

### AGENDA: 6:00 pm

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest

#### Reports from Trustee Special Committees:

5. [Finance & Facilities – November 7, 2016](#)
6. [Program – November 10, 2016](#)

#### Reports from Legislated Committees:

7. [Parent Involvement Committee – November 8, 2016](#)

#### Reports from Staff:

8. [Appointment to HWDSB Community Advisory Committee: First Nations, Métis and Inuit Advisory Committee](#)
9. 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
10. Meeting Resumes in Public Session
11. Reports from:
  - A. [Standing Committee – November 14, 2016](#)
  - B. Committee of the Whole (private) – November 21, 2016
12. [Written Notice of Motion: D. Danko re: Establishment of Faith Community Advisory Committee](#)
13. Oral Reports from:
  - A. Student Trustees' Report – Local Activities & Ontario Student Trustees' Association (OSTA) Report
  - B. Director's Report
  - C. Chair's Report
14. 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
15. Meeting Resumes in Public Session
16. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.  
<http://www.hwdsb.on.ca/trustees/meetings/>

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: November 21, 2016

From: Finance and Facilities Committee

Date of Meeting: November 7, 2016

The committee held a meeting from 1:04 p.m. to 3:11 p.m. on November 7, 2016 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Greg Van Geffen presiding.

Members present were: Trustees Jeff Beattie, Christine Bingham, Greg Van Geffen (Chair) and Todd White (electronically). Trustee Penny Deathe was also in attendance. Regrets were received from Trustee Dawn Danko.

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**MONITORING ITEMS:****A. Budget Consultation Process**

In prior years, Board staff has engaged in a public consultation on the budget priorities that guide the development of the annual budget for that year. The consultation usually took place during the month of February. The consultation allowed the Board to solicit feedback on the budget priorities as determined by the Board. As a result of the consultation being done on the Board's Strategic Directions last year, a consultation on the budget priorities was not conducted.

Committee members were supportive of staff bringing back budget priorities based on the new Strategic Directions and conducting the consultation during the month of February 2017.

**B. Average Class Size Report**

School Boards are required to report Average Class Size for elementary students to the Ministry of Education. HWDSB is in compliance. In response to questions regarding high needs schools and how they are staffed, it was explained that HWDSB uses a differentiated staffing model to allow high need schools to be staffed to a lower class size.

**C. Secondary Enrolment Update**

Staff presented the report that showed secondary school enrolment by school. The Average Daily Enrolment (ADE) is the basis for the Grant for Student Needs (GSN) which is 99% of a school boards funding. The ADE is calculated by taking the average of the full-time equivalent (FTE) on October 31<sup>st</sup> and March 31<sup>st</sup>.

Each year, enrolment is projected to determine the budgeted revenue for the following year. On October 31<sup>st</sup>, Board staff calculates the actual FTE enrolment and compares it to the projections. In total, secondary enrolment was 13.75 FTE greater on October 31, 2016 than projected for budget development purposes.

**D. Hill Park Update**

Staff provided background on all motions and actions that had taken place with respect to Hill Park since January 2016. The 15 year plan that required consultation with staff and students currently in the programs being considered for relocation to Hill Park was recently presented to the Program Committee who were supportive of the relocations. The next step will be the feasibility study to determine how to accommodate the programs. There is also the potential for a community partner to become part of this project and utilize the space at Hill Park.

**E. Capital Projects Update Report**

A summary of the capital projects underway and status updates was provided. Several projects are awaiting various forms of municipal or provincial approvals. With respect to accessibility projects, a separate funding source was not identified and these projects would be considered part of school renewal funding and will be scheduled as we move forward.

**F. Outdoor Design Manual**

A draft of the Outdoor Design Manual was provided to the Committee. Facilities Management and Corporation Communications will be creating a communication plan to ensure that all school staffs and communities are aware of this valuable resource once finalized. Staff in Leadership and Learning will be developing curriculum links to enable the possibility of our students to participate in working on these projects.

