



## **BOARD MEETING**

Monday, February 22, 2016

6:00 p.m.

20 Education Centre Dr, Hamilton, Ontario

Trustee Boardroom

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### **AGENDA**

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. [Confirmation of the Minutes](#)
  - January 25, 2016

Reports from Trustee Special Committees:

6. [Human Resources – January 21, 2016 and February 11, 2016](#)
7. [Finance & Facilities – February 4, 2016](#)

Reports from Community Advisory Committees:

8. [French Immersion Advisory Committee – January 20, 2016](#)

Reports from Legislated Committees:

9. [Parent Involvement Committee – February 9, 2016](#)

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

11. Meeting Resumes in Public Session

12. Reports from:

- A. Committee of the Whole (private) – February 22, 2016

13. 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)
- E. Umbrella Board of Family & Child Care Centres

14. Adjournment



# Minutes of the Board Meeting

Monday, January 25, 2016

**LOCATION:** Trustee Board Room, 20 Education Court, Hamilton, On L9A 0B9 (Education Centre)

**Trustees:** Kathy Archer, Jeff Beattie, Christine Bingham, Dawn Danko, Penny Deathe, Wes Hicks, Alex Johnstone, Ray Mulholland, Larry Pattison, Greg Van Geffen, Todd White. **Student Trustees** Scott Robertson, Hannah Tobias-Murray.

## 1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:08 p.m.

## 2. Profiling Excellence

Superintendent Stephanian introduced the following students, discussing briefly their achievements:

### Students

- Joshua Baglole - Special Olympics, 2015 Provincial Winter Games - Silver Medal/Curling

### Director's Holiday Card Contest

- Ava Small, Fessenden Elementary School, Grade 2
- Caleb Renderos-Fernandes, Glendale Secondary School, Grade 11

## 3. Approval of the Agenda

**RESOLUTION #16-08:** Trustee Deathe, seconded by Trustee Van Geffen, moved: **That the agenda be approved.**

**CARRIED UNANIMOUSLY.**

Student Trustees Robertson and Tobias-Murray voted in favour.

## 4. Declarations of Conflict of Interest

None.

## 5. Confirmation of the Minutes

The following minutes were confirmed:

- Board - January 11, 2016

## 6. Correspondence: Eamon O'Donnell re Sherwood School

**RESOLUTION #16-09:** Trustee Van Geffen, seconded by Trustee Beattie, moved: **That the letter from Eamon O'Donnell re Sherwood School be received.**

**CARRIED UNANIMOUSLY.**

Student Trustees Robertson and Tobias-Murray voted in favour.

## Reports from Trustee Special Committees

### 7. Program Committee – December 10, 2015 and January 7, 2016

**RESOLUTION #16-10:** Trustee Johnstone, seconded by Trustee Pattison, moved: **That the committee report from December 10, 2015 be received and that the report from January 7, 2016 be approved, including: that the revised Elementary Program Strategy Vision Statements be approved to guide the development of the Elementary Program Strategy.**

**CARRIED UNANIMOUSLY.**

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Student Trustees Robertson and Tobias-Murray voted in favour.

### 8. Policy Committee – January 13, 2016

**RESOLUTION #16-11:** Trustee Danko, seconded by Trustee Beattie, moved: **That the report of the Policy Committee – January 13, 2016 be approved, including the Advocacy Expenditures Policy and the Fundraising Policy.**

**CARRIED UNANIMOUSLY.**

Student Trustees Robertson and Tobias-Murray voted in favour.

### 9. Finance and Facilities Committee – January 14, 2016

**RESOLUTION #16-12:** Trustee Van Geffen, seconded by Trustee , moved: **That the report of the Finance and Facilities Committee – January 14, 2016 be approved, including:**

- **That the Key Parameters and Assumptions to guide the 2016/2017 Budget Development be approved.**
- **That staff bring back a report regarding future use Hill Park to the February 4 Finance and Facilities Committee meeting that provides:**
  - a) **a 15-year plan that considers relocating all or portion of Community and Continuing Education programs, Alternative Education programs and the Archives to Hill Park as well as pursuing community partnerships. The report should consider:**
    - space requirements and associated renovation costs
    - operational costs and benefits
    - additional parking requirements; and
    - possible funding sources
  - b) **a 15-year plus plan that retains the site for future potential secondary use. The report should consider:**
    - the severance and sale of the Linden Park portion of the site
    - the demolition of the building or portions thereof, at no cost to the Board

**CARRIED UNANIMOUSLY.**

Student Trustees Robertson and Tobias-Murray voted in favour.

### Reports from Staff

#### 10. School Year Calendars 2016-2017 (For Consultation)

**RESOLUTION #16-13:** Trustee Johnstone, seconded by Trustee Beattie , moved: **That the Draft 2016-2017 School Year Calendars be approved for public consultation.**

**CARRIED UNANIMOUSLY.**

Student Trustees Robertson and Tobias-Murray voted in favour.

#### 11. French Immersion – Response to Guy Brown

The monitoring report was presented by staff to the Board, and no action was taken.

#### 12. Resolution Into Committee of the Whole (Private Session)

**RESOLUTION #16-14:** Trustee Johnstone, seconded by Trustee Danko, moved: **That the Board move into Committee of the Whole (Private), this being done at 8:15 p.m.**

**CARRIED UNANIMOUSLY.**

Student Trustees Robertson and Tobias-Murray voted in favour.

The open session resumed at 8:48 p.m.

### 13. Committee of the Whole (Private) – January 25, 2016

**RESOLUTION #16-15:** Trustee Beattie, seconded by Trustee Danko, moved: **That the report of the Committee of the Whole (Private) – January 25, 2016 be approved, including:**

- **That the Finance & Facilities Committee Report from January 14, 2016 be approved including the initiation of Phase 3 of the property disposition process for Roxborough Park school property and that phase 3 for Woodward Avenue School property not be initiated before March 1, 2016.**
- **That the tentative Collective Agreement between the Office, Clerical and Technical Bargaining unit, representing clerical and IIT staff, and Hamilton-Wentworth District School Board for the term of September 1, 2014 to August 31, 2017 be approved and amended as per the School Boards Collective Bargaining Act.**

**CARRIED UNANIMOUSLY.**

Student Trustees Robertson and Tobias-Murray voted in favour.

