



BOARD MEETING

Monday, May 9, 2016

6:00 p.m.

20 Education Centre Dr, Hamilton, Ontario

Trustee Boardroom

AGENDA

1. Call to Order
2. O Canada
3. Swearing in Student Trustees 2016-17
 - Tory Dockree
 - Elizabeth Wong
4. Approval of the Agenda
5. Declarations of Conflict of Interest
6. Confirmation of the Minutes
 - April 18 and April 25, 2016
7. Correspondence
 - [Blue Water DSB – OFSAA Transfer Policy](#)

Reports from Trustee Special Committees:

8. Finance & Facilities Committee
 - [8.1 - Report from April 20, 2016](#)
 - [8.2 - Report from April 28, 2016](#)
9. [Human Resources Committee – April 19, 2016](#)

Reports from Legislated Committees:

10. [Special Education Advisory Committee – April 27, 2016](#)

Reports from Community Advisory Committees:

11. [Rural Schools Committee – April 21, 2016](#)

Reports from Staff:

12. [Naming of the track at Sir Allan MacNab](#)

13. 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

14. Meeting Resumes in Public Session

15. Reports from:

A. Committee of the Whole (private) – May 9, 2016

16. Pupil Accommodation Q&A – East Hamilton City 2 and Lower Stoney Creek

- Presentation of answers (from last meeting)
- New Questions (to be presented next meeting)

17. 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

18. Adjournment

Minutes of the Board Meeting

Monday, April 18, 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 Trustee** Hannah Tobias-Murray.

1. Call to Order

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

2. Approval of the Agenda

RESOLUTION #16-45: Trustee Danko, seconded by Trustee Archer, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY.

Student Trustee Tobias-Murray voted in favour.

3. Declarations of Conflict of Interest

None.

4. Confirmation of the Minutes

The minutes from the March 21, 2016 meeting were confirmed.

Reports from Trustee Special Committees

5. Finance and Facilities Committee – March 31, 2016

RESOLUTION #16-46: Trustee Van Geffen, seconded by Trustee Beattie, moved: **That the report of the Finance and Facilities Committee – March 31, 2016 be approved, including:**

- a) That the Board approve the preliminary allocation of the following full-time equivalent positions for the purpose of 2016-17 school based staffing:

Elementary Teachers	1,985.80
Secondary Teachers	971.83
Early Childhood Educators	230.00
Principals/Vice Principals	160.00
School Office Administration	197.50
School Custodial	360.50

- b) That the Board approve the preliminary allocation of the following full-time equivalent positions for the purpose of 2016-17 school based staffing:

Educational Assistants	585.00
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- c) That HWDSB respond to the Ministry's GSN announcements and share our local concerns that include changes to the top up funding, special education funding calculation and funding for small schools.

CARRIED UNANIMOUSLY.

Student Trustee Tobias-Murray voted in favour.

RESOLUTION #16-47: Trustee Van Geffen, seconded by Trustee Beattie, moved: **That the report of the Finance and Facilities Committee – April 7, 2016 be received.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

Trustee Beattie assumed the Chair.

6. Governance Committee – April 5, 2016

RESOLUTION #16-48: Trustee White, seconded by Trustee Deathe, moved: **That the report of the Governance Committee – April 5, 2016 be approved, including:**

- a) **That the Delegation Rules for upcoming Accommodation Reviews be approved.**
- b) **That Staff engage our students in a tagline challenge.**
- c) **That the Chair prepare a letter in response to ward boundary consultations that highlight the following three themes:**
 - **That ward boundaries align with communities and natural geographical boundaries and do not cut through communities.**
 - **To better balance populations between wards with attention to future growth.**
 - **In order to accomplish the above we recognize a potential need to move beyond old City boundaries.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

Trustee White resumed the Chair.

7. Program Committee – April 7, 2016

RESOLUTION #16-49: Trustee Johnstone, seconded by Trustee Pattison, moved: **That the report of the Program Committee – April 7, 2016 be received.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

Reports from Community Advisory Committees

8. French Immersion Advisory Committee – March 23, 2016

RESOLUTION #16-50: Trustee Deathe, seconded by Trustee Hicks, moved: **That the report of the French Immersion Advisory Committee – March 23, 2016 be received.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

Reports from Legislated Committees

9. Special Education Advisory Committee – March 30, 2016

RESOLUTION #16-51: Trustee Johnstone, seconded by Trustee Pattison, moved: **That the reports of the Special Education Advisory Committee – March 30, 2016 be received.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

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

RESOLUTION #16-52: Trustee Deathe, seconded by Trustee Danko, moved: **That the Board move into Committee of the Whole (Private)**, this being done at 7:24 p.m.

CARRIED UNANIMOUSLY.

Student Trustee Tobias-Murray voted in favour.

The open session resumed at 9:39 p.m.

11. Committee of the Whole (Private) – April 18, 2016

RESOLUTION #16-53: Trustee Beattie, seconded by Trustee Mulholland, moved: **That the report of the Committee of the Whole (Private) – April 18, 2016 be approved, including:**

- **That the Finance & Facilities Committee report from March 31, 2016 be approved including land severances for Linden Park school and Cardinal Heights school.**

CARRIED UNANIMOUSLY.

Student Trustee Tobias-Murray voted in favour.

Trustee Hicks and Student Trustee Tobias-Murray had left the meeting.

9. Oral Reports from Liaison Committees**A. City/School Board Liaison Committee**

Chair White noted that the committee's next meeting has been scheduled for Thursday, April 28th, 1:30 p.m. at City Hall.

B. Hamilton-Wentworth Home & School Association

Trustee Pattison advised that the association had its "Cherish the Past, Celebrate the Present, Challenge the Future" conference in celebration of its Centennial last weekend (April 15 to 17 in Brantford) and was well attended.

C. HWDSB Foundation

Trustee Danko reported that the Foundation met last April 13th. She highlighted the following:

- The Foundation's financial statements were reviewed.
- A Board Assessment survey was completed and results showed a gap in Foundation membership.
- Foundation events:
 - PayDay PayOut System-wide Lottery, began on the April 7th pay day
 - Prom Project Hamilton – a meaningful and rewarding day for students
 - HWDSB Golf Classic 2016 (June 1st at Willow Valley Golf Club in Hamilton)

Relative to the assessment survey, it was clarified that staff are collaborating with Hamilton Centre for Civic Inclusion (HCCI) in terms of different approaches and support to address the membership gaps identified.

D. Ontario Public School Boards' Association (OPSBA)

Trustee Johnstone's report included the following:

- April 9th Central West regional meeting at Grand Erie District School Board where discussion was focused on:
 - overview of the Grants for Student Needs (GSN)
 - input into OPSBA's priorities
 - funding (through GSN) for central labour agreements
 - changes to how employee benefits are funded for 2016-2017 and one-time contributions to cover provincial benefits plans
 - early payout of retirement gratuities
 - funding provided for First Nation Education
 - changes to Regulations 444; all school board property sales will be at fair market value
 - 2% increase in Student Transportation funding for 2016-2017

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- Upcoming OPSBA events
 - 28th Annual General Meeting (AGM) 2016 (hosted by the Eastern Region) on June 9-12, 2016 in Ottawa (Marriott Hotel)
 - Canadian School Boards' Association (CSBA) Congress (including the National Trustee Gathering on Aboriginal Education) on July 6-9, 2016 in Winnipeg, Manitoba

E. Umbrella Board of Family & Child Care Centres

Trustee Beattie noted the upcoming Umbrella Family and Child Centres of Hamilton's Annual Community Meeting on May 11th at the Scottish Rite Club (Grand Ballroom) on 4 Queen St. South in Hamilton.