**G. Capital Priorities**

In response to the Ministry 2016:B11 memo – “Request for Capital Projects Submissions, business cases were submitted to the Ministry in July 2016. On October 28, 2016 the Ministry announced that HWDSB had received funding for 3 of the 7 priorities submitted:

- New Summit Park Elementary School
- New Eastdale Elementary School
- Renovation of one classroom and a full-day Kindergarten addition to Sir Wilfrid Laurier Elementary School

Respectfully submitted,  
Greg Van Geffen, Chair of the Committee

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: November 21, 2016

From: Program Committee

Date of Meeting: November 10, 2016

The committee held a meeting from 5:38 p.m. To 7:53 p.m. on **November 10, 2016** at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Alex Johnstone presiding.

Members present were: Trustee Alex Johnstone (Chair), Christine Bingham, Jeff Beattie, Penny Deathe, Greg Van Geffen, Todd White. Regrets were received by Trustee Kathy Archer.

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**MONITORING ITEMS:****A. Correspondence from Parent Involvement Committee re: Elementary Program Strategy**

It was acknowledged that the points in this correspondence are incorporated in the "Summary of Consultation Findings" presented.

On the motion of Penny Deathe, the Program Committee **Recommends that the correspondence from PIC be received and filed.**

**CARRIED UNANIMOUSLY****ACTION ITEMS:****B. Referral Motion from Board: Resolution#16-143 (September 19, 2016): That the correspondence (Waterloo Region and Peel DSB re: Coding to the Ontario Curriculum in JK to Grade 8) be received and referred to the Program Committee**

The Committee requested a report for further information such as our current curriculum and what other Boards are doing, and that this report be provided to them at a future meeting. Following the information being shared with committee members at Program, a recommendation could be made by the Program Committee regarding a letter being written to the Ministry of Education regarding coding and the Ontario curriculum.

**C. Elementary Program Strategy Report – post consultation**

Staff presented the consultation findings from the Elementary Program Strategy consultation which was conducted from September 21, 2016 to October 21, 2016 inclusive. Staff noted for the committee that following approval of the Elementary Program Strategy at Board, our Corporate Communications department will be producing a document for parents, students and the wider community.

In terms of Facilities, it is recommended that staff explore and recommend to the Finance & Facilities Committee:

a. the funds required, if any, to support the Elementary Program Strategy recommendations of instrumental music, focused programs and interventions/special education;

b. an Elementary Program Benchmark Strategy based on the \$11 million annual funds in the Capital plan selected from the following priorities (gym floors, gymnasiums, learning commons, music rooms, play areas, science rooms, visual art rooms)

On the motion of Greg Van Geffen, the Program Committee **recommends that the Elementary Program Strategy Report be approved.**

**CARRIED UNANIMOUSLY**

**D. French Immersion: Accommodation Strategy Report – post-consultation**

Staff presented the consultation feedback regarding the French Immersion Accommodation Strategy in terms of the application process. It was noted for the committee that the application process would begin in September 2017 in order to process applications have staffing in place for the 2018-19 school year.

In response to the consultation feedback, timelines were adjusted to bring the process slightly later, while still recognizing Board staffing timelines that needs to be met. The Board needs to know by the end of January how many staff are required.

It was requested that transportation for the French Immersion program be clearly explained and communicated in all manners possible. This needs to be relayed at parent sessions, information going home to parents about the program, as well as on actual information form when applying to the program. The Committee also wants to ensure that parents are made aware of how the transportation could change for their child(ren) over the course of their time in elementary school.

On the motion of Penny Deathe, the Program Committee **recommends that the French Immersion: Accommodation Strategy Report (Application Process) be approved.**

**CARRIED UNANIMOUSLY**

The committee also received an update from Staff about the upcoming consultation process in regards to the French Immersion boundaries in the Waterdown/Flamborough area. A public boundary review consultation will be taking place in this area in November and an online survey will be open until early December for feedback. The findings from this consultation will be presented to the Program Committee in January 2017.

Staff also noted that East Hamilton and Lower Stoney Creek areas were recently involved in a Pupil Accommodation Review which was completed in June 2016. Staff are currently working on the implantation of those recommendations and will advise of a future consultation at the appropriate time.

