

AGENDA: 6:00 pm

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. Confirmation of the Minutes: March 19 and March 26, 2018
6. Correspondence: Blue Water DSB re: Provincial Think Tank to plan for future technologies, artificial intelligence, and transformational innovations.

Reports from Trustee Special Committees:

7. Policy – April 11, 2018
8. Finance & Facilities:
 - A. March 21, 2018
 - B. March 28, 2018
 - C. April 4, 2018
 - D. April 11, 2018

Reports from Legislated Committees:

9. Parent Involvement Committee – March 20 and April 10, 2018
10. Special Education Advisory Committee – March 28, 2018

Reports from Community Advisory Committees:

11. French as a Second Language – March 28, 2018

Reports from Staff:

12. School Year Calendars for 2018-19
13. Student Trustees 2018-19: Election Results

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, an employee or prospective employee of the board or a pupil or his or her parent or guardian

Meeting Resumes in Public Session

15. Report from Committee of the Whole (private) – April 30, 2018
16. 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)

17. Oral Reports from:
 - A. Student Trustees' Report – Local Activities & Ontario Student Trustees' Association (OSTA) Report
 - B. Director's Report
 - C. Chair's Report

18. 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/>

Trustees: Kathy Archer, Jeff Beattie, Christine Bingham, Penny Deathe, Wes Hicks (electronically), Alex Johnstone, Ray Mulholland, Greg Van Geffen and Todd White. **Student Trustees** Morghen Jael and Ruby Hye.

Regrets: Trustee Dawn Danko and Larry Pattison

1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:06 p.m.

2. Approval of the Agenda:

RESOLUTION #18-34: Trustee Bingham, seconded by Trustee Johnstone, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustees Jael and Hye voted in favour

3. Declarations of Conflict of Interest

None.

4. Confirmation of the Minutes – February 26, 2018 & March 8, 2018

The minutes of February 26, 2018 and March 8, 2018 were confirmed.

Reports from Trustee Special Committees

5. Human Resources Committee – March 5, 2018

RESOLUTION #18-35: Trustee Deathe, seconded by Trustee Archer, moved: **That the Human Resources Committee report – March 5, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustees Jael and Hye voted in favour

Reports from Legislated Committees:

6. Special Education Advisory Committee – February 28, 2018

RESOLUTION #18-36: Trustee Johnstone, seconded by Trustee Bingham, moved: **That the report of the Special Education Advisory Committee – February 28, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustees Jael and Hye voted in favour

Reports from Community Advisory Committees:

7. French as a Second Language Advisory Committee – February 21, 2018

RESOLUTION #18-37: Trustee Deathe, seconded by Trustee Beattie, moved: **That the French as a Second Language Advisory Committee Report – February 21, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustees Jael and Hye voted in favour

8. Rural Schools Advisory Committee – February 21, 2018

RESOLUTION #18-38: Trustee Van Geffen, seconded by Trustee Archer, moved: **That Rural Schools Advisory Committee – February 21, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustees Jael and Hye voted in favour

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

RESOLUTION #18-39: Trustee Van Geffen, seconded by Trustee Archer, moved: **That the Board move into Committee of the Whole (Private)**, this being done at 6:25 p.m.

CARRIED UNANIMOUSLY

Student Trustees Jael and Hye voted in favour

The open session resumed at 7:54 p.m. Student Trustees Jael and Hye did not return to the meeting.

10. Committee of the Whole (private) March 19, 2018

RESOLUTION #18-40: Trustee Johnstone, seconded by Trustee Archer, moved: **That the report of the Committee of the Whole (private) – March 19, 2018 be approved including:**

- That the Human Resources Committee report from March 5, 2018 be received.
- That a land severance at Richard Beasley be approved from February 26, 2018.

CARRIED UNANIMOUSLY

Trustee Beattie and Van Geffen were out of the room

11. Oral Reports from Liaison Committees:

A. City/School Board Liaison Committee

Trustee White shared that the City/School Board Liaison Committee will be meeting on March 22, 2018 at 10 a.m. at the Education Centre.