The meeting adjourned at 9:54 pm.

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Monday, April 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 Trustee Hannah Tobias-Murray.

1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:07 p.m.

2. Profiling Excellence

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

Students

- Rahama Abdi Ahmed – Sir John A Macdonald
 - 2016 John C. Holland Youth Achievement Award
 - Finalist Hamilton Spectator Youth Volunteer of the Year Award
- Muneeb Muzaffar – Orchard Park – Hamilton Spectator Youth Volunteer of the Year Award
- Sarah Stephens – Orchard Park – McMaster Children's Miracle Network Champion 2016
- Rosie Leggot – Sir Winston Churchill – 2016 OSSTF Marion Drysdale Student Achievement Award, Provincial Winner Grade 9/10 Applied Poetry & Prose
- Alifra Frebrian – Sir Winston Churchill – 2016 OSSTF Marion Drysdale Student Achievement Award, Provincial Winner Grade 11/12 Visual Arts

Staff

- Naomi Chiarot – Sir Winston Churchill – Teacher in support of Alifa Frebrian – 2016 OSSTF Marion Drysdale Student Achievement Award
- Melissa Samad – Sir Winston Churchill – Teacher in support of Rosie Leggot – 2016 OSSTF Marion Drysdale Student Achievement Award

3. Approval of the Agenda

RESOLUTION #16-54: Trustee Van Geffen, seconded by Trustee Danko, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY.

Student Trustee Tobias-Murray voted in favour.

4. Declarations of Conflict of Interest

None.

Reports from Trustee Special Committees:

5. Policy Committee – April 13, 2016

RESOLUTION #16-55: Trustee Danko, seconded by Trustee Hicks, moved: **That the report of the Policy Committee – April 13, 2016 be approved, including:**

- A. Procurement Policy
- B. Occupational Health and Safety Policy
- C. Workplace Violence and Harassment Policy
- D. Performance Appraisal Policy
- E. Professional Learning Policy

CARRIED UNANIMOUSLY.

Student Trustee Tobias-Murray voted in favour.

6. Finance and Facilities Committee – April 14, 2016

RESOLUTION #16-56: Trustee Van Geffen, seconded by Trustee Beattie, moved: **That the report of the Finance and Facilities Committee – April 14, 2016 be approved, including:**

- (a) **That HWDSB adopt the multi-year capital strategy framework.**
- (b) **That HWDSB approve the dollar amounts as set out in the multi-year capital strategy/framework for the 2016-17 budget.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

Reports from Staff:**7. Student Trustees 2016-2017**

RESOLUTION #16-57: Trustee Deathe, seconded by Trustee Johnstone, moved: **That the election by Student Senate of Tory Dockree, student at Westdale Secondary School, and Elizabeth Wong, student at Nora Frances Henderson Secondary School, to the position of Student Trustee be confirmed for the term of office August 1, 2016 to July 31, 2017.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

8. Naming of New Ancaster Elementary School

RESOLUTION #16-58: Trustee Johnstone, seconded by Trustee Archer, moved: **That the new Ancaster Elementary School be named Tiffany Hills Elementary School.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

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

RESOLUTION #16-59: Trustee Van Geffen, seconded by Trustee Danko, moved: **That the Board move into Committee of the Whole (Private), this being done at 7:07 p.m.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

The open session resumed at 8:02 p.m.

10. Committee of the Whole (Private) – April 25, 2016

RESOLUTION #16-60: Trustee Beattie, seconded by Trustee Pattison, moved: **That the report of the Committee of the Whole (Private) – April 25, 2016 be approved, including:**

- **That the Finance & Facilities Committee report from April 14, 2016 be approved.**
- **That the tentative collective agreement between Designated Early Childhood Educators (DECE) bargaining unit and HWDSB for the term September 1, 2014 to August 31, 2017 be approved and amended as per the School Boards Collective Bargaining Act.**

CARRIED UNANIMOUSLY.
Student Trustee Tobias-Murray voted in favour.

11. Written Notices of Motion**A. Schools as Hubs**

Trustee Pattison, seconded by Trustee Danko, moved:

- A. That Hamilton-Wentworth District School Board write the Ontario Minister of Education, Liz Sandals, with a copy to be sent to Hamilton City Council, the Fix Our Schools Citizen's Group and OPSBA, expressing our concerns over the sale of properties that were built for the use of public, community education and services, and;
- B. That the intent of said letter would be to engage the Ministry of Education in a discussion regarding a possible temporary financial assistance program that would allow the Hamilton-Wentworth District School Board to delay property dispositions, and;
- C. That it is the hope of the HWDSB that as a result of this discussion, the Province of Ontario would agree on an interim basis, to offset anticipated property disposition capital until such time that the Province has drafted their Schools as Hubs model, and;
- D. By taking the pressure of Boards, Municipal Councils and other government and community partners to rush together re-use plans or the sale of properties, communities can hopefully find some solace knowing that more thought and time will be put into the future of our neighborhood assets. The Government of Ontario can also enter into this interim agreement knowing that even through Community use of Schools planning, that proceeds of disposition will still occur albeit at a later date.
- E. HWDSB also request that the Ministry update us as to its anticipated completion of the Schools as Hubs framework.

Amendment:

RESOLUTION #16-61: Trustee Van Geffen, seconded by Trustee Beattie, moved: **That the Notice of Motion – Schools as Hubs be referred to the Finance and Facilities Committee for the purpose of further discussion and advice to the Board.**

CARRIED on the following division of votes:

In Favour (7) Trustees Archer, Beattie, Bingham, Johnstone, Mulholland, Van Geffen, White.
Student Trustee Tobias-Murray.

Opposed (4) Trustees Danko, Deathe, Hicks, Pattison.

12. Oral Reports

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

Student Trustee Tobias-Murray reported the following:

- She looks forward to working with and providing some guidance to the newly elected student trustees.
- The Student Tagline Challenge (part of HWDSB's Strategic Directions process) will take place at the April 27th Student Senate meeting. Students are quite involved and looking forward to this exciting event.
- The Student Senate and student trustees will participate in the upcoming We Create Change social justice event. HWDSB trustees are welcome to attend.
- OSTA's Annual General Meeting will be held on May 26-29, 2016 in Toronto and will be observing its 15th year anniversary with several activities, including a gala.
- OSTA recently released the annual Ontario Student, Parent and Educator survey which asks students, parents and educators ten simple questions about education. These questions reflect key areas which are of concern to students. The goal is to achieve 5% student population response in order to create an individual report for discussion. Key partners to this survey include People for Education and Scholarships Canada.

B. Director's Report

Director Figueiredo highlighted the following in his report:

- **Hamilton Jewish Federation 18th Annual Student Symposium (April 12th at Mohawk College)**
 - Well attended by HWDSB students
 - Karen Dick (Westdale Secondary School teacher) received the Sharon Erskine Award, an award presented to a teacher who has demonstrated a commitment to teaching students about the Holocaust and its important lessons for humankind.