Committee members were also advised that the West Hamilton area is about to embark on a Pupil Accommodation Review and that the French Immersion program boundary and location consultation will occur as part of the Pupil Accommodation Review process.

Respectfully submitted,  
Alex Johnstone, Chair of the Committee



## EXECUTIVE REPORT TO PROGRAM COMMITTEE

**TO:** PROGRAM COMMITTEE

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

**DATE:** November 10, 2016

**PREPARED BY:** Executive Council

**RE:** Elementary Program Strategy

Action ☒

Monitoring ☐

### Recommended Action:

That the Elementary Program Strategy recommendations for specialized programming, instrumental music, and interventions in special education be approved, and that pending board approval, the Elementary School Design Manual and Facilities Benchmark Strategy be developed.

### 1. INSTRUMENTAL MUSIC

**Recommendation:** That we continue to ensure instrumental music programming is offered at the grade 7 and 8 level in all elementary schools, as outlined in the HWDSB Arts Strategy. This will include the provision of band instruments, appropriate facilities and qualified staff to deliver the program and will allow the equity of access for all intermediate students so that they can make an informed choice for music programming at the secondary level.

### 2. FOCUS PROGRAMS

**Recommendation:** That the currently existing focus programs listed are kept open, maintained and reviewed every two years to determine the continued interest and viability of the programs, according to the criteria listed below.

<u>PROGRAM</u>	<u>CURRENT LOCATION</u>
Hockey Program	Tapleystown
Mandarin (Language Transition Program)	Cootes Paradise
Sage	Strathcona
Sagequest	Ryerson
Sports Academy; Basketball	R.A.Riddell
Sports Academy	Hillcrest

### Viability Criteria for Maintaining Optional Programs:

- Program maintains the original intent /mandate of the program
- Sufficient student enrolment to assign a teacher
- Ontario Curriculum is embedded in the delivery model
- Feasibility of maintaining on-going operating costs, including fees to external organizations
- Continuation of exemplary program delivery and sustainability

To ensure equity of access, all schools are working to meet the interests of students through experiential learning as part of regular programming.

### 3. INTERVENTIONS/SPECIAL EDUCATION

**Recommendation:** Every school will have shared spaces designated to support student needs, such as:

- Assessment and Intervention space (System Staff and Community Partners)
- Student Success space (For alternative programming, calming spaces, quiet setting)
- Sensory space
- Fitness space (Gross Motor Development)
- Calming space (Specialized locations only as determined by the Superintendent of Specialized Services)

### 4. FACILITIES

**Recommendation:**

a. That staff explore and recommend to the Finance and Facilities committee the funds required, if any, to support the Elementary Program Strategy recommendations of 1, 2, and 3 (instrumental music, focused programs, and interventions/special education).

b. That staff explore and recommend to the Finance and Facilities committee an Elementary Benchmark Strategy based on the \$11 million annual funds approved by the Board in the Capital Plan, and that those benchmark priorities include (in alphabetical order):

- gym floors
- gymnasiums
- learning commons
- music rooms
- play areas
- science rooms
- visual arts rooms





## EXECUTIVE REPORT TO PROGRAM COMMITTEE

**TO:** PROGRAM COMMITTEE

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

**DATE:** November 10, 2016

**PREPARED BY:** Peter Joshua, Executive Superintendent of Leadership and Learning

**RE:** French Immersion Application Process

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Action ☒

Monitoring ☐

**Recommended Action:**

That the French Immersion Program Application Process be approved.

**1. Timelines for Application Process: beginning September 2017**

The system application process for grade 1 students entering French Immersion would be promoted each year with specific dates attached to the applications. Where there are accommodation pressures, all FI boundaries and school locations will be displayed on the application form. The schools that do not have accommodation pressures will have a notation on the application form that grade 1 students living within the FI catchment for these schools will be automatically accepted into the program at the FI catchment school. Parents will still need to complete the application form. For all other Grade 1 FI applications for schools with accommodation pressures, program locations will be offered by Mid-December.

