

# HWDSB

September 27, 2018

Dear Parent/Guardian/Caregiver/Community member,

Hamilton-Wentworth District School Board (HWDSB) is committed to identifying and eliminating systemic barriers from schools and classrooms to enhance student and staff well-being. HWDSB believes in ensuring high level of student, parent, community and staff participation and engagement. In support of this commitment to creating an equitable, inclusive, accessible and supportive environment, the Board of Trustees is establishing a **Human Rights and Equity Community Advisory Committee**.

The Community Advisory Committee will meet at least once a year with a schedule determined by the committee. The committee will be responsible for providing the Board of Trustees with advice on specific areas of Board policy or program consistent with the Education Act and the policies of the Board, and on services that affect the educational success and well-being of HWDSB students and staff.

The committee shall have no more than **13** members and no fewer than **7**. The composition of voting committee members includes community organizations, parents, students and community leaders. Non-voting membership will include up to 2 Trustees, a senior staff representative and other staff resources as required.

HWDSB is currently seeking up to **4 parents/guardians/caregivers/** and **2 community members**. Criteria for membership is attached. Members are expected to:

- Have an interest, experience (preferably lived experience) and understanding of equity and inclusion issues in our community;
- Have an open mind in sharing and/or learning about challenges that different equity-seeking students face;
- Be able to attend meetings as per the schedule established at the first meeting.

This position is a one-year term and ends on June 30, 2019. If you are interested in participating, please complete the attached application and forward it to Joanne Cravero by **October 15, 2018** using one of the methods below:

**Email:** Joanne Cravero, [jcravero@hwdsb.on.ca](mailto:jcravero@hwdsb.on.ca)

**Fax:** 905-521-2507

**Mail/In person:** Attn: Joanne Cravero, 20 Education Court, Hamilton, ON. L9A 0B9

If you have questions, please feel free to contact us at 905.527.5092 ext. x 2386.

We are looking forward to working with you in support of HWDSB students.

Sincerely

**Manny Figueiredo**  
*Director of Education*

**Sharon Stephanian**  
*Superintendent of Education*

**Yohana Otite**  
*Human Rights & Equity Officer*

# HWDSB

## Hamilton-Wentworth District School Board HUMAN RIGHTS AND EQUITY COMMUNITY ADVISORY COMMITTEE

---

**Mandate:** The mandate for Community Advisory Committees is to provide the Board of Trustees with advice from the community on specific areas of Board policy or program consistent with the Education Act and the policies of the Board, and on services that affect the educational success and well-being of HWDSB students. (Trustee Handbook, pg. 53)

**Composition:** Voting membership of the Human Rights and Equity Community Advisory Committee will consist of a **minimum of 7** and a maximum of **13 individuals** reflecting the diversity of the student population in HWDSB schools and each with a strong affiliation to one or more schools.

- a) Up to **4 community organization representatives** from equity advocacy organizations, alliances and/or networks, whose core mission is to achieve equity and justice to different equity-seeking groups (Racialized and ethno-cultural communities, people with disabilities, Indigenous (First Nations, Inuit and Métis), women, LGBTQI2S+ and others)
- b) Up to **2 parents/ guardian/ caregivers** who have a student(s) who is/are enrolled at HWDSB **elementary school** and are a member of one or more equity-seeking groups (Racialized and ethno-cultural communities, people with disabilities, Indigenous (First Nations, Inuit and Métis), women, LGBTQI2S+ and others)
- c) Up to **2 parents/ guardian/ caregivers** who have a student(s) who is/are enrolled at HWDSB **secondary school** and are a member of one or more equity-seeking groups (Racialized and ethno-cultural communities, people with disabilities, Indigenous (First Nations, Inuit and Métis), women, LGBTQI2S+ and others)
- d) Up to **3 students** who are currently enrolled at HWDSB secondary school and are a member of one or more equity-seeking groups (Racialized and ethno-cultural communities, people with disabilities, Indigenous (First Nations, Inuit and Métis), women, LGBTQI2S+ and others)
- e) Up to **2 community members** at large with a demonstrated commitment towards achieving justice and equity for one or more equity-seeking groups.

Non-voting membership will include up to 2 Trustees, a senior staff representative and other staff resources as required.

**Terms of Office:** The term of office for a member of a community advisory committee shall be one year commencing on or after September 1 and ending on June 30.

# HWDSB

When a community advisory committee is established the members shall be divided into members willing to serve for a one-year term and those willing to serve for a two-year term in order to initiate staggered terms.

Under normal circumstances a member who has served for more than two consecutive terms or partial terms shall be replaced by a new member; however, the Board may approve that an individual member be appointed for more than two consecutive terms or partial terms.

If a member is appointed mid-term, the committee shall recommend whether the term should end on June 30 of the current year or the following year.

A community advisory committee shall appoint a chair or co-chairs from among its voting members at the first meeting each year.

**Meetings:** A community advisory committee shall meet at least once per year, with quorum (50% +1 of voting members) and provide a committee report to the Board of Trustees.

A community advisory committee shall not meet during July or August unless requested to do so by the Chair of the Board.

A community advisory committee meeting shall be open to the public for observation and notice of the meeting shall be posted on the Board's website.

# HWDSB

**HWDSB Human Rights and Equity Community Advisory Committee**  
**Application Form**  
*For Parents/Guardians/Caregivers and Community Members*

---

We appreciate your interest in Hamilton-Wentworth District School Board's Human Rights and Equity Community Advisory Committee. The Committee will meet a minimum of once a year with other dates determined by the Committee. Child care is available if needed. Applications can be submitted by:

- Email: Joanne Cravero at [jcravero@hwdsb.on.ca](mailto:jcravero@hwdsb.on.ca)

- Fax: 905-521-2507.

- Mail/in person: Attn: Joanne Cravero, 20 Education Court, Hamilton, ON. L9A 0B9

Deadline: **October 15, 2018**. All applicants will receive confirmation of receipt by email.

---

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ward: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School(s) Child(ren) Attend or School Affiliation:

Applicant's signature: \_\_\_\_\_

# HWDSB

Please provide a brief summary of your School Involvement/school Affiliation (current or previous)

Are you or your child(ren) a member(s) of one or more of the following equity-seeking groups?

- Racialized and ethno-cultural communities
- LGBTQI2S+
- Indigenous communities
- People with disabilities
- Low income
- Other. (Specify \_\_\_\_\_)

# HWDSB

**Why are you interested in joining the human rights and equity community advisory committee?**

Thank you for your interest in the HWDSB Human Rights and Equity Advisory Committee. As a potential future member, we ask that you review the following commitments as part of your application.

As a member of the committee, I am committed to:

- Attending meetings with an open heart and mind and in the spirit of working together for the good of the community.
- Fostering an inclusive environment that values and protects the dignity of all.
- Engaging in open dialogue that promotes understanding and cooperation as the basis of all interactions.