### 12. Oral Reports

#### A. Student Trustees' Report – Local Activities and Ontario Student Trustees' Association (OSTA)

Student Trustee Tobias-Murray alluded to the following:

- Both Student Trustees are excited to be working with Trustee Deathe (Student Trustee Mentor) and Superintendent Jamie Nunn (Superintendent responsible for Student Voice, Engagement and Senate).
- Senators have engaged in the consultation process re HWDSB Strategic Directions document and will be seeking feedback from their peers.
- Westdale Schools' Community Event (Trivia Night on February 11, 2016, 6:30-9:30 p.m.) in support of Syrian refugees

Student Trustee Robertson's report highlighted the following:

- OSTA-AECO's Board Council Conference on February 18-21, 2016 in Ottawa – provides a great time for student trustees to collaborate and share ideas from all around the province. Speakers: former Mayor of Vancouver, current Mayor of Ottawa, and Burlington Member of Parliament Karina Gould.
- OSTA-AECO's Executive team is working on creating a network in other provinces and lobbying the idea of Student Trustee.

#### B. Director's Report

Director Figueiredo noted the following key events in January 2016:

- HAIL Group meeting on January 11<sup>th</sup> at David Braley Centre
- System Leaders' meeting at Carmen's Banquet Centre on January 13<sup>th</sup>
  - approximately 375 leaders in attendance
  - Consultant Wayne Joudrie presented the Strategic Directions document and consultation process for the survey
  - Survey sent to all HWDSB employees
- VIP Breakfast – Run4Change on January 20<sup>th</sup> at the Grand Olympia
- Hamilton Community Foundation's Abacus Launch on January 20<sup>th</sup> at the Native Women's Centre
- CODE – CEO Conference, January 20-22, 2016 at the Intercontinental Hotel in Toronto
  - Minister of Education Liz Sandals attended briefly
  - Interactive session with Deputy Minister
  - Topics included: LGBTQ video and discussion; Strategizing for Effectiveness; profiles of Board Innovations
- United Way – met with United Way representatives on January 25<sup>th</sup>
- System Learning
  - The following PD sessions (explored learning under Student Success) were held during the month of January:
  - SHSM ICE Training (innovation, creativity and entrepreneurship)
  - FNMI (exploring Aboriginal Issues in the classroom)

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- OYAP (open discussion with the trades)
  - Student Success
    - Considered curricular and cross-curricular skills required in mandatory applied courses
    - PD on use of data (Elementary System Itinerant Teachers' professional learning on instructional inquiries)
    - New Teacher Induction Program
  - Collaborative Inquiry for grade 1 teachers

### **C. Chair's Report**

Chair White reported the following:

- All trustee committees are in place with their respective Chair and the committees' Terms of Reference reviewed with no changes recommended.
- Consultation for the proposed HWDSB Strategic Directions document began with several types of consultation, including an online survey. Feedback will be brought before the Board next month. The Board is working with Consultant Wayne Joudrie on the implementation stages.
- The OPSBA's Public Education Symposium 2016 was scheduled for this coming weekend.
- HWDSB's United Way event is forthcoming, drawing attention to the United Way video featuring the Director.
- The Board's Accommodation Review started last week with the Orientation session followed by the first two committee meetings. All Accommodation Review meetings are now posted on the Board's website.

The meeting adjourned at 9:08 p.m.

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**COMMITTEE REPORT**

Presented to: Board Meeting Date: February 22, 2016

From: Human Resource Committee Meeting Date: January 21, 2016

The committee held a meeting on January 21, 2016 - from 1:00 -2:00 p.m. at 20 Education Court, Hamilton, Ontario, with Penny Deathe presiding.

Members present were: Trustees Penny Deathe (Chair), Wes Hicks, and Greg Van Geffen.

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**INFORMATION:**

**A. Governance Statement**

The Committee was provided with a copy of Section 6. Human Resources Committee Mandate. Superintendent of Human Resources, Michael Prendergast reviewed the document with the committee to inform them of the department's obligation to support the Board of Trustees on matters related to human resources.

Respectfully Submitted,  
Penny Deathe, Chair of the Committee

**COMMITTEE REPORT**

Presented to: Board Meeting Date: February 22, 2016

From: Human Resource Committee Meeting Date: February 11, 2016

The committee held a meeting on February 11, 2016 - from 1:00 -4:00 p.m. at 20 Education Court, Hamilton, Ontario, with Penny Deathe presiding.

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

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**INFORMATION:**

**A. Staffing**

The Committee was provided with a staffing update. Superintendent of Human Resources, Michael Prendergast presented updates on elementary and secondary staffing, as well as recruitment within Human Resources.

**Elementary**

Executive Council and principals are working with enrolment projections to create school organizations for September 2016.

**Secondary**

The process is underway for interviewing for Headships Positions to align with the new headship model to be in effect for September 2016.

**Human Resources**

The department has hired for the vacant Labour Relations Officer position to start date in March 2016.

Respectfully Submitted,  
Penny Deathe, Chair of the Committee



**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: February 22, 2016

From: Finance and Facilities Committee

Date of Meeting: February 4, 2016

The committee held a meeting from 9:04 a.m. to 12:11 p.m. on February 4, 2016 at 20 Education Court, Hamilton, Ontario in Room 340D.

Members present were: Trustees Jeff Beattie, Dawn Danko (via telephone), Greg Van Geffen and Todd White. Trustees Wes Hicks, Alex Johnstone and Ray Mulholland were also in attendance

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**DELEGATION:****Sport Hamilton – Draft Proposal Presentation Hill Park Secondary School Site**

Kevin Gonci, Co-Chair, Sport Hamilton Multi-Use Facility Task Force and Helen Downey, President SportHamilton presented a draft proposal for the development of a new community, multi-use facility at the former Hill Park Secondary School site in partnership with HWDSB, City of Hamilton, corporate and participating community sports groups. Committee members were appreciative of the proposal and encouraged senior staff to discuss further with the delegation group.