- Late October: Application Process opens for Senior Kindergarten Students
- End of November: Application Deadline
- Mid-December: Program Location offered to Parent/Guardian
- Mid- January : Deadline for Program Acceptance and Registration

\*This application is for the 2018-19 school year

**2. Late Applications:**

If the application deadline is missed, then placement at the FI catchment school will only be offered, if space is available. Transportation will be provided according to the transportation policy. If there is no space in the FI catchment school, the placement will be offered in another school with FI programming, and no transportation will be provided.

**3. Admissions beyond Grade 1 Entry:**

Students presently in HWDSB or moving to HWDSB from another board may be offered a French Immersion program location for grades other than the grade 1 entry after a review of student records or confirmation of an equivalent background in French, as determined by Program staff from French as a Second Language. The staff application review committee will also review late these admissions to determine student placement. Students who are deemed ready will be offered a placement in their FI catchment school if space permits. Transportation will be provided according to the transportation policy. If there is no space in the FI catchment school, the placement will be offered in another school with FI programming, and no transportation will be provided.

**4. Criteria for Grade 1 French Immersion Program Placement Offerings:**

- Availability of the program closest to the student's home address, based on the French Immersion boundary
- Grade 1 siblings entering French Immersion may attend the same school as their older sibling currently in FI, space permitting and providing they remain in FI.
- Balance of English and FI enrolment in dual track schools (50-60% in English or French)
- Year over year impact as pupils progress through grades 1-8

## **Committee Report**

Presented to: Board

Meeting date: November 21, 2016

From: Parent Involvement Committee

Meeting date: November 8, 2016

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

Members present were: Margaret Reid, Kevin Baglole, Rochelle Butler, Shannon Gould, Susan Millman, Harold Hoff, Paul Reilly, Shelley Stacey, Joanne Thompson, Laura Van Alphen, Jose VanderKamp, Heather Lambert-Hillen, Lorida Lazore, Melanie Roberts, Tyler McNeil, Mike Palma, Corrie Ledgerwood, Trustee Penny Deathe, Trustee Dawn Danko.

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### **INFORMATION ITEMS:**

#### **A. Terms of Reference**

The committee reviewed the updated terms of reference and provided input. Executive will edit and provide revised version to the committee.

#### **B. Excursions**

Sharon Stephanian provided an overview of the updated excursion process. Opportunity for committee to ask questions for clarification.

#### **C. Ministry Input**

Ministry has requested input from parents on the Mental Health and Well-Being strategy by Jan. 15, 2017. Further information to follow from the Ministry. A presentation will be provided to the committee prior to this process.

#### **D. School Council Modules – Introduction**

Information session on Nov. 15 will be the first opportunity for the modules to be presented. Modules to be posted on-line subsequent to this session.

#### **E. Standing Items**

Updates were provided for the following Standing items:

- French as a Second Language Advisory Committee
- Rural School Advisory
- Home and School
- Policy
- Board
- Communication sub-committee
- Profiling Volunteer Excellence

Respectfully submitted,  
Margaret Reid, Chair of the Committee



## EXECUTIVE REPORT TO BOARD

**TO:** BOARD

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

**DATE:** November 21, 2016

**PREPARED BY:** Heather Miller, Officer of Trustee Services

**RE:** First Nations, Métis and Inuit Community Advisory Committee Membership

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**Action** X

**Monitoring** ☐

**Recommended Action:**

That the membership for the First Nations, Métis and Inuit Community Advisory Committee be approved.

**Background:**

The Trustee Handbook outlines that “the establishment and membership of a community advisory committee shall be considered by the Board each year between September 1 and November 30.”

