB's Policy significantly exceeds the parameters set out by the Ministry.

### PART A – REVIEW

1. Does the proposed policy fall within the mandate of HWDSB?
  - Yes
  - No
  
2. Is the proposed policy consistent with HWDSB's Mission, Vision, Values, and Strategic Directions?
  - Yes
  - No
  
3. Does a Policy Directive, Administrative Memo or Legislation already exist that addresses the intent of the proposed policy?
  - Yes
  - No
  
4. Is this Scoping Report a result of a Policy Review?
  - Yes
  - No

### PART B – RECOMMENDATION

My recommendation to the Policy Committee is:

to Approve the proposed policy

*\*If you are developing policy, or revising an existing policy, please proceed to PART C*

HWDSB provides the best possible learning environment for our students. This includes ensuring that our students arrive at school safe and ready to learn. The provision of transportation requires careful and responsible planning to ensure that it is provided in the most safe, timely, cost-effective and efficient manner possible.

Intended Outcome:  
(what are the specific outcomes expected from this policy?)

When providing transportation, HWDSB will take steps to:  
 - ensure the Board is able to provide safe, effective and efficient transportation services  
 - ensure transportation services support the strategic directions of HWDSB

Purpose:  
(Why is this policy needed?)

It is the policy of Hamilton-Wentworth District School Board that for eligible Hamilton-Wentworth District School Board registered students, home to school transportation will be safe, secure and on time, bringing students to school ready to learn, cost effectively and efficiently.

Matters to be included in the proposed policy:

**GUIDING PRINCIPLES**

HWDSB provides transportation services in the most safe, effective and efficient manner possible to eligible students.

HWDSB recognizes the importance of students arriving at school ready to learn.

HWDSB recognizes that parents have the primary responsibility for the safe arrival of their children to and from school and that safety is also a joint responsibility of communities, municipalities and policing authorities.

**ACTION REQUIRED**

- Eligibility - walk distances
  - parameters
  - exceptions (to provide flexibility)
- Safety
- Courtesy transportation
- Special education (transportation to self-contained classes where applicable)
- Transportation for programming
  - French Immersion
  - Programs of choice in elementary
  - Tier 3 programming in secondary
  - Alternative programming

**REFERENCES**

- Hamilton Wentworth Student Transportation Services Procedures

Matters falling outside of the proposed policy:

How will the proposed policy impact the following:

Students: Eligible students will be transported to school in the most safe, effective and efficient manner possible.

Parents: Parents will work with HWDSB to ensure that students arrive at school safe and ready to learn.

Staff: The policy will provide staff with consistent direction with regards to the provision of transportation.

Community: The community has a role in safety of transportation provided.



---

## Boundary Review

---

Date Approved:

Projected Review Date:

### PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in providing, operating and maintaining schools and facilities for students in an effective and efficient manner to support student achievement.

### GUIDING PRINCIPLES:

- Address the short- and long-term accommodation requirements of the impacted communities.
- Be mindful of the best and most prudent use of all resources available to HWDSB.
- Adhere to the guiding principles as defined in the Long-Term Facilities Master Plan including optimal school capacity, grade organization, transportation, facility requirements, site size and the balance between French Immersion and English track students in dual track schools (<http://www.hwdsb.on.ca/wp-content/uploads/2013/05/Section-5-LTFMP-Guiding-Principles.pdf>).
- Consult with the impacted communities to gain further insight into the boundary recommendation(s).
- Where possible, attempt to create more socio-economically diverse school communities.

### INTENDED OUTCOMES:

To continuously monitor and plan for pupil accommodations through such factors as declining, increasing and shifting populations; current funding and operational realities; changing educational and program objectives; and physical limitations.

### RESPONSIBILITY:

Director of Education  
Members of Executive Council

### TERMINOLOGY:

*Long-Term Facilities Master Plan:* A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

**ACTION REQUIRED:**

A boundary review, outside of the accommodation review process, shall begin under the following circumstance:

- Initiated through the Long-Term Facilities Master Plan, upon Board approval
- or
- Recommendation from a Superintendent of Student Achievement, upon Board approval;

Once a boundary review has been initiated, staff will take the following steps:

- **Create the Boundary Review Advisory Panel:** The mandate of the Boundary Review Advisory Panel is to advise the Superintendent of possible options after reviewing the guiding principles, receiving community input and providing local expertise. The Superintendent, in conjunction with the Accommodation and Planning Department, will then recommend an option(s) for Board approval. The panel may consist at a minimum of the cluster Superintendent of Achievement, Ward Trustee(s), Principal(s), members of School Council and Planning & Accommodation staff.
- **Conduct a community consultation:** Consisting of one public meeting to allow the community an opportunity to provide input regarding the recommendation(s).
- **Review data from the community consultation:** Consisting of the review of community feedback prior to formulating the final recommendation(s) to be presented to the Standing Committee.
- **Seek Board approval:** Consisting of the presentation of the recommendation(s), as well as the results of the community consultation, to the Board for their approval.