**ACTION ITEMS:****A. Hill Park Update Report**

At the January 14, 2016 Finance and Facilities meeting, Board staff were directed to bring back a report outlining short term (15 years) and long term (15 years plus) potential uses of the Hill Park School site. Staff presented the report giving details of the 15 year plan that proposes relocating all or portion of Community and Continuing Education programs, Alternative Education programs the Archives to Hill Park as well as pursuing community partnerships. The 15 year plus plan provided information on retaining the site for a future secondary school and the potential severance and sale of the Linden Park school site.

On the motion of Todd White the Finance and Facilities Committee **RECOMMENDS: that staff do a feasibility study and public consultation with impacted groups and then bring a recommended action on the future use of the Hill Park site.**

**CARRIED****B. Westmount Update Report**

At the November 4, 2015 Finance and Facilities Committee meeting Board staff were directed to bring a report back to Finance and Facilities Committee in February 2016 that considers ways to address the accommodation pressures at Westmount and the equity of access to the self-directed self-paced program.

Concern was expressed regarding the current process for grade 9 entry, lack of alternate locations for this program, transportation issues, whether this program could operate in a composite secondary school, initiating a boundary review for mountain secondary schools, possible increase in enrolment and lack of room for students.

On the motion of Todd White the Finance and Facilities Committee **RECOMMENDS:**

- a) **That this report be referred to the Program Committee to review the equity of access of the current self-paced, self-directed program at Westmount and the viability of adding expanding the program;**  
**And**
- b) **That staff bring back a report to initiate the planned boundary review for the secondary mountain schools & that staff identify secondary schools across the rest of the system that could accommodate a satellite self-paced option.**

**CARRIED**

**C. Request for School Consolidation Projects**

On August 27, 2014 the Ministry of Education released the School Consolidation Capital program (Memorandum 2014:B08). The School Consolidation Capital program is supported through \$750M in funding that was announced as part of the 2014-15 Grants for Student Needs (GSN) release and School Board Efficiencies and Modernization initiative. The request for a new build for Sherwood Secondary is the sole submission from HWDSB for this offering of capital funding.

On the motion of Todd White the Finance and Facilities Committee **RECOMMENDS: that the 2016 Ministry Request for School Consolidation Capital Projects and New Construction of Child Care report be submitted to the Ministry of Education as the submission from HWDSB.**

**CARRIED****MONITORING ITEMS:****D. Sherwood Feasibility Update**

Staff shared a summary of the consultant's report and the suggested timeline for completing renovations at Sherwood Secondary. Committee members requested that staff bring back a report in advance of the April secondary schools feasibility report that will provide what minimum standards/benchmarks should be and a costing for minimum standards for determining budget.

**E. 2016-17 Budget Update**

Staff presented information two areas of the Board budget: Board Administration and Governance and Community and Continuing Education (CCE).

Respectfully submitted,  
Greg Van Geffen, Chair of the Committee



## EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

**TO:** Finance and Facilities Committee

**FROM:** Manny Figueiredo, Director of Education

**DATE:** February 4, 2016

**PREPARED BY:** Stacey Zucker, Superintendent of Business and Treasurer  
David Anderson, Senior Facilities Officer

**RE:** Hill Park Update

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**Action X**

**Monitoring**

### Recommendations:

That a relocation of all or portions of Community and Continuing Education programs, Alternative Education programs, Archives and any other Board programs as appropriate to Hill Park contingent on:

- Results of a feasibility study and
- Results of consultation with affected parties

In addition, Board staff should be directed to engage with community partners that would be appropriate leases for the space.

### Background:

At the January 14, 2016 Finance and Facilities Committee meeting Board staff was directed to bring a report back to Finance and Facilities Committee in February 2016 that considers:

- a) a 15 year plan that considers relocating all or portion of Community and Continuing Education programs, Alternative Education programs the Archives to Hill Park as well as pursuing community partnerships. The report should consider:
  - space requirements and associated renovation costs
  - operational costs and benefits
  - additional parking requirements; and
  - possible funding sources.
- b) A 15 year plus plan that retains the site for future potential secondary use. The report should consider:
  - the severance and sale of the Linden Park portion of the site; and
  - the demolition of the building or portions thereof, at no cost to the Board.

**Staff Observations:****15 Year Plan****Space Requirements and Associated Renovation Costs****Community and Continuing Education**

Based on a preliminary review, continuing education will require approximately 23 classrooms for adult learning, a computer lab for correspondence courses and administrative spaces for all CCE staff.

Based on the fact that Hill Park is a former secondary school, it is anticipated that there would be little in the form of renovations required other than high and urgent needs.

**Alternative Education**

There are important things to consider when thinking about relocating any system alternative education classes. Some students are successful in an alternative program because of the alternative programming, some students are successful because of the alternative location and some students are successful because of both. For those students requiring an alternative location, Hill Park may not be the optimal location. Board staff will contemplate this when making a final decision with regards to how many classes should be moved to Hill Park and feedback from the students, families and staff will be taken into consideration.

Currently the estimate is that alternative education would require 3 classrooms, a gymnasium, a hospitality classroom, an art classroom, and office space.

There would be little in the form of renovations required for regular classrooms other than high and urgent needs. Some of the specialized classrooms may need minor upgrades. In addition, it is likely that the Board will want to separate the alternative learning space from the CCE and other spaces. This would be an additional cost.

**Archives**

Currently, the archives are at Vincent Massey and take up approximately 8,500 square feet. The tech spaces at Hill Park would have more than enough space to accommodate and there should be no challenges with regards to the engineering requirements of the archives. There would be minimal renovations required.

**Other Board Programs**

Upon preliminary review, with the closure of Mountain, there are a number of Section 23 classes that will require a new home. Hill Park would be a realistic location for these classes. There are 5 Section 23 classes that could move to Hill Park. There would be little in the form of renovations required for regular classrooms other than high and urgent needs.