- **Prom Project Hamilton, an HWDSB Foundation event (April 16th at Sir Allan MacNab and Delta Secondary Schools)** - Many thanks to the hard-working steering committee, volunteers, many sponsors and our entire community for the donations and support of this second annual Prom Project Hamilton.
- **School Visits:**
 - Bennetto Elementary School – Grade 7 students showcased a scale model of their sustainable neighbourhood that the class worked together, with support from local architects, to build over a 4-day program - No. 9 Contemporary Arts and the Environment (My Sustainable City Program).
 - Strathcona Elementary School – visited the Kindergarten classroom (winner of Holiday Card contest).

The Director was pleased to observe an excellent example of what our educators are doing.

- **System Learning**
 - Work on Cross Panel Math Strategy has continued. One half day of Math learning occurred in all elementary schools on the April Professional Development Day.
 - Grade 1 teachers (Early Number Sense) and Grade 4 teachers (Fractions) continue to work in both larger group and smaller in school sessions linked to inquiries at the school level.
 - ESL/ELD Secondary Program and Services Review focused on ensuring conditions and supports for success are in place for student success and graduation.
 - All Students Reading by the End of Grade One – Capacity builders (coaches and program staff) have been learning about assessments and interventions in Early Years, based on Dibels Literacy.
- Syrian refugees/newcomers into our school system continue to receive support.
- An Equity training for system leaders was held last March 23rd.

C. Chair's Report

Highlights of Chair White's report included the following:

- Governor General David Johnston addressed Hamilton students at a celebration of ABACUS (a Hamilton Community Foundation initiative to increase post-secondary access) last April 20, 2016 at Cathy Wever School. He was greeted by student ambassadors, HWDSB Board Chair Todd White and Terry Cooke, President and CEO of Hamilton Community Foundation. Director Figueiredo, some Board Trustees and Superintendents were also in attendance.
- Students are very much involved with the Student Tagline Challenge event (opened to middle and secondary school students), including organizing mini advertising themes. Submissions will go to Student Senate and then before the Board.
- The City/Board Liaison Committee's next meeting is scheduled for Thursday, April 28th, 1:30 p.m. at City Hall.
- HWDSB will hold its Quarter Century Employee Recognition event on Thursday, April 28th, 4:00 p.m. at the Ed Centre.
- The recent Board's Profiling Volunteer Excellence Awards event was a success. Thanks to the efforts of Superintendent Stephanian and her group. Trustees Archer, Danko, Deathe and Mulholland were in attendance.

On behalf of the Board, Chair White expressed thanks and appreciation to former Student Trustee Scott Robertson for his efforts and contributions at the Board.

The meeting adjourned at 9:20 p.m.

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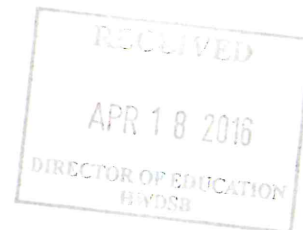
Chair of the Bd

Bluewater District School Board

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April 13, 2016

Donna Howard, Executive Director
 Ontario Federation of School Athletic Associations (OFSAA)
 3 Concorde Gate, Suite 204
 Toronto, ON
 M3C 3N7



Dear Donna Howard:

On behalf of the Board of Trustees of Bluewater District School Board, I am sending this letter to bring to your attention the following motion that was passed at our Regular Meeting of the Board on March 22, 2016:

Moved by D. Mason, Seconded by J. Thomson

THAT Bluewater District School Board write to the Executive Director of the Ontario Federation of School Athletic Associations (OFSAA) requesting that OFSAA undertake a review of the exceptions allowed under the current regulations in regards to transferring student athletes between schools, and as part of this review reach out to student athletes, parents, coaches and school board trustees and school board officials for input, and further,

THAT the letter when written be copied to all school board chairs in Ontario.

We believe that the current OFSAA Transfer Policy, which does not allow students to resume involvement in their chosen athletics for a period of twelve months when transferring from one secondary school to another, to be restrictive and discouraging of student participation in school sports activities. It is our understanding that the policy was initially implemented to prevent schools from recruiting 'star' student athletes from each other. While we recognize the importance of ensuring that schools are not 'stacking their teams' so to speak, our concern is that such a blanket policy negatively impacts the broader student population by limiting participation in sports activities that can only serve to enhance student mental and physical health. We feel that the current policy exemptions are onerous and potentially problematic, especially for those students who are changing schools for very private reasons but must produce ample personal documentation as proof. The current policy also poses challenges for rural boards such as ours, where students may choose to transfer schools to access course offerings not available at their home schools.

Our board encourages OFSAA to undertake a review of this matter in consultation with its education stakeholders, which may result in a less restrictive and more balanced policy, thus enabling a greater inclusion of student athletes in school sports.

As always, our shared commitment remains focused on providing quality education for every student in a safe and caring environment.

Sincerely,

Ron Motz
 Chair

cc: Ontario School Board Chairs
 Ontario School Board Directors of Education

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COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 9, 2016

From: Finance and Facilities Committee

Date of Meeting: April 20, 2016

The committee held a meeting from 1:05 a.m. to 2:52 p.m. on April 20, 2016 at 20 Education Court, Hamilton, Ontario in Room 340D.

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

ACTION ITEMS:**A. Additional Information Regarding Technology Labs and Gymnasium Floors**

In response to a Board motion from March 21, 2016, staff presented the report that provided additional information regarding the condition/status of technology labs and gymnasium floors. Staff reported that technology labs are maintained on a regular basis and are recommending that they do not need to be included as part of the "Secondary School Facility Benchmark" category. Staff were directed to review secondary gym floors with the criteria that at least one gym in each secondary school should be in "excellent condition". Staff shared their findings and noted that in addition to the one-time cost to bring gym floors up to "excellent condition", a portion of the "Annual Repairs and Maintenance" component of the over overall capital strategy will be assigned annually for maintenance and upkeep of the gym floors.

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

- a) **That HWDSB focus priorities for the Secondary Facility Benchmark Strategy on Science Labs, Playing Fields, Learning Commons and Gym Floors;**
and
- b) **That capital needs related to Technology Labs be funded by the Secondary Program Strategy component or the Annual School Renewal component of the Multi-Year Capital Strategy.**

CARRIED

MONITORING ITEMS:**B. Interim Financial Report – January 31, 2016**

Staff reviewed the report. The Interim Financial Report consists of enrolment information, staffing information and financial information with explanations of key variances. Work to date has projected surpluses and deficits in some expenditure categories including teachers, educational assistants, occasional teachers, transportation, energy, texts and supplies and professional development.

ADDITIONAL ITEMS FOR DISCUSSION:**C. 2016-17 Budget Development**

Staff provided a summary of budget development milestones to date and focused the presentation on the reduction to the Temporary Assistance budget and how it is going to be achieved. Several strategies will be employed by staff to decrease the number of sick days that are used by employees.

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 9, 2016

From: Finance and Facilities Committee

Date of Meeting: April 28, 2016

The committee held a meeting from 9:25 a.m. to 12:21 p.m. on April 28, 2016 at 20 Education Court, Hamilton, Ontario in Room 340D.