**PROGRESS INDICATORS:**

Intended Outcome	Assessment
To continuously monitor and plan for pupil accommodations through such factors as declining, increasing and shifting populations; current funding and operational realities; changing educational and program objectives; and physical limitations.	This will be measured through Long-Term Facilities Master Plan and annually reported to Trustees.

**REFERENCES:**

**Government Documents**

N/A

**HWDSB Strategic Directions**

Achievement Matters  
 Engagement Matters  
 Equity Matters

**HWDSB Policies**

Finance and Administration Pillar  
 Pupil Accommodation Review  
 Facilities Partnerships

Public Consultation  
Community Use of Board Facilities/Properties

**HWDSB Documents**

Long-Term Facilities Master Plan




---



---

## Boundary Review Directive

**Directive for Policy X.X Boundary Review**

---

**Projected Review Date:**

### **RATIONALE:**

School boards in Ontario are responsible for providing schools and facilities for their students and for operating and maintaining their schools as effectively and efficiently as possible to support student achievement.

It may be necessary from time to time to make adjustments to school boundaries to balance enrolments between schools to optimize the use of existing “brick and mortar” facilities and decrease the dependence on temporary accommodations.

The boundary review directive provides the method through which boundary review consultations will be conducted by Hamilton-Wentworth District School Board staff.

### **TERMINOLOGY:**

*Long-Term Facilities Master Plan:* A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

*Boundary Review Report:* Initial report to the Board of Trustees outlining the rationale and scope of a potential boundary review.

### **PROCEDURES:**

#### **1.0 Board Approval and Initiation of a Boundary Change Review (Boundary Review Report)**

- 1.1 The need for boundary reviews will be identified in the Long-Term Facilities Master Plan, however, there may be, from time to time, the need to bring forth a boundary review recommendation outside of the Long-Term Facilities Master Plan planning cycle.
- 1.2 In the event that a School Council suggests the need for a boundary review, the Principal of the school will approach the Superintendent of Student Achievement with the inquiry.
- 1.3 The Planning & Accommodation Division of the Facilities Management Department and the Superintendent of Student Achievement (SOSA) for the schools identified brings forth a Boundary Review Report with a recommendation to the Board for approval for a boundary review consultation.



## **2.0 Boundary Review Advisory Panel**

- 2.1 Boundary Review Advisory Panel may include the following membership:
  - I. Co-Chair: Cluster Superintendent of Student Achievement
  - II. Co-Chair: Planning and Accommodation staff member
  - III. Trustee(s) of schools affected
  - IV. Principals of schools affected
  - V. Up to Two School Council Reps from each school affected.
  
- 2.2 The Boundary Review Advisory Panel will meet a minimum of once and will review the following:
  - I. Rationale for change
  - II. Preferred option(s)
  - III. Enrolment & facility utilization impacts
  - IV. Financial impacts
  - V. Transportation impacts
  - VI. Community consultation.
  - VII. Implementation considerations including phasing in of a boundary change, timelines, temporary and permanent status of the boundary change.
  
- 2.3 The mandate of the Boundary Review Advisory Panel is to develop a recommendation after reviewing the guiding principles within the policy and receiving community input while providing local expertise. The Panel may suggest new options for considerations.
  
- 2.4 The SOSA and Planning and Accommodation shall present at least one recommendation for community consultation.

## **3.0 Community Consultation**

- 3.1 The SOSA and Planning & Accommodation will hold a public meeting to allow the community an opportunity to provide input regarding the recommendation(s).

The Ward Trustee will be made aware of the meeting date(s) and be invited to attend.

## **4.0 Community Consultation Review**

- 4.1 The SOSA and Planning & Accommodation will review community feedback and make a final recommendation(s) to go to Standing Committee.

## **5.0 Board Approval**

- 5.1 The SOSA and Planning & Accommodation will present their recommendation, through the Director of Education, as well as the results of community consultation to the Board for their approval.