**Total Space Requirements Compared to Space Available**

In total, the above requests total:

- 31 regular classrooms
- A computer lab
- Hospitality classroom

- Art classroom
- Office space for approximately 10-15 employees
- 8,500 square feet of archive space

The current layout of Hill Park has the following:

Space Type	Count
Art Room	1
Auditorium	1
Classroom	37
Commercial Room	2
Computer Room	2
Exercise Room	1
Family Studies	3
Gymnasium	1
Gymnasium Multiple	3
Library Resource Centre	1
Music Rm (Instrumental)	1
Other	2
Science Laboratory	2
Seminar Room	1
Special Ed.	2
Staff Work Rm./Lounge	10
Technical/Vocational	6
Grand Total	76

Therefore, Hill Park has more than enough room. A feasibility study will review the best location for the Board programs and section off the unused space so that it can be leased to a community partner.

#### Total Costs Related to Renovations

There is approximately \$3.7 million of high and urgent deferred maintenance at Hill Park. This needs to be compared to approximately \$2.4 million for Vincent Massey and \$3 million for Red Hill. In addition, Board staff estimates that it will cost about \$1 million to do the renovations necessary to make the space functional for all of the programs to operate in the same building but separately where appropriate.

These costs need to be verified based on the plan for the space. Board staff recommends a feasibility study to ensure that estimated costs are accurate.

#### Operating Costs and Benefits

Currently, the annual operating costs associated with the programs at Red Hill and Vincent Massey are approximately \$175,000 and \$172,500 respectively. In addition, the operating costs of a vacant Hill Park are approximately \$150,000 annually. It is anticipated that the annual operating costs for Hill Park when fully utilized with caretakers is approximately \$500,000 annually. Therefore, the savings is likely not going to be found in the annual operating costs.

However, with the Hill Park location, there are a number of opportunities which will actually help generate revenue for the budget.

1. There are leasing opportunities to generate revenue for the space on a cost recovery basis.
2. The location of CCE may generate additional enrolment. Additional enrolment means additional revenue with little increase in operating cost.
3. The Board presently leases space that when the lease is up, there would be potential to move the programs to Hill Park and save the annual lease cost of over \$200,000.
4. There may be administrative efficiencies to be had by locating programs in a central space.

### **Additional Parking Requirements**

Currently, Vincent Massey, Red Hill provide on-site parking. There is limited on-site parking at Hill Park. Parking needs would be confirmed through further study, but are expected to present a need for an addition 50 spaces at Hill Park. Additional parking can be provided on site and accommodated within current green space. Regulatory approvals would be required. It is expected that the additional 50 stalls would cost approximately \$500,000.

### **Possible Funding Sources**

The Board would have to have a plan to fund both the one-time costs at Hill Park which include:

- High and urgent needs
- Costs to renovate the building to meet the needs of the program
- Parking

In total, this is approximately \$5.2 million. The funding of these one-time costs would have to come from proceeds of disposition of Red Hill and Vincent Massey. Any costs in addition to the proceeds would have to be funded by the Board. It is unlikely that the Ministry would provide funding for these renovations.

In addition, it is expected that a community partner would pay for the leasehold improvements required for their space.

It is important to note that regardless of whether or not these programs move to Hill Park, the Board has \$5.4 million of high and urgent needs at the existing facilities.

The funding for the operating costs would have to come from the operating budget. The Board receives funding from the Ministry for CCE and additional enrolment will generate additional grant revenue. Also, a community partner would be expected to pay for the operating costs associated with their space.

### **15+ Plan**

#### **Severance and Sale of Linden Park Portion of Site**

Board staff have reviewed that this is a possibility. However, there is additional work required to determine the viability.

There are a number of issues:

1. There is currently a day care operating here that will not move until new daycare at Franklin Road is complete.
2. The services for Linden Park come from Hill Park.
3. It is possible that Linden Park could be used for parking for Hill Park.

Board staff will continue to review and update trustees.

### The Demolition of the Building or Portions Thereof

The necessity to demolish a portion of the building would depend on how much of Hill Park is being used. If it is being fully utilized by Board programs and community partners, this may not be the best solution.

In addition, in order to do this, the Board would have to get funding from the Ministry. If the Ministry did not provide funding, the building would sit vacant.

More work is required by Board staff to determine:

- how much of the building will be utilized
- the costs of demolishing part of the building (or the entire building)
- the likelihood that the Board would receive funding from the Ministry for the demolition

### **Conclusion:**

Board staff has reviewed the motion from the Board of Trustees and believes that the future use of Hill Park for all or portions of CCE, Alternative Education, the Archives and Other Board programs in addition to exploring potential community partners is a realistic option contingent on a feasibility study and a consultation with the parties that are affected.

The one-time costs associated with the proposal are approximately \$5.2 million compared the high and urgent needs of the existing facilities.

There would be little, if any, operating savings right away but Hill Park does provide the Board with the opportunity to bring in additional revenue to offset the costs. In addition, as operating leases of space expire, Board staff would review to determine if there is potential to relocate programs to Hill Park.

The 15 year plus plan requires further review by staff in order to determine the viability.



## EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

**TO:** Finance and Facilities Committee

**FROM:** Manny Figueiredo, Director of Education

**DATE:** February 4, 2016

**PREPARED BY:** Stacey Zucker, Executive Superintendent of Board Operations and Treasurer  
David Anderson, Senior Facilities Officer

**RE:** Westmount Secondary School Update Report

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Action  Monitoring

### Recommendation:

- That Board staff continue to review all applicants to Westmount Secondary School to ensure students demonstrate the learning skills that will lead to success in a self-paced, self-directed program and that Board staff continue to monitor enrolment at Westmount.
- That the issue of the equity of access to the self-paced, self-directed program be referred to the Program Committee for consideration.

### Background:

The Westmount Self-Paced program began in 1990, and continues to provide a unique, innovative program delivery to its ever-increasing student population. As a system school, Westmount attracts students who strive to develop goal-setting, effective time management, and independent learning skills in a self-directed, self-paced learning environment.

The enrolment at Westmount has increased to approximately 1,500 for 2015-16 while the OTG for Westmount is 1,155 resulting in the school being at over 130% capacity.