Members present were: Trustees Jeff Beattie, Dawn Danko, Greg Van Geffen and Todd White. Trustees Bingham (electronically), Hicks and Mulholland were in attendance.

ACTION ITEMS:**A. Secondary Facility Benchmark Strategy**

Staff presented a matrix which provided the costs associated with the priorities related to the Secondary Facility Benchmark Strategy. The priorities were approved by Trustees in March 2016. Trustees identified science labs, learning commons, sports fields and gyms floors as priorities.

Costs associated with the priorities were extracted from the feasibility studies that were completed at 10 secondary schools that are remaining in HWDSB's inventory.

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

- a) **That the Secondary Facility Benchmark Strategy report be approved; that staff prepare a multi-year implementation plan to deliver the priorities related to the Secondary Facility Benchmark Strategy over a 5 year period; and that, on an annual basis, staff bring the specific plan related to the \$11 million set aside annually for the strategy back to the Board for approval as part of the capital budget.**

CARRIED**And**

- b) **That the Guiding Principles for the Multi-Year Capital Strategy be approved.**

CARRIED**B. 2016-17 Budget Development**

Staff presented the balanced budget which was shown in two formats – Summary of Operating Revenues and Expenditures (Ministry categories) and by also a Summary of Expenditures by Expense Type.

On the motion of Dawn Danko the Finance and Facilities Committee **RECOMMENDS:**

- a) **That staff bring back a report providing the cost to provide transportation to any Westmount Secondary School student that resides outside of the walking distance;**

And

- b) **That staff bring back a report providing the cost to provide HSR passes for any secondary student attending Westmount Secondary School that would be eligible for HSR passes to their home school.**

CARRIED

On the motion of Todd White the Finance and Facilities Committee **RECOMMENDS: that the Board approve a budget reduction of \$1.5 million to temporary assistance as year one of a two year plan to reduce the costs related to providing temporary assistance through a 6-pronged approach provided by staff that includes:**

- a. **Creating a positive work environment**
- b. **Supporting staff through the Total Attendance Support program**
- c. **Making improvements in Human Resources to provide better tracking, follow up, communication and training with regards to sick leave**
- d. **Supporting employees who have a pattern of absences**
- e. **Following up on potential abuse of sick leave when suspected**
- f. **Ensuring that the Board is following the collective agreements and terms and conditions with regards to providing replacement coverage;**

and that staff be required to bring back a quarterly monitoring report to the Finance and Facilities Committee.

CARRIED

MONITORING ITEMS:

C. Sir Winston Churchill Playing Field

Trustees had asked for clarification related to previous motions pertaining to Sir Winston Churchill's artificial field and how the field is to be funded. Staff presented the report and confirmed that that an artificial turf field will be constructed at Churchill and that the funding will come from would come from the Secondary Facility Benchmark strategy portion of the Multi-Year overall Capital Plan.

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: April 28, 2016

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

RE: Secondary Facility Benchmark Strategy

Action X

Monitoring

Recommendation:

That Board staff be directed to prepare a multi-year implementation plan to deliver the priorities related to the Secondary Facility Benchmark Strategy.

Background:

At the February 25, 2016 Finance and Facilities Committee meeting, a report was presented to Trustees that provided:

- The type of work contemplated by the feasibility studies based on the Secondary Program Strategy; and
- The annual funding available for the Secondary School Revitalization Strategy

As a result of this report, the Committee approved a motion to allocate \$11 million annually to the Secondary School Revitalization Strategy. In addition, Trustees asked that staff provide a matrix of the type of work contemplated by the feasibility study to assist in the decision making process related to the forthcoming feasibility study report in April 2016.

The matrix was presented on March 3, 2016 and as a result, the Committee approved a motion to identify Science Labs, Playing Fields, Learning Commons, Technology Labs and Gym Floors as potential priorities. In addition, Trustees asked that staff provide further analysis of Technology Labs and Gym Floors.

At the April 20, 2016 Finance and Facilities Committee meeting, a report was presented to Trustees that provided more information about technology labs and gym floors. After consideration of the report, staff were asked to include gym floors as a priority in the secondary facility benchmark strategy component of the overall capital plan and that technology labs would be addressed through the secondary program strategy component and through the annual school renewal component.

Staff Observations:

Guiding Principles

The initial Secondary School Revitalization Strategy was based on the Guiding Principles that were approved by the Board in April 2014. The Guiding Principles have been reviewed in light of the new Multi-Year Capital Strategy and as a result, the revised Guiding Principles are attached in Appendix A.

Feasibility Studies

Based on the original guiding principles, feasibility studies were commissioned by the Board that focused on the renovation of science labs, technology classrooms, specialized support programs and ancillary spaces (which differ from school to school and can include learning commons, gymnasiums, washrooms, work rooms, etc.) at 10 secondary schools that were remaining in the inventory of the Board. Waterdown Secondary School was not included because major work had recently been completed and the New North Secondary School and Nora F. Henderson Secondary School were not included because the facility benchmark priorities will be included in the new construction.

Staff issued RFPs in fall / winter 2014 to retain the services of third party Consultants to complete the feasibility studies. The Consultants were asked to complete a feasibility study and concept designs for the renovations and upgrades of the specific program requirements for each secondary school location.

Consultants were advised that the revitalization program varied slightly for each school facility but generally included renovations to the Science Labs, Technological Shops, Operational Areas, Administration Offices, Staff Lounge and Work Area, Library and Cafeteria. The main intent of the upgrades and renovations are to:

- Modernize, improve location, size and layout;
- Add ancillary areas such as storage, prep rooms and work areas;
- Replace and/or add built-in furniture, equipment and other fixtures required for the program;
- Improve ventilation and air quality; and
- Upgrade data and other communication technology.

The feasibility studies are now complete and the costs associated with the priorities, as determined by the Board, are provided in Appendix B.

Matrix

Appendix B is the matrix of the priorities approved by the Board for the Secondary Facility Benchmark Strategy component of the Multi-Year Capital Strategy. The priorities are listed across the top and the Secondary Schools are all listed down the side. Only those schools for which feasibility studies were completed and for which work is required on the specific priorities are included on the matrix.

The dollar values in the matrix are based on the feasibility studies received from the third party consultants. Where there is an "X", it means that the benchmark is already in place and no additional work is required in this priority area at the specific school.

Budget

The Board approved \$11 million annually to be allocated to the Secondary Facility Benchmark Strategy component of the Multi-Year Capital Strategy.

The costs for all of the work related to the priorities is \$48.6 million. This includes a 15% contingency. Therefore, it will take approximately 5 years to complete all of the work required as a part of this strategy.

It is important to note that if not all the Secondary Facility Benchmark Strategy funding (\$11 million annually) is required to finalize all of the work, the remaining funds would be added back to the Multi-Year Capital Strategy to fund another component of the strategy.

Timelines

The timing of the work in Appendix B will be determined by Board staff using the guiding principles in Appendix A.

It is important to note that the original feasibility studies contemplated doing a significant amount of work in a specific order. The timing of being able to complete the projects in a safe manor may have been contingent on the order. For some priorities, Board will have to review the ability to complete the work in a safe manor before starting.