## Appendix A: First Nations, Métis and Inuit Community Advisory Committee

<b>Voting Membership</b>	<b>Name</b>	<b>Organization</b>	<b>Term**</b>
Aboriginal Community Organizations	Monique Lavallee	Board Member, Hamilton Executive Directors Aboriginal Coalition (HEDAC)	Two Year (renewable)
	Susan Barberstcok	Executive Director, Hamilton Regional Indian Centre	Two Year (renewable)
	Cindilee Ecker Flagg	Executive Director, Native Women's Centre	Two Year (renewable)
Educational Community Organizations	Rebecca Doreen	NIWASA Head Start	Two Year (renewable)
	Josh Dockstator	McMaster University	Two Year (renewable)
	TBD	Mohawk College	Two Year (renewable)
FNMI Students	TBD	Aboriginal Youth Representative	One Year, Ending June 2017
	TBD	Aboriginal Youth Representative	One Year, ending June 2017
	TBD	Aboriginal Youth Representative	One Year, ending June 2017
Community Elder(s)	Jeannie Hebert/TBD	Knowledge Keeper	Two Year (renewable)
Parent Representatives	Christina Barahona	HWDSB Parent	Two Year (renewable)
	Christine Joseph-Davies	HWDSB Parent	Two Year (renewable)
	Janice Mitten	HWDSB Parent	Two Year (renewable)

\*\*Two Year (renewable) term was approved April 2014, Board Resolution #14-53

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: November 21, 2016

From: Standing Committee

Date of Meeting: November 14, 2016

The committee held a meeting from 7:21 p.m. to 9:09 p.m. on November 14, 2016 at 20 Education Court, Hamilton, ON, in Trustee Board Room with Trustee Jeff Beattie presiding.

Members present were: Trustees Kathy Archer, Jeff Beattie, Christine Bingham, Penny Deathe, Alex Johnstone, Ray Mulholland, Wes Hicks, Larry Pattison, Greg Van Geffen, and Todd White. Student Trustees Tory Dockree and Elizabeth Wong. Regrets were received from Trustee Dawn Danko.

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**1. Approval of Agenda**

On the motion of Trustee Van Geffen, seconded by Trustee Deathe, the Standing Committee **RECOMMENDS** that the agenda be approved.

**CARRIED UNANIMOUSLY**

Todd White was not in the room during the approval of the agenda  
Student Trustees Tory Dockree and Elizabeth Wong voted in favour

**2. Declarations of Conflict of Interest**

None.

**Report from Staff****3. Transportation Report**

Staff presented the Transportation Report for the 2016-2017 school year, noting that this was the eighth start-up for Hamilton Wentworth Student Transportation Services (HWSTS). The report provided a preliminary overview of the student transportation solution for the 2016-2017 school year and the associated impacts to both consortium member Boards. Also included were a number of start-up highlights, metrics, comparisons to prior school years and an overview of key accomplishments in 2015-2016.

Staff shared that start-up was a challenge for not only our Board but many other Boards as well. The consortium received a number of driver resignations at the last minute resulting in a shortage of drivers and not enough supply drivers to fill the unexpected gaps. Measures have been put in place for next year to avoid a similar situation.

Staff and Trustees praised the consortium on the amount of work that they do for our Board as well as the communications that went out to the communities, staff and families.

The Board discussed the option of having shared runs and would like the transportation consortium to explore this option. Trustees also recommended that an information session be held so that they further understand the role of the transportation consortium.

On the motion of Trustee Pattison, seconded by Trustee White, the Standing Committee **RECOMMENDS** that the **HWSTS Governance Committee representatives from HWDSB ask that as part of the bell-time study, a parameter also be included about shared runs within the consortium.**

The motion was **CARRIED** on the following division of votes:

In favour (7) Trustees Archer, Bingham, Beattie, Deathe, Johnstone, Pattison and White.  
Student Trustees Tory Dockree and Elizabeth Wong

Opposed (3) Trustees Hicks, Mulholland, Van Geffen.

Respectfully submitted,  
Jeff Beattie, Chair of the Committee

**Notice of Motion – Interfaith Community Advisory Committee**

Submitted by Trustee Danko

Board Meeting – November 21, 2016

**Whereas:**

The Chair of the Board, Vice-Chair, and Trustee for Ward 7 received a renewed expression of interest for an Interfaith Community Advisory Committee from former members of the committee; and

**Whereas:**

The Board's updated governance rules require the establishment of Community Advisory Committees prior to November 30 of each year; and

**Whereas:**

The Board's updated governance rules ease the minimum reporting requirements of Community Advisory Committees;

**Be it resolved:**

That the Board establish a new Interfaith Community Advisory Committee representing a diversity of faiths for the purpose of advising the Board of Trustees on education-related matters important to local faith communities.