At the November 4, 2015 Finance and Facilities Committee meeting Board staff was directed to bring a report back to Finance and Facilities Committee in February 2016 that considers ways to address the accommodation pressures at Westmount and the equity of access to the self-directed self-paced program.

### Staff Observations:

As Board staff began to review the accommodation pressures at Westmount, there were 2 main issues that needed to be considered:

1. Did the fact that 35% of the students that attend Westmount are within walking distance mean that staff needed to review the accommodation needs of these students?
2. Is a self-directed, self-paced environment the best learning environment for all students attending Westmount?

The home school for students living within walking distance of Westmount is Sir Allan MacNab Secondary School (MacNab). Therefore, any decision that is made with regards to these walking students would affect the enrolment at MacNab. The enrolment at MacNab for 2015-16 is approximately 1,100 while the capacity is 1,350 so it is important to maintain the enrolment to at the school.



In addition, wherever a system program is located, there is a likelihood that there will be a higher percentage of enrolment from the immediate area. The important thing is to ensure that there is enough room for everyone who wants to attend the program and that everyone who attends the program will be successful in the program.

In November 2015, a letter was issued to parents of Grade 8 students who may have been interested in attending Westmount in September 2016 (Appendix A). The letter explained that “Successful Westmount students demonstrate strong initiative, have an interest in asking questions and collaborating with teachers, are self-starters and have strong time management skills. Students must also be able to set individual goals and monitor their own progress in achieving them.” The letter asked students to submit a letter of intent by January 20, 2016 in order for staff to review them and let families know, by January 27, 2016, if the student has the learning skills necessary to be successful at Westmount. The letter of intent confirmed that not all students would be invited to attend Westmount. It stated that “Westmount staff will review all requests to ensure students demonstrate the learning skills that will lead to success in the program. Please note, decisions are based on the student learning profile and not on academics.”

There were 319 notices of intent received by January 20, 2016. The notices were reviewed and all students were informed that they demonstrated the learning skills necessary to lead to success at Westmount. Due to the fact that staff spent a great deal of time explaining the success criteria up front, the number of students that submitted a letter of intent has decreased from prior years and is slightly lower than projected. See Appendix B. The result of this anticipated enrolment in Grade 9 in 2016 maintains enrolment below 1,500. This is a reasonable enrolment for the self-paced, self-directed program in this building.

Board staff feels that by ensuring that the success criteria are explained up front and that all students that enter Westmount have the learning skills to be successful, staff is able to ensure that accommodation pressures are managed and that the students at Westmount are able to succeed. In addition, Board staff will continue to monitor enrolment at Westmount.

### **Equity of Access**

The self-paced, self-directed program is currently only offered at Westmount. There are questions as to whether this is meeting the needs of the system. Board staff is recommending that this issue be referred to the Program Committee for consideration. The report to the committee should consider:

- whether the program can only operate efficiently on its own or can share a facility with a composite school
- how the self-paced, self-directed program fits within the TLE model
- whether it would be appropriate to offer a self-paced, self-directed program like Westmount in any other schools
- whether the program is meeting the needs of the students

The accommodation needs as a result of the equity of access discussion would be reviewed by the Finance and Facilities Committee.

### **Conclusion:**

Trustees asked Board staff to review the accommodation pressures at Westmount. Based on ensuring that families understand the learning skills that are necessary to succeed in the self-paced, self-directed environment, Board staff feels that enrolment will remain at an acceptable level. Board will continue to monitor enrolment.

Board staff also recommends that the equity of access of the self-paced, self-directed program be referred to the Program Committee. Once the Program Committee reports back to Trustees, the possible accommodation needs can be reviewed.



**MICHAEL PRENDERGAST**

Superintendent of Student Achievement

Gail Tessier, Executive Assistant

TEL: 905.527.5092 EXT: 2622

FAX: 905.521-2507

November 2015

Dear Parent(s)/ Guardians:

The transition to secondary school is an exciting time in your child's life. In high school, students explore their interests and plan their future. At Westmount, students get a chance to experience a unique and innovative program. As a system school, Westmount attracts students who strive to develop goal-setting, effective time management, and independent learning skills in a self-directed, self-paced learning environment.

The Westmount program is open to all students who would benefit from a self-paced, self-directed program. Students at Westmount come from across Hamilton-Wentworth District School Board (HWDSB) and represent a variety of learners. Like all HWDSB secondary schools, Westmount offers workplace, college, applied and academic pathways.

We know the Westmount program may not be suitable for every student, so it is important to decide whether self-paced, self-directed learning is right for your child. We want to ensure all students attending Westmount find success in the program. Successful Westmount students demonstrate strong initiative, have an interest in asking questions and collaborating with teachers, are self-starters and have strong time management skills. Students must also be able to set individual goals and monitor their own progress in achieving them.

If you believe the Westmount program is right for your child, please submit the Notice of Intent by **January 20** as well as a copy of your child's Grade 8 Progress Report. Westmount staff will review all requests to ensure students demonstrate the learning skills that will lead to success in the program. Students must show a high degree of personal responsibility for their learning in class, complete homework when necessary and seek opportunities for challenges in their learning. Please note, decisions are based on the student learning profile and not on academics. Families will be told by January 27 whether their child has the necessary learning skills to be successful at Westmount.

It is important to know that Westmount does not offer special programming for gifted students. Westmount students have access to the same enriched programming offered in math and literacy at all HWDSB secondary schools. Westmount students must also provide their own transportation to and from school. The program is open to all students from across HWDSB, so Notice of Intents must be received by **January 20** in order to ensure we have the space to accommodate interested students.

If you have any questions about whether Westmount is right for your child, please visit our parent night on January 12 at 6:00 p.m. (39 Montcalm Drive) or contact your current elementary school principal, who is working closely with your child's teacher to plan the transition to secondary school

Best regards,

A handwritten signature in black ink, appearing to read "M. Prendergast".