B. Hamilton-Wentworth Home & School Association

Superintendent Stephanian shared that the next meeting will be held on April 16, 2018.

C. HWDSB Foundation

Superintendent Stephanian shared that the new Foundation Development Officer, Amy Leaming-Côté commenced her role on March 5, 2018. Prom Project is coming up on April 14, 2018 at Delta Secondary School and May 5, 2018 at Hill Park Learning Centre.

D. Ontario Public School Boards' Association (OPSBA)

Trustee Johnstone shared the following updates:

- OPSBA President Laurie French and 1st Vice-President Jerry Chatwick will not be seeking re-election.
- Applications for OPSBA elections as well as Policy resolutions are due April 3, 2018
- Summit on Children and Youth Mental Health – April 12 & 13, 2018
- Education Labour Relations and Human resources Symposium – April 26 & 27, 2018
- OPSBA AGM – Niagara Falls – May 31-June 3, 2018
- The Ministry will be reviewing Accommodation Review guidelines as well as Partnership guidelines so feedback has been requested
- OPSBA decided to conduct its own student transportation survey to capture the needs and challenges of its member boards.
- May 23, 2018 will be OPSBA Education Day.

12. Committee of the Whole (private) March 19, 2018

RESOLUTION #18-41: Trustee Hicks, seconded by Trustee Archer, moved: **That the Board move into Committee of the Whole (Private)**, this being done at 8:01 p.m.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:08 p.m.

Trustees: Kathy Archer, Jeff Beattie, Christine Bingham, Penny Deathe, Dawn Danko, Wes Hicks, Alex Johnstone, Ray Mulholland, Larry Pattison, Greg Van Geffen, Todd White. **Student Trustee Ruby Hye**

Regrets: Trustees Christine Bingham and Greg Van Geffen. Student Trustee Morghen Jael

1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:16 p.m.

2. Profiling Excellence

Superintendent Stephanian introduced the following staff and students highlighting their achievements and contributions to the Board.

Students:

- Griffin Behiel - Ontario Junior Citizen Award – Nominee (Ancaster Meadow)
- Alec Purnell - John C. Holland Award - Ray Lewis Scholarship – Winner (Dundas Valley SS)
- Emeline Auguste - John C. Hollard Award Nominee (Westdale)
- Tyra Lewis - John C. Holland Award Nominee (Westdale)
- Salsabil Sarhan - John C. Holland Award Nominee (Sir John A. Macdonald)

Staff:

- Robert Flosman - Governor General's History Award - Excellence in Teaching

3. Approval of the Agenda:

RESOLUTION #18-42: Trustee Pattison, seconded by Trustee Danko, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustee Hye voted in favour

4. Declarations of Conflict of Interest

None.

Reports from Trustee Special Committees

5. Finance & Facilities Committee – March 7, 2018

RESOLUTION #18-43: Trustee Beattie, seconded by Trustee Hicks, moved: **That the Finance & Facilities Committee Report – March 7, 2018 be approved including that the 2018/2019 Board Budget priorities be approved as:**

- Improving Literacy
- Improving Mathematics
- School Revitalization
- Special Education
- Student Supports
- 21st Century Learning (Transforming Learning Everywhere)

CARRIED UNANIMOUSLY

Student Trustee Hye voted in favour

6. Audit Committee – March 8, 2018

RESOLUTION #18-44: Trustee Beattie, seconded by Trustee Johnstone, moved: **That the Audit Committee Report – March 8, 2018 be approved including that external audit firm of KPMG be retained as the external auditors of the Hamilton-Wentworth District School Board for the 2017-18 fiscal year.**

CARRIED UNANIMOUSLY
Student Trustee Hye voted in favour

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

RESOLUTION #18-45: Trustee Beattie, seconded by Trustee Deathe, moved: **That the Board move into Committee of the Whole (Private),** this being done at 6:43 p.m.

CARRIED UNANIMOUSLY
Student Trustee Hye voted in favour

The open session resumed at 8:18 p.m.