---

## School Naming/Renaming Advisory Committee Terms of Reference

**Terms of Reference for Policy 2.3 Naming/Renaming a School in Whole or in Part**

---

### 1. Mandate of the School Naming/Renaming Advisory Committee:

- 1.1 The School Naming/Renaming Advisory Committee is to meet and scrutinize the potential school names submitted through public consultation
- 1.2 The committee will review the current names of schools in HWDSB and categorize them according to the criteria/guiding principles within the intended outcomes
- 1.3 The committee will receive and review the suggestions from stakeholders
- 1.4 If the recommendation includes an individual's name, the committee Chair will contact the individual or a representative of the individual whose name is being recommended to ensure their agreement to having his/her name submitted for Board consideration
- 1.5 The committee will provide a report to the Standing Committee listing THREE names in alphabetical order and a summary report from the Evidence-Based Education and Services Team (E-BEST) providing the rationale that reflects the following criteria:
  - Reflect HWDSB's vision, mission, commitments and community composition
  - Have community and district acceptance
  - Be appropriate for the whole district
  - Have local community, district, provincial, Canadian, or International significance
  - Provide inspiration to students
  - Address underrepresented groups as determined by the review of current names of schools in HWDSB

### 2. Membership of the Advisory Committee

- 2.1 The School Naming/Renaming Advisory Committee should consist of the following persons:

#### Non-voting members

- Two trustees (the ward trustee of the school, who will act as co-chair of the Advisory Committee; and one other trustee)
- Superintendent of Student Achievement who will act as co-chair of the Advisory Committee
- Manager of Corporate Communications or Designate
- Manager of HWDSB Educational Archives & Heritage Centre

**Voting members**

- Principal(s) of the affected school(s)
- Two School Council representatives from any school in whole or in part affected by a name change or new school construction
- Two Home and School Association representative, where they may exist.
- Representative from Hamilton Public Library and/or local historical society
- One elementary or secondary teacher (whichever is applicable to the school)
- Two student representatives (grades 7-12)
- Community Representative (neighbourhood association, Business Improvement Area, etc.)

**2.2 Adjustments to membership of the School Naming/Renaming Advisory committee may be made at the discretion of administration in order to balance the needs of the community.**

**3. Operation of the School Naming/Renaming Committee**

- 3.1 Quorum, for the purpose of convening an official meeting, shall be defined as the majority of voting members.
- 3.2 The decision making process will be considered and determined by voting members who are present, using the Guiding Principles of the the policy.
- 3.3 The committee will review existing school names
- 3.4 Ideally, the committee will use consensus to decide on three names that fulfill the policy's Guiding Principles. Majority voting will be used if the committee cannot reach consensus.




---

## In-School Advisory Committee Terms of Reference

---

### Terms of Reference for Policy 2.3 Naming/Renaming a School in Whole or in Part

---

#### 1. Mandate of the In-School Advisory Committee

- 1.1 The In-School Advisory Committee is to meet and scrutinize a potential name for the specified section of the school.
- 1.2 The committee will use the same intended outcomes as outlined in HWDSB's Naming/Renaming a School Policy.
- 1.3 The committee will receive and review the suggestions from stakeholders
- 1.4 If the recommendation includes an individual's name, the committee Chair will contact the individual or a representative of the individual whose name is being recommended to ensure their agreement to having his/her name submitted for Board consideration
- 1.5 The Chair will forward a written request to Trustees for approval of ONE name and the reason for the name or name change.

#### 2. Membership of the Advisory Committee

- 2.1 The In-School Advisory Committee should consist of the following representatives:

##### **Non-voting members**

- The Ward Trustee
- Superintendent of Student Achievement

##### **Voting members**

- Principal who will act as Chair of the committee
- Two teachers
- Two School Council representatives
- Two Home and School representative, whereas they may exist
- Two student representatives from the school (grades 7-12)
- Two non-teacher representatives

2.2 **Adjustments to the membership of the In-School Advisory Committee may be made at the discretion of administration in order to balance the needs of the community.**

**3. Operation of the School Naming/Renaming Committee**

- 3.1 Quorum, for the purpose of convening an official meeting, shall be defined as the majority of voting members.
- 3.2 The decision making process will be considered and determined by voting members who are present, using the Guiding Principles of the the policy.
- 3.3 Ideally, the committee will use consensus to decide on three names that fulfill the policy's Guiding Principles. Majority voting will be used if the committee cannot reach consensus.

**Trustee Johnstone Notice of Motion  
Standing Committee – December 2, 2013**

**Whereas:**

There still remains approximately 5,000 surplus elementary pupil places throughout the Hamilton-Wentworth District School Board;

**Whereas:**

The accommodation review process takes as entire school year to complete and continuity in membership is essential for an Accommodation Review Committee to function effectively and efficiently;

**Whereas:**

Trustees act as a resource and non-voting member of the Accommodation Review Committees and the potential exists for Trustees to be elected to the Board, after the commencement of the three elementary accommodation reviews proposed for the 2014-15 school year.

**Be it resolved:**

That, as part of the Long-Term Facilities Master Plan update, staff incorporates a break in the accommodation review schedule for the 2014-15 school year for the reasons outlined above.