Conclusion:

This report is the culmination of the motions approved by the Board on:

- * March 21, 2016 to identify the budget of \$11 million annually for the strategy
- * March 21, 2016 to identify the priorities to be included in the strategy

The feasibility studies that were performed on the 10 schools were used to determine a cost associated with each priority and the results have been provided in Appendix B.

Based on the results of the feasibility studies, Board staff believes that it will take approximately 5 years to complete the work for the Secondary Facility Benchmark Strategy component of the Multi-Year Capital Strategy.

Board staff is requesting that trustees provide direction to use the information in Appendix B to formulate a multi-year strategy to complete the work. Staff will use the Guiding Principles in Appendix A and the annual budget to assist in the determination of the timing of individual priorities.

Hamilton-Wentworth District School Board**Guiding Principles for the Multi-Year Capital Strategy**

1. Schools identified as being in `Poor` condition as defined in the Long-Term Facilities Master Plan will be given priority both in terms of schedule and budget;
2. Partnership opportunities that align with the Board's Strategic Priorities, that have a cost savings associated with them and that are time sensitive will be given priority both in terms of schedule and budget;
3. The scope of work proposed for each school will adhere to the Board design standards;
4. The Overall Capital Plan will be reviewed and updated on an annual basis, as part of the Board's Long-Term Facilities Master Plan update, to reflect any changes in scope, schedule or available funds;

		Priorities				
School		Science Labs	Learning Commons	Sports Field	Gymnasium Floor	Total
Feasibility Studies	Sherwood Secondary	\$5,750,000 *	\$2,000,000	\$1,250,000	\$12,000	\$9,012,000
	Ancaster High	X	X	\$1,250,000	\$15,000	\$1,265,000
	Saltfleet District High	\$2,500,000	X	\$1,250,000	\$15,000	\$3,765,000
	Dundas Valley Secondary	X	X	\$1,250,000	X	\$1,250,000
	Orchard Park Secondary	\$2,000,000	\$500,000	\$1,250,000	\$40,000	\$3,790,000
	Westdale Secondary	\$3,000,000	\$500,000	\$1,250,000	\$15,000	\$4,765,000
	Westmount Secondary	\$2,500,000	\$500,000	n/a	X	\$3,000,000
	Sir Winston Churchill Secondary	\$2,000,000	\$500,000	\$2,000,000	\$40,000	\$4,540,000
	Glendale Secondary	\$2,000,000	\$500,000	\$1,250,000	\$40,000	\$3,790,000
	Sir Allan MacNab Secondary	\$2,250,000	\$500,000	X	\$15,000	\$2,765,000
	Subtotal	\$22,000,000	\$5,000,000	\$10,750,000	\$192,000	\$37,942,000
	Contingency (15%)	\$3,300,000	\$750,000	\$1,613,000	\$29,000	\$5,692,000
Subtotal	\$25,300,000	\$5,750,000	\$12,363,000	\$221,000	\$43,634,000	

School	Science Labs	Learning Commons	Sports Field	Gymnasium Floor	Total
Waterdown District High	X	X	\$2,000,000	X	\$2,000,000
Nora Frances Henderson Secondary	X	X	\$2,000,000	X	\$2,000,000
New North Secondary	X	X	\$1,000,000	X	\$1,000,000
Total	\$25,300,000	\$5,750,000	\$17,363,000	\$221,000	\$48,634,000

- * The feasibility of the ability to do the Sherwood science lab renovations in a safe manor (ie. within a period when students are not in the building) is being revisited by Board staff and will be provided to Trustees as soon as possible.

NOTE: An annual budget of \$11 million has been allocated to the Secondary Facility Benchmark Strategy component of the Multi-Year Capital Strategy. The projected cost associated with the priorities above is \$48,634,000. Therefore, it is expected that this is a 5-year strategy. Any part of the budget allocation which is not used will be reallocated to a different component of the Multi-Year Capital Strategy based on Board approval.

Hamilton-Wentworth District School Board
2016/2017 Budget Estimates
Summary of Operating Revenues and Expenditures

	2015/2016 Budget Estimates	2016/2017 Preliminary Budget	Increase (Decrease) Over 2016/2017 Budget Estimates	
	\$	\$	\$	%
Revenues:				
Grants for Student Needs	516,047,691	518,107,303	2,059,612	
Other Ministry Grants	1,990,000	2,150,000	160,000	
Miscellaneous	4,458,028	5,224,395	766,367	
Total Revenues:	<u>522,495,719</u>	<u>525,481,698</u>	<u>2,985,979</u>	<u>0.57%</u>
Expenditures:				
Program Instruction:				
Classroom Teachers	309,385,371	314,131,769	4,746,398	
System Principals, Consultants & Support	5,008,103	5,258,630	250,527	
Occasional Teachers	9,300,000	8,435,000	(865,000)	
Educational Assistants	29,772,191	30,117,194	345,003	
Early Childhood Educators	11,904,564	12,121,123	216,559	
Professional & Para-Professionals	15,253,901	15,516,296	262,395	
Class Texts, Instructional Supplies	15,099,122	15,152,535	53,413	
Instructional Computers	5,774,800	4,616,910	(1,157,890)	
Instructional Staff Development	1,906,381	1,774,004	(132,377)	
School Administration	33,155,918	33,155,884	(34)	
Continuing Education	4,262,697	4,534,747	272,050	
	<u>440,823,048</u>	<u>444,814,092</u>	<u>3,991,044</u>	<u>0.90%</u>
Program Support:				
Board Administration & Governance	13,309,677	13,140,701	(168,976)	
School Operations	50,162,994	50,116,414	(46,580)	
Transportation	16,200,000	15,410,491	(789,509)	
	<u>79,672,671</u>	<u>78,667,606</u>	<u>(1,005,065)</u>	<u>(1.28%)</u>
Contingency:	2,000,000	2,000,000	-	
Total Expenditures:	<u>522,495,719</u>	<u>525,481,698</u>	<u>2,985,979</u>	<u>0.57%</u>
Revenue Surplus (Deficit)	0	-		

Hamilton-Wentworth District School Board
2016/2017 Preliminary Budget
Summary of Expenditures by Expense Type

	2016/2017 Preliminary Budget	2015/2016 Budget Estimates	Increase (Decrease) Over 2015/2016 Budget	
	\$	\$	\$	%
Remuneration				
Salaries & Wages	382,659,981	377,152,270	5,507,711	1
Employee Benefits	65,343,916	64,370,439	973,477	
Temporary Assistance	14,218,547	15,718,547	(1,500,000)	2
	<u>462,222,444</u>	<u>457,241,255</u>	<u>4,981,189</u>	<u>1.09%</u>
Consumables				
Professional Development	1,927,504	2,085,381	(157,877)	
Textbooks & Supplies	20,793,495	20,426,832	366,663	
Energy	9,877,900	9,877,900	-	
Repairs & Minor Renovations	3,232,840	3,202,840	30,000	
Computing Equipment	1,022,516	2,147,746	(1,125,230)	3
Rentals	2,463,919	2,681,180	(217,261)	
Fees & Contractual Services	6,435,972	6,594,339	(158,367)	
Other Expense	871,769	815,387	56,382	
	<u>46,625,915</u>	<u>47,831,605</u>	<u>(1,205,690)</u>	<u>(2.52%)</u>
Transportation	14,633,339	15,422,859	(789,520)	(5.12%) 4
Contingency	2,000,000	2,000,000	-	
Total Expenditures	<u><u>525,481,698</u></u>	<u><u>522,495,719</u></u>	<u><u>2,985,979</u></u>	<u><u>0.57%</u></u>