Michael Prendergast  
Superintendent of Student Achievement

Hamilton-Wentworth District School Board  
 Finance and Facilities Committee  
 February 4, 2016

Appendix B

*Westmount Enrolment - Historic and Projected Enrolment*

	Grade 9	Grade 10	Grade 11	Grade 12	Spec Ed	Total
<b>2010</b>	327	341	321	384	0	1373
<b>2011</b>	384	312	322	423	0	1441
<b>2012</b>	381	348	307	458	0	1494
<b>2013</b>	389	366	345	436	0	1536
<b>2014</b>	316	355	356	458	28	1513
<b>2015*</b>	385	296	364	457	32	1534
<b>2016</b>	330	362	296	473	32	1493
<b>2017</b>	342	310	362	385	32	1432
<b>2018</b>	346	322	310	470	32	1481
<b>2019</b>	329	326	322	403	32	1412
<b>2020</b>	340	310	326	419	32	1426

\* At October 31, 2015



## EXECUTIVE REPORT TO FIANCE AND FACILITIES COMMITTEE

**TO:** Finance and Facilities Committee

**FROM:** Manny Figueiredo, Director of Education

**DATE:** February 4, 2016

**PREPARED BY:** David Anderson, Senior Facilities Officer  
Ellen Warling, Manager of Planning and Accommodation  
Agnese Defazio, Manager of Capital

**RE:** 2016 Ministry request for School Consolidation Capital Projects and New Construction of Child Care

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**Action**

**Monitoring**

**Recommended Action:**

That the 2016 School Consolidation Capital Project, as outlined in Appendix A, be approved for submission to the Ministry of Education.

**Rationale/Benefits:**

The 2016 School Consolidation Capital Project identified in Appendix A meets Ministry of Education criteria, as outlined in Memorandum 2015:B16 (Appendix B).

The School Consolidation Capital (SCC) program criteria for eligible projects include:

- Consolidating two (or more) schools into one new facility.
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a board has made a decision to close.
- Right-sizing existing schools by renovating existing excess space for other uses including Community Hubs.

The SCC business cases will be reviewed by the Ministry with the focus being on the cost effectiveness of the proposed solutions. The business cases should address the following:

- Improvement of facility utilization through the reduction of unused space.
- Impact on reducing a school board's operating and renewal costs.
- Enrolment projections for schools in the area of the project.
- Existing renewal needs of schools that are part of the business case.
- Other benefits, such as improved programming, accessibility and/or energy efficiency.
- Results of the accommodation review process (where applicable).

To date HWDSB has received \$90 million in capital funding from either Capital Priorities or School Consolidation Capital Grants for projects as a result of the accommodation reviews. Board staff has reviewed all potential projects that have not received funding and at this time believes that HWDSB does not have other projections resulting from consolidations that should be submitted as a business case. . All other major capital construction resulting from accommodation reviews has received funding from the Ministry.

**Background:**

On August 27, 2014 the Ministry of Education released the School Consolidation Capital program (Memorandum 2014:B08). The School Consolidation Capital program is supported through \$750M in funding that was announced as part of the 2014-15 Grants for Student Needs (GSN) release and School Board Efficiencies and Modernization initiative. This new capital program is available to school boards to support projects that address a board's excess capacity. Funding for the School Consolidation Capital program will be allocated on a business case basis for new schools, retrofits and additions that support consolidations.

The following points and timelines were also identified in the Requests for School Consolidation Capital Projects and New Construction of Child Care memo:

- School boards to submit School Consolidation Capital projects expected to open no later than the 2019- 20 school year.
- School boards will be able to submit their business cases through SFIS beginning on January 15, 2016.
- The deadline for School Consolidation Capital submission is February 29, 2016.
- Business cases will be required only for a board's top 8 School Consolidation Capital projects.
- School boards may also request funding for the construction of new child care spaces as part of a board's School Consolidation Capital submission.

The School Consolidation Capital program is not intended to replace the Ministry of Education's annual Capital Priorities funding initiative. Capital Priorities continues to exist and is the funding mechanism to address capital projects that are a result of accommodation pressures, facility conditions (historically prohibitive to repair) and maintenance renewal 'backlogs'. The School Consolidation Capital program is only intended to for projects that specifically address excess capacity and through the "right sizing" of a facility and/or school consolidations.

Project	Project Type	Accommodation Review Completed	Project Criteria			
			School Consolidation	Improvement of facility utilization	Reducing a school board's operating and renewal costs	Improved programming, accessibility and energy efficiency
Sherwood Secondary	New Build	28-May-12	✓	✓	✓	✓

**Comments:**

Requesting a new 1,250 pupil place school : \$33,775,784

Demolition costs are not included in the submission, would be a separate application once amount is determined, if funding for new school is approved.

**Ministry of Education**

Mowat Block  
900 Bay Street  
Toronto ON M7A 1L2

**Ministère de l'Éducation**

Édifice Mowat  
900, rue Bay  
Toronto ON M7A 1L2

**2015: B16**

**MEMORANDUM TO:** Directors of Education  
Consolidated Municipal Service Managers (CMSMs)  
District School Services Administration Boards (DSSABs)

**FROM:** Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division

Nancy Matthews  
Assistant Deputy Minister  
Early Years Division

**DATE:** December 16, 2015

**SUBJECT:** Request for School Consolidation Capital Projects and New  
Construction of Child Care

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We are writing to announce details of the 2016 School Consolidation Capital (SCC) program which is supported through the \$750 million in funding that was announced in the 2014-15 GSN release as part of the School Board Efficiencies and Modernization (SBEM) initiative.

As was first communicated in [2015:B11 Memorandum: Capital Funding for New Construction of Child Care](#), child care project submissions are included as part of the SCC program. The memo included the details of a new investment of \$120 million over three years to support the construction of new child care spaces for children 0 to 3.8 years of age in new and expanded schools. As communicated in the memo, future opportunities to apply for major capital funding to support new construction of child care would continue as part of the Capital Priorities and SCC programs.

The SCC investments are intended to help school boards adjust their cost structure in response to reductions in Ministry funding that currently supports underutilized space and where needed, replace child care spaces that would be lost due to a school closure or address demand in a new school being built as part of a school consolidation project.