8. Committee of the Whole (Private) March 26, 2018

RESOLUTION #18-46: Trustee Johnstone, seconded by Trustee Danko, moved: **That the report of the Committee of the Whole (private) – March 26, 2018 be approved including:**

- That the Finance & Facilities Committee report from March 7, 2018 be approved including a hydro easement with Alectra Utilities on the New North Secondary School site.
- That the Audit Committee report from March 8, 2018 be received.
- That the staff report related to the downtown community hub be approved.

CARRIED UNANIMOUSLY
Student Trustee Hye voted in favour

9. Oral Reports from:

A. Student Trustees' Report

Student Trustee Hye reported that the Progress Committee is working on updating the Student Trustee Handbook and will be creating an info graphic version of the Handbook. The student trustees have each received OSTA mentors (student trustee alumni from across the province assigned to current student trustees to offer best practices and tips.

The Secondary Senate will be working with the HWDSB Arts Department and Karen Wilkins to promote and run the opening night of the annual HWDSB Arts Exhibit that is being held at the Education Centre on Wednesday, May 2, 2018 from 4:30-7:30 p.m. The Senate has also begun developing a Senator prolife/criteria list which will be sent out alongside the call for the selection on next year's senators.

Model City Hall Hamilton is a one day conference in which we are reaching out to secondary students to engage in municipal politics. The Conference is on Sunday, May 27, 2018. For more information please go to www.modelcityhall.org

B. Director's Report

Director of Education, Manny Figueiredo, gave an outline of some of the events that reflect on our five priorities:

Positive Culture and Well-Being – the Partnership Report will be coming to Trustees at the April Program Committee and will include the results of the Parent Survey.

Student Learning and Achievement – Executive Council spent March in a quarterly review that will be coming to the Program Committee in June.

School Renewal – Director Figueiredo visited Sir Wilfrid Laurier last week with Superintendent Gillies and the Staff are focused on Student’s reading by Grade one and there is excitement about the upcoming addition to the school.

Partnerships – the Director spoke of the 2nd Annual Elementary Robotics competition that was held at the Education Centre in partnership with ArcelorMittal Dofasco.

C. Chair’s Report

The Chair of the Board, Todd White shared that the Ward Boundary consultation went live on March 20, 2018. The Ward Boundary Information night will be held on Wednesday, March 28, 2018 at 6 p.m. at the Education Centre.

The meeting adjourned at 8:28 p.m.

DRAFT



Bluewater District School Board

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April 4, 2018

The Honourable Indira Naidoo-Harris
 Minister of Education
 22nd Floor, Mowat Block, 900 Bay Street
 Toronto, Ontario M7A 1L2

Dear Minister Naidoo-Harris:

On behalf of the Board of Trustees of Bluewater District School Board, I would like to bring to your attention the following motion that was passed at our Regular Meeting of the Board on March 20, 2018:

That Bluewater District School Board write to the Minister of Education requesting that a Provincial Think Tank be established to thoughtfully consider and plan for future technologies, artificial intelligence, and transformational innovations.

Furthermore, that this Think Tank incorporate key stakeholders from the current educational system in addition to the leading researchers and innovators.

Future innovations and evolution in areas such as artificial intelligence, virtual reality, and web connectivity will have profound implications for the classroom, and by extension, will transform Ontario's educational system and curriculum as we know it today. The establishment of a Provincial Think Tank with involvement from key education stakeholders will ensure a proactive rather than reactive approach to leveraging and embracing these innovations for the future benefit of all students in Ontario.

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: All school board chairs in Ontario
 Minister's Advisory Council on Special Education
 Provincial Parent Associations Advisory Committee on Special Education Advisory Committees
 Individual Special Education Advisory Committee groups
 Sam Hammond, President, Elementary Teachers' Federation of Ontario
 Harvey Bischof, President, Ontario Secondary School Teachers' Federation
 Laurie French, President, Ontario Public School Boards' Association
 The Honourable Kathleen Wynne, Premier of Ontario and Leader of Ontario Liberal Party
 Doug Ford, Leader of the Progressive Conservative Party of Ontario
 Andrea Horwath, Leader of the Ontario New Democratic Party
 Ontario Student Trustees' Association
 Council of Ontario Directors of Education

/jp

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 30, 2018

From: Policy Committee

Date of Meeting: April 11, 2018

The committee held a meeting from 9:42 a.m. to 11:24 a.m. on **April 11, 2018** at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Bingham presiding.