Hamilton-Wentworth District School Board

Summary of Expenditures by Expense Type

Notes

1. Salaries and Wages are up approximately 1% due to negotiated salary increases.

2. Temporary Assistance – There is a proposed \$1.5 million decrease to temporary assistance. This is part of a 2 year plan to bring HWDSB average attendance to reported provincials averages. Board staff will use a multi-pronged strategy to work with and support staff. The strategy will include:
 - a. Creating a positive work environment
 - b. Supporting staff through the Total Attendance Support program
 - c. Making improvements in Human Resources to provide better tracking, follow up, communication and training with regards to sick leave
 - d. Supporting employees who have a pattern of absences
 - e. Following up on potential abuse of sick leave when suspected
 - f. Ensuring that the Board is following the collective agreements and terms and conditions with regards to providing replacement coverage.

3. Computing Equipment is down approximately \$1 million due to the budgeted 1-time spending in 2015-16.

4. Transportation is down due to actual costs in 2015-16 being lower than projected and readjusting the 2016-17 budget accordingly.

COMMITTEE REPORT (Public)

Presented to: Board

Meeting Date: May 9, 2016

From: Human Resource Committee

Meeting Date: April 19, 2016

The committee held a meeting on April 19, 2016 - from 5:00-7:00 p.m. at 20 Education Court, Hamilton, Ontario, with Penny Deathe presiding.

Members present were: Trustees Penny Deathe (Chair), Wes Hicks, Todd White. Greg Van Geffen joined by phone.

INFORMATION:

A. Staff Development

The Committee was provided with a Staff Development update. Kristin Roy, Staff Development Officer presented Program Offerings for 2015-2016. She gave an overview of the programs available to all Staff ranging from Resume and Interview Skills to Leadership Skills.

B. Policy Review

Superintendent of Human Resources, Michael Prendergast provided the committee with an overview of 4 policies: Occupational Health & Safety, Performance Appraisal, Professional learning and Workplace Violence & Harassment Prevention.

Respectfully Submitted,
Penny Deathe, Chair of the Committee

10-1
Committee Report

Presented to: Board

Meeting date: May 9, 2016

From: Special Education Advisory Committee (SEAC)

Meeting date: April 27, 2016

The committee held a meeting on Wednesday, April 27, 2016, from 7:07 p.m. to 8:35 p.m., at the Education Centre (Room 308) at 20 Education Court in Hamilton, ON with Judy Colantino presiding.

Members present were: Trustee Alex Johnstone; Lita Barrie, Judy Colantino, Fran Doodeman, Doug Foster, Jenny McEwen-Hill, Catherine McFarland, Susi Owen, Barbara Reeves, Tracy Sherriff, Lynn Vanderbrug; Jeremy Abrahams, Tania Kerr, Brent Monkley; John Whitwell. Regrets were received from Mark Courtepatte, Susan Guzina, Lorraine Sayles.

INFORMATION ITEMS:

A. Presentation

Special Education 2016-2017 Budget

Executive Superintendent Stacey Zucker highlighted the following key areas:

- A. 2016-2017 Budget Timelines (Budget is due to Ministry of Education by June 30th)
- B. HWDSB Preliminary Budget (The Grant for Student Needs [GSN] is the source of 99% of funding, based on enrolment and specific benchmarks)
- C. Special Education Funding – 6 Components
 - Special Education Per Pupil Amount (SEPPA)
 - Differentiated Special Education Needs Amount (DSNEA), formerly called High Needs Amount
 - Special Equipment Amount (SEA)
 - Special Incidence Portion (SIP)
 - Facilities Amount (FA)
 - Behavioural Experience Amount (BEA)
- D. Revenue Versus Expenditures

HWDSB's continuing commitment to Special Education was noted.

B. Members' Update

Trustees

Trustee Johnstone's report included the following:

- Students are working in teams to help HWDSB develop a new tagline. This tagline challenge is part of HWDSB's Strategic Directions process. Submissions will be considered at Student Senate then brought to the Board.
- May 2-6, 2016 is Education Week and several school events will be taking place during that week.
- The new elementary school in Ancaster has been named Tiffany Hills Elementary School. The Tiffany name has a long history in Ancaster as the Tiffany family was prominent in the community in the late 1800. This new school is expected to open in the 2016-2017 school year.
- The Board is continuing its work on the 2016-2017 Budget and the Accommodation Reviews in East Hamilton City and Lower Stoney Creek.
- Update on HWDSB's ongoing Capital projects
- Key reports the Program Committee is currently working on includes the following:
 - Elementary Program Strategy
 - French Immersion Program Strategy (new)
 - Student Senate feedback on Student Engagement Report (Action Plan)

Autism Ontario (H-W Chapter)

B. Reeves noted the success of the April 2nd World Autism Awareness Day (Family Carnival) held at the Education Centre, thanking all those who helped support this event.

CHOICES – Supporting People with Developmental Disabilities

D. Foster advised that the association will conclude its membership on SEAC as there are no longer students represented by CHOICES at this time. A letter to HWDSB about this is forthcoming from the association. Noting this meeting was his last one, SEAC members expressed their thanks and appreciation to D. Foster for his efforts and contributions at SEAC.

Community Living Hamilton

F. Doodeman noted an upcoming children's camp in the summer sponsored by Community Living Hamilton. The event brochures will be distributed to Hamilton students as soon as available.

Lynwood Charlton Centre

L. Vanderbrug remarked that May 2-8 is Children's Mental Health Week and a variety of activities will take place around the city.

P.A.L.S. – Parent Advocacy Learning and Support Network

T. Sherriff spoke about her participation in an educational camp model event which is open to parents, students and community representatives. This workshop style forum (held on Saturdays, 9:00 a.m. to 3:00 p.m.) provides a friendly/welcoming atmosphere and speeches on various topics presented by educators and staff from educational institutions.

VOICE for Hearing Impaired Children

L. Barrie reported that the annual "Dress Loud Day" will be observed in schools on May 6th. Students are encouraged to wear outrageous clothes to highlight VOICE.

Special Education Services

Principal Whitwell reminded members about the upcoming Special Olympics: Elementary Schools - May 17th, rain date: May 19th, venue: Saltfleet Secondary School; Secondary Schools – June 7th, rain date: June 9th, venue: Mohawk College.

Superintendent Woon noted the following:

- The Early Intake process for children with special needs is continuing, with more registrations this year due to a change in daycare regulations. Daycare spaces are only available for pre-school age children.
- Negotiations with the Canadian Office and Professional Employees (COPE), Local 527 are continuing with the focus on reaching an agreement soon.
- First round of postings for teaching positions in special education classes had taken place and now proceeding to interview and selection process. The reduction of 52 secondary school teaching positions will have an impact on system classes in terms of seniority.
- The iPad roll out to system classes was launched and teachers, educational assistants and students will be receiving iPads between now and October this year.
- The Safely Responding to Challenging Behaviour PD day training was well received with positive feedback from participants.
- HWDSB students will be participating in "Together We Create Change" event on Tuesday, May 3rd, 10 a.m.-2:00 p.m. at Carmen's Banquet Centre.