The Ministry recognizes that for school boards to effectively and efficiently manage their excess capacity, they will need to, in some cases, adjust their capital footprint. Through the SCC program, capital funding will be available to school boards to support projects that address a board's excess capacity. This funding will be allocated on a business case basis for new schools, retrofits and additions that support consolidations.

School boards are requested to provide the Ministry with their consolidation projects that need to be completed at the latest by the 2019-20 school year. The Ministry will be reviewing the SCC submissions for funding consideration, as well as to understand the need for ongoing capital investments in the education sector.

### **Business Case Considerations**

The Ministry will consider funding business cases under the SCC program that allow a board to reduce their excess capacity. Only projects that are identified as consolidating excess space will be eligible for funding. Eligible projects for funding consideration include the following:

- Consolidating two (or more) schools into one new facility.
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a board has made a decision to close.
- Right-sizing existing schools by renovating existing excess space for other uses including Community Hubs.

The SCC business cases will be reviewed by the Ministry with the focus being on the cost effectiveness of the proposed solutions. The business cases should address the following:

- Improvement of facility utilization through the reduction of unused space.
- Impact on reducing a school board's operating and renewal costs.
- Enrolment projections for schools in the area of the project.
- Existing renewal needs of schools that are part of the business case.
- Other benefits, such as improved programming, accessibility and/or energy efficiency.
- Results of the accommodation review process (where applicable).

We expect that school boards will be submitting projects for SCC funding that are linked to accommodation reviews decisions. Please note, projects related to accommodation reviews must have a final trustee decision by March 28, 2016 to be considered for SCC funding approval.



## **Submission of School Consolidation Capital Projects**

Beginning January 15, 2016, school boards will be able to submit their requests for SCC funding through the School Facilities Inventory System (SFIS). Only a school board's eight highest priority projects expected to open no later than 2019-20 will be considered for SCC funding and will need to be supported with a completed business case. School boards are required to submit their SCC business cases by February 29, 2016. The Ministry will not accept business cases after this date.

School boards can save their work in progress within the SFIS Capital Priorities module, however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst unlock the submission.

The Ministry is aiming to make announcements regarding their SCC funding decisions in early Spring 2016 with an announcement of the next round of Capital Priorities to follow shortly thereafter.

## **Submission of Child Care Projects**

As with the previous round of child care project submissions through the Capital Priorities program, school boards and CMSMs/DSSABs have an opportunity to submit child care projects through the SCC program. To date, 49 projects have been approved totaling \$80.1 million to support the new construction of 164 new child care rooms and 2,901 new child care spaces.

As part of the SCC program, school boards can submit a request for the inclusion of new child care construction. Note that stand-alone child care capital projects are not eligible as part of the SCC program.

### ***Eligibility***

The Ministry will consider funding the new construction of child care in schools, under the following conditions:

- 1) The target school is any of the following:
  - a) an existing school that will be accommodating students from a closing school that currently contains child care spaces,
  - b) a new school that is to be constructed and receives Ministry funding approval,
  - c) an existing school that is to undergo a major addition/renovation that receives Ministry funding approval, or
  - d) an existing building that has been purchased for the purposes of student accommodation and receives Ministry funding approval.

- 2) The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child care rooms and create spaces for ages 0 to 3.8 years in the identified school.
- 3) The child care spaces will not result in a child care operating pressure for the CMSM/DSSAB.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections as well as other local data to inform submission decisions.

### ***Affirmation Letter***

As part of your SCC submission, the Ministry will require an affirmation letter (see Appendix A for the template) signed by both the CMSM/DSSAB Manager of Children's Services and the school board Director of Education. The affirmation letter includes project details and confirms that the child care program meets all eligibility and viability requirements.

To be considered for funding, the affirmation letter must be submitted as part of the school board's SCC business case. A copy must also be provided to your school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (see Appendix B) and Capital Analyst (see Appendix C). The Ministry may request supporting documentation following a review of the affirmation letter.

### ***Prioritization of Eligible Child Care Capital Projects***

As communicated in 2015:B11 Memoranda, the Ministry of Education will use the following factors to prioritize projects under this policy should the number of eligible submissions surpass available funding:

- child care replacement due to school closure/accommodation review;
- age groupings (infant rooms are a priority);
- accommodation pressures/service gaps; and
- cost effectiveness and viability.

### ***Joint Use Capital Projects***

As with previous Capital Priorities Grant programs, the Ministry encourages school boards to consider collaborative capital project arrangements between school boards. The Ministry will review all joint use projects for funding consideration before evaluating any other SCC submissions. Joint use projects are more likely to receive capital funding and also have the opportunity to generate an increased amount of capital funding than individual projects. Please see Memorandum B2013:18, Initiative to Encourage Joint Use/Collaboration between School Boards on Capital Projects, for further details.

## Community Hubs

As you are likely aware, in August 2015, the Premier's Community Hubs Framework Advisory Group released a report titled [Community Hubs in Ontario: A Strategic Framework and Action Plan](#). This action plan brought renewed focus to the discussion of strategies to support the formation of community hubs across the province. The ministry recognizes the value of joint community based planning across local agencies. To that end, the Ministry encourages school boards to seek out community organizations for possible partnership opportunities in their SCC submissions.

## Proceeds of Disposition

School boards will not be required to allocate their Proceeds of Disposition (POD) towards new SCC projects. School boards are reminded, however, that projects that they wish to undertake on their own using POD will first need to be submitted to the Ministry through the Capital Priorities or SCC programs. Additionally, school boards have the option to identify POD as a funding source for a SCC project that addresses outstanding renewal needs. Please see Memorandum B2015:13, Proceeds of Disposition Policy, for further details.

## Capital Analysis and Planning Template

The Capital Analysis and Planning Template (CAPT) is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the Ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for SCC funding approval if the Ministry does not have an approved CAPT consistent with the board's 2014-15 Financial Statement.

## Highlights/Summary Points

- School boards to submit School Consolidation Capital projects expected to open no later than the 2019-20 school year.
- School boards will be able to submit their business cases through SFIS beginning on January 15, 2016.
- The deadline for School Consolidation Capital submission is February 29, 2016.
- Business cases will be required only for a board's top 8 School Consolidation Capital projects.
- School boards may also request funding for the construction of new child care spaces as part of a board's School Consolidation Capital submission.