C. Monitoring UpdateStudent Transitions

Superintendent Woon advised that Executive Superintendent Peter Joshua and Superintendent Reinholdt continue to gather information and hope to bring a report to SEAC in May.

Respectfully submitted,
Judy Colantino, SEAC Chair

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 9, 2016

From: Rural Schools Community Advisory Committee

Date of Meeting: April 21, 2016

The committee held a meeting from 6:30 p.m. to 8:30 p.m. on April 21st, 2016 at Queen's Rangers Elementary School, Copetown, ON, in the library; Chair: Susan Moelker.

Members Present were: Beverly Central: Doug Dunford (P), Susan Moelker (Parent Rep/past SC); Dr. J. Seaton: Susan Moelker (SC); Flamborough Centre: Jane Gerritsen (P); Greensville: Kelly McCrory (P); Mount Hope: Amanda Fehrman (SC); Queen's Rangers: Tammy McLaughlin (P), Shannon Revill (SC); Spencer Valley: Kim Short (P), Susan VanEgdom (SC), Tania Brittain (SC); Tapleystown: Erin Birch-Jones (P), Angela Cale (SC); Trustees: Alex Johnstone, Greg Van Geffen; Superintendent: Dr. Mag Gardner

Member Regrets; Balaclava: Acting Principal, Graham Millman (SC); Bellmore: Greg Moore (P), Diana Schmuck (SC); Dr. J. Seaton: Eddie Grattan; Flamborough Centre: Suzie Larochelle (SC), Tracy Cunliffe (SC); Greensville: Becky Miller (SC), Jane Gaviller-Fortune (SC); Michaelle Jean: Sean Malcolmson, Ashley Janzen (SC); Millgrove: Danny Fede (P) Jessica Zylstra (SC), Julie Hunter (SC); Mount Hope: Cheri Barwinski (P), Sharon Reichheld (SC); Tapleystown: Leah LaRivierre (SC)

(P) – Principal; (SC) – School Council

INFORMATION ITEMS:

A. Welcome

The Committee was given a brief overview of the Governance Statements. The outcome of the last Rural Schools Community Advisory Committee meeting held on January 11, 2016, served to identify areas of concerns including challenges to fulfill the mandate and achieving quorum. This was presented to the Board of Trustees and it was recommended to go to Governance. As a result, our Rural Schools Community Advisory Committee have been given questions by Governance to review the mandates to ensure that these meetings are serving the needs of the rural community, in regards to their voices being represented and identifying rural challenges to generate a rich and comprehensive agenda. The purpose of this meeting is to reflect upon the Governance Statements, primarily focusing on items 2.03 and 4.04. The outcome of this meeting will serve to provide recommendations to the Board.

B. Responses to Questions Provided by Governance Committee:

Review of the current mandate - Any suggestions to changes to the mandate if necessary?

- Parent Council members need to be better informed about what the Rural Schools Advisory Committee is about, and the purpose it serves. Consequently, this would encourage more participation and increased membership.

- The necessity to encourage rural high schools to attend: discussions on what identifies secondary schools as rural, stated in Governance Statement item 4.04 “... matters related to programs and services that support rural schools”, e.g. bussing.

Are there enough items related to our mandate to generate agenda topics for a minimum of 2 meetings per year?

- Members agreed that 2 meetings per year are important: the purpose of the first meeting is to identify concerns, and the second meeting serves as a follow up to make recommendations.
- Suggestion for membership to consider an online forum to have an ongoing conversation to be channeled to the Chair in order to create an agenda.
- If the membership agrees at their first meeting, that if there are no rural issues to address by January/February, than one meeting will suffice.

Quorum

- **Is quorum a concern for our meetings, and if so how can this be overcome?**
- The Governance Statement identifies 13 rural school membership maximum. Issues with this include: the definition of a rural schools are unclear; some of our HWDSB rural schools have become increasingly more suburban (e.g. Bellmoore); high schools, while they are not placed in rural settings, serve rural students; there are more than 13 rural schools - the Eastern part of the district is not represented. Therefore, the committee recommends that Governance allow more than 13 member schools to be represented on the Rural Schools Advisory, including secondary schools.
- Consider changing the stipulation to Governance Statement item 2.03: that if there are fewer than 7 members in attendance, quorum can be adjusted to the present number of attendees to allow action to be performed on rural concerns, rather than no action due to lack of quorum. This is currently how the committee has had to operate.
- Recommendation to lift language out of the School Council Ministry Handbook and adapt it to our Rural Schools Advisory Committee, for members to pledge their commitment by signing a form to attend (2) meetings a year. If these terms are not met, than the member’s voting rights will be removed. As in Governance Statement item 3.02 , that if a member is not able to attend a meeting, to inform the Chair or Principal with a valid reason for the absence, “... the position shall be considered vacant and a replacement member shall be appointed” in order to reach quorum.
- School Council to encourage their school community to attend the Rural School meetings to have their voices represented, however with the understanding that only one representative per school can vote. Also, this will provide the Trustees with the opportunity to meet other school communities and promote parent involvement.
- Principals are asked to share the minutes with their School Council members to keep them informed, encourage discussion of new concerns, and generate future agenda items.
- Recommendation to rotate location of rural meetings, to be mindful of the distances members have to travel to promote larger membership attendance.

Moving forward

- **How would the committee like to be structured: as an advisory group to the Board of Trustees, or as a staff resource committee?**
- Membership agreed that the current structure of having the Advisory Committee go through the Board of Trustees as the most efficient way to present their concerns and have them supported and represented at Executive Council.
- **Is the committee happy with the current structure, and are there any changes that would make it better?**
- Minutes to be shared with all rural schools, including secondary schools to inform them of the purpose of these meetings and to encourage their participation, representation and membership.
- Minutes are to be shared with the Rural Community Advisory Committee before being presented to the Board. This will allow for possible revisions, and if there are no responses then the Rural Community Advisory Committee board report will go forward.
- Principals to share the Board report with school councils.

C. Facility Update

- The Beverly/Seaton project: possible delay in construction due to an appeal from a local developer, resulting in a July prehearing that Councillor Robert Pasuta is working on, however this will not inhibit the completion of this project.
- Greensville is not as far along as the Beverly/Seaton project. They have a different architect, but both plans progressing well and are very exciting. In both school communities, an update/flyer will be coming home in student backpacks and posted on the school websites.
- Mount Hope beginning with gym renovations starting in late spring and parents will be informed through school council.
- Brochures for Mount Hope, Greensville, Beverly/Seaton are being prepared by Corporate Communications for their respective communities.
- The new Ancaster school is on track, and the Naming of Schools Committee met on April 6th, where (3) names were brought forward and the trustees will make their final decision on April 25th. Jane Gerritsen has been named the new school Principal.
- Dundas Valley Secondary renovations are complete and there is an Open House on May 17th.