## Ministry Contact

If you have any SCC program questions, or require additional information, please contact the Capital Analyst assigned to your school board or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at [Paul.Bloye@ontario.ca](mailto:Paul.Bloye@ontario.ca), or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at [Mathew.P.Thomas@ontario.ca](mailto:Mathew.P.Thomas@ontario.ca).

If you have any child care program questions, or require additional information, please contact the local Early Years Regional Staff assigned to your school board or:

Laura Sparling, Manager, Full Day Kindergarten at 416-212-4004 or at [Laura.Sparling@ontario.ca](mailto:Laura.Sparling@ontario.ca).

We look forward to working with you to identify your future Capital Priorities Consolidation projects.

*Original signed by*

Gabriel F. Sékaly Assistant Deputy Minister Financial Policy and Business Division
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Nancy Matthews Assistant Deputy Minister Early Years Division
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Appendices:

Appendix A: Template – Affirmation Letter: Capital Funding for New Construction of Child Care – School Consolidation Capital

Appendix B: List of Ministry Early Years Regional Staff

Appendix C: List of Ministry Capital Analysts

cc: Superintendents of Business and Finance

## Committee Report

Presented to: Board

Meeting date: February 22, 2016

From: French Immersion Community Advisory  
Committee

Meeting date: January 20, 2016

The committee held a meeting on Wednesday, January 20, 2016 at the Education Centre, 20 Education Court, Hamilton, Ontario L9A 0B9 from 7:00 to 8:30 p.m.

Voting Members present were: Denise Massie, Lisa Urban, Sylvia Jarrett, Michael Cain, Joanne Thompson, Autumn Pereira.

Non-Voting Members present were: Trustee Penny Deathe, Superintendent of Student Achievement Sue Dunlop, secondary teacher Pat Ge secondary teacher Jacquelyn Oliver, Principal Timothy Powell-McBride, Principal JoAnne AuCoin, Consultant Christine Rees.

\*\*\*\*\*

### INFORMATION:

A. Meeting Schedule for the Year:

March 23, 2016

May 25, 2016

B. Secondary Program Strategy: Sherwood Secondary School Update.

David Anderson, Senior Facilities Officer, provided information about renovations already complete at the school and options presented to the Board of Trustees to move ahead with the renovation or replacement of Sherwood Secondary School as outlined in Finance Committee reports. He also answered questions from the committee.

C. Reimagine - Public Consultation on the Draft Mission, Commitments and Priorities of HWDSB.

Superintendent Sue Dunlop introduced the draft mission, commitments and priorities to the committee. She also shared the process used to choose them (Explore, Imagine, Launch). Committee members are encouraged to provide feedback through the link on the HWDSB website.

D. Reports:

The following reports were provided as updates to FIAC:

- FSL Program Update
- Trustee Update
- Elementary Program Strategy
- Parent Involvement Committee
- Community Announcements (Canadian Parent for French Hamilton-Wentworth, Centre Français Hamilton)

Respectfully submitted,  
Denise Massie and Lisa Urban, Co-Chairs, FIAC

## Committee Report

Presented to: Board

Meeting date: February 22, 2016

From: Parent Involvement Committee

Meeting dates: January 19, 2016  
February 9, 2016

The committee held a meeting on **January 19, 2016**, from 6:30 – 8:30 p.m., at the Education Centre, 20 Education Court, Hamilton, Ontario, with Margaret Reid presiding.

Members present were: AnnMarie Dymont, Amanda Fehrman, Marwin Masri, Susan Millman, Melanie Roberts, Shannon Gould, Harold Hoff, Alison Bailey, Paul Reilly, Shelley Stacey, Rukhsana Nadeem, Paul Reilly, Shannon Collerman, Sumaira Kuhrshid, Margaret Reid, Beth Woof, Trustee Ray Mulholland.

\*\*\*\*\*

### INFORMATION ITEMS:

#### A. Re-imagine Initiative

Wayne Joudrie led the committee through the consultation process. Committee members provided their input.

#### B. Syrian Refugee Integration into HWDSB

Superintendent Sharon Stephanian provided the committee with an update on the work HWDSB is doing along with Wesley Urban Ministries the local lead that the federal government has appointed.

#### C. Standing Items

Updates were provided for the following Standing items:

- French Immersion Advisory Council
- Rural School Advisory
- Home and School
- Policy
- Standing committee
- Communication sub-committee
- Profiling Volunteer Excellence

Respectfully submitted,  
Margaret Reid, Co-Chair of the Committee

\*\*\*\*\*

The committee held a meeting on **February 9, 2016**, from 6:30 – 8:30 p.m., at the Education Centre, 20 Education Court, Hamilton, Ontario, with Kevin Bagole presiding.

Members present were: Emily Bolyea-Kyere, Shannon Collerman, Amanda Fehrman, Tyler McNeil, Susan Millman, Margaret Reid, Melanie Roberts, Sarah Britton, Harold Hoff, Kevin Baglole, Sandra Binns, Jeff Reynolds, Kathy Borer, Rochelle Butler, Paul Reilly, Shelley Stacey, Kevin Heer, Beth Woof, and Trustee Dawn Danko.

\*\*\*\*\*

### INFORMATION ITEMS:

#### A. School Year Calendar consultation

Superintendent Jeff Gillies provided the committee with an overview of the process. The calendar committee is recommending a modified calendar for 2016-17. Public consultation available on the website until Feb. 25, 2016.

## **B. Transforming Learning Everywhere**

Superintendent Peter Joshua and Principal Paul Denomme provided a presentation. PIC members will be involved in future TLE parent engagement planning sessions.

## **C. Standing Items**

Updates were provided for the following Standing items:

- French Immersion Advisory Council
- Rural School Advisory
- Home and School
- Policy
- Standing committee
- Communication sub-committee
- Profiling Volunteer Excellence

Respectfully submitted,  
Kevin Baglole, Chair of the Committee