D. New Business

- **Generators: “Why doesn’t the Board have backup generators for rural school?”**
- Senior Facilitator Officer David Anderson response is that the new schools will have backup generators. Flushing (waste water) is always available in a power outage, and bottled drinking water is always provided.
- For our current rural school buildings that experience power outages, the Board has a protocol in place in regards to health and safety (temperature, hand washing, etc.)
- It is to be noted, that when rural schools have power outages, usually the whole community is experiencing the same challenges.
- Spencer Valley still experiencing water issues: they have been without drinkable water (water fountains) since September. Students are provided with alternative drinking water. Parents are concerned about

the appearance of the covered fountains. Their water is being tested on a regular basis in respect to the consistently high levels of sodium.

- Superintendent Mag Gardner to reach out to Maria McDonagh (Health & Safety), who provides the water report, to investigate further supports to assist with Spencer Valley's water issues.
- Trustee Greg Van Geffen said that prior to selecting a location for a new school, the water source is a significant component that is thoroughly researched in advance.
- Superintendent Mag Gardner offered to have a guest speaker to discuss well water with our Rural School Advisory Committee, if our membership feels this would be helpful.

Respectively submitted,
Susan Moelker, Chair of the Committee



EXECUTIVE REPORT TO REGULAR BOARD

TO: BOARD

FROM: Manny Figueiredo, Director of Education

DATE: May 9, 2016

PREPARED BY: Laura Romano, Superintendent of Student Achievement
Jackie Penman, Manager of Corporate Communications

RE: Naming of Sir Allan MacNab Track

Action

Monitoring

Recommended Action:

That the following three submissions by the School Naming Advisory Committee be considered for the new track located at Sir Allan MacNab Secondary School, 145 Magnolia Drive.

Recommended names (unranked and in alphabetical order)

- Mark Anthony Graham Memorial Track
- Mark Graham Track
- Paul Brown Track

Rationale/Benefits:

The School Naming Advisory Committee is putting forth the three listed names in no particular order. The submissions were reviewed according to the guiding principles outlined in the Board policy. The guiding principles are outlined as follows:

- reflect HWDSB's vision, mission, commitments and community composition
- provide inspiration to students
- have community and district acceptance
- be appropriate for the whole district
- have local community, district, provincial, Canadian or international significance
- address underrepresented groups

One round of voting occurred to determine the three recommendations to be considered by Trustees.

Background:

HWDSB asked members of the public to comment on the name of the new school through the completion of an online survey, and/or by mailing or emailing written correspondence to HWDSB. As per Board policy 2.3, the Board solicited suggestions for a name from all stakeholder groups. The survey was posted from March 23 until April 8 and resulted in 138 submissions.

The school Naming Advisory Committee consisted of the following individuals:

Name	Role
Wes Hicks	Ward Trustee
Laura Romano	Superintendent of Student Achievement
Jackie Penman	Manager Corporate Communications
Judy Langsner	Principal, Sir Allan MacNab
Jason Rizza	Vice Principal, Sir Allan MacNab
Roger Logan	Teacher, Sir Allan MacNab
Ian Thomson	Teacher, Sir Allan MacNab
Kevin Gonci	School Council
Kelly Hare	School Council
Donna Clappison	Non-teaching, Sir Allan MacNab
Jasmeen Al-Switi	Student Rep, Sir Allan MacNab
Luke Logan	Student Rep, Sir Allan MacNab

The summary of consultation findings are attached. The following names are presented, in no particular order, for consideration:

Mark Anthony Graham Memorial Track/ Mark Graham Track

Mark Anthony Graham was a Canadian Olympic athlete and soldier who died in Afghanistan in 2006. Graham grew up in Hamilton, Ontario, lived in Calgary, Alberta and had been stationed at CFB Petawawa in Ontario. He attended Chedoke Middle School and then Sir Allan MacNab Secondary School in Hamilton, then attended university in the United States on track-and-field scholarships.

Biography from https://en.wikipedia.org/wiki/Mark_Anthony_Graham

Paul Brown Track

Paul Brown was a secondary school teacher and coach in HWDSB for over 20 years. Paul taught history and special education at Delta and Sir Allan MacNab schools. Paul passed away in December 2012 and has left a legacy through his commitment to students and teaching. Loved by his students and respected by his peers, Paul taught others to turn obstacles into opportunities while maintaining high standards for all.

Biography from the 2014 Black History Month poster.



Summary of Consultation Findings

A. Purpose of Consultation

At their Board meeting on Monday, March 21, 2016, Hamilton-Wentworth District School Board (HWDSB) Trustees passed the following motion: “That a Naming A School In Part Committee be struck for the purpose of naming the track at Sir Allan MacNab Secondary with a minimum 14-day consultation.”

As a result of this motion being passed, HWDSB invited members of the community to provide name suggestions for the track located at Sir Allan MacNab Secondary School through the completion of an online or paper survey.

B. Respondent Characteristics

The online survey ran from March 23, 2016 to April 8, 2016 and garnered a total of **138** responses. The majority of responses (N=137, 99%) were received through the online survey. One response was received through the mail. The majority of responses came from parents/guardians (N=60, 43%) and HWDSB staff members (N=31, 22%). Community/group members provided 26% of the responses (N=36) and 8% (N=11) were from HWDSB students. 42% (N=58) of respondents indicated not having children attending an HWDSB school, while 49% of respondents (N=68) indicated having children who attend an HWDSB school. Of those who responded “yes” to having children in an HWDSB school and indicated how many children they have (N=65), the majority indicated having 1 (N=21, 32%) to 2 (N=24, 37%) children, 20% (N=13) have 3 children, 0% (N=0) have 4 children, while 11% (N=7) indicated having 5 or more children enrolled in an HWDSB school.

C. Limitations of the Consultation

Several limitations of the consultation are noteworthy. Given the small number of respondents, it is unlikely that the consultation respondents are representative of the HWDSB and the Hamilton community. Second, the total number of responses should not be equated with total number of unique respondents as it is possible that the same person may have submitted the survey multiple times. It is therefore recommended that the results summarized herein are interpreted within the bounds of these limitations.

D. Summary of Findings

Members of the public were invited to suggest name(s) for the track at Sir Allan MacNab Secondary School, and to provide a rationale as to why the suggested name would be the right name. Table 1 includes the name suggestions most frequently endorsed by respondents, alongside the rationale provided for why each name would be appropriate.



Summary of Consultation Findings

Table 1. Name suggestions most frequently endorsed by respondents.

Suggested name	Frequency	Reasons for suggestion
Mark Graham (e.g., Mark Anthony Graham Memorial Track; Mark Graham Track)	49% (n=68)	<ul style="list-style-type: none"> • Name is of someone of personal significance to the school community • Name is of someone of personal significance to the general community • Name would honour a Sir Allan MacNab alumni, athlete, and someone who fought and died for Canada • Name is of someone of personal significance to me • Name represents a person of good values
Paul Brown (e.g., Paul Brown Memorial Track; Paul Brown Track)	17% (n=24)	<ul style="list-style-type: none"> • Name is of someone of personal significance to the school community • Name would honour an influential teacher at Sir Allan MacNab who passed away suddenly • Name represents a person of good values • Name is representative of an influential person in education • Name is of someone of personal significance to me

This report was prepared by the Evidence-Based Education and Services Team (E-BEST).