Members present were: Trustees Jeff Beattie, Christine Bingham and Todd White. Regrets were received from Trustee Greg Van Geffen.

ACTION ITEMS:**A. Parent Engagement**

The Committee considered the Parent Engagement Policy. This policy is up for its scheduled review and new to the policy is the inclusion of language around access to student information. This was discussed at the December policy meeting on the agenda as item Access to Student Information. After returning from a 30-day public consultation period and based upon feedback received, staff have made no additional changes to the policy. The committee requested that the word “friendly” be changed to “welcoming” in the intended outcomes.

On motion of Trustee Beattie, the Policy Committee **RECOMMENDS that the Parent Engagement Policy be approved.**

CARRIED UNANIMOUSLY

B. Student Registration & Admission

The Committee considered the Student Registration & Admission Policy. This Policy is a new policy as a result of a staff initiated Scoping Report that was presented to Trustees at the October 2017 Policy Committee. There are procedures in place that guide the admission of students to a particular school including those that are “out-of-catchment” but no policy exists that governs these processes. This new policy will support the streamlining of “out-of-catchment placements. After returning from a 30-day public consultation period and based upon feedback received, staff have made no additional changes to the policy.

On motion of Trustee Beattie, the Policy Committee **RECOMMENDS that the Student Registration & Admission Policy be approved.**

CARRIED UNANIMOUSLY

C. Political Activities in school during Elections

The Committee considered the Political Activities in school during Elections Policy. This Policy change is time sensitive and has been updated to reflect the amended acts of legislation:

In response to Bill 181, The Municipal Elections Modernization Act and Bill 68, Modernizing Ontario’s Municipal Legislation Act, “before May 1st in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”

On motion of Trustee Beattie, the Policy Committee **RECOMMENDS that the Political Activities in school during Elections Policy be approved.**

CARRIED UNANIMOUSLY

MONITORING ITEMS:**D. Policy Development Process**

The Committee considered the Policy Development Process. There was discussion of the confusion that takes place when policies go out for stakeholder consultation. Trustees suggested that the consultation process be changed to support the stakeholders in understanding the difference between the policy and the procedures. For Ministry mandated policies the process eliminates the need for a scoping document as well as public consultation.

The Policy Development Process can be found on our HWDSB website: <http://www.hwdsb.on.ca/wp-content/uploads/2018/04/Policy-Development-Process-FINAL-April2018.pdf>

Respectfully submitted,
Christine Bingham, Chair of the Committee



Parent Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in supporting student success and well-being. We do this by having parents actively involved in their children's success.

GUIDING PRINCIPLES:

HWDSB will:

- Support parents as collaborative partners in their children's learning and development at home and school through the rights established in the Hamilton Parent Charter.
- Recognize parents as assets whose input is responded to quickly and used when appropriate.
- Recognize and celebrate parents within schools and at the Board.
- Encourage parents to share their ideas and views at the classroom, school, system, and board level.
- Support and engage students and parents in matters relating to custody and access of students, while following the provisions of the Children's Law Reform Act, the Divorce Act and the Child and Family Services Act.

INTENDED OUTCOMES:

- Ensure there are opportunities for parents to give input about their children, the school, and the system. This will be done in a safe, accepting, inclusive and healthy learning environment.
- Communicate with parents in a welcoming and ongoing timely manner.
- Encourage parents throughout the school year to update any information with the school, related to the family's information.
- Seek to have all parents involved in their children's education. We will do this by:
 - identifying and removing barriers that prevent parents from being engaged
 - providing information about their children's education when needed
 - providing information in a way that meets their needs
- Help parents understand how HWDSB operates and how to support student learning at home by providing:
 - learning opportunities
 - resources
 - supports
- Support parents to get the skills and tools they need to be fully involved in their children's education and the life of their school.
- Review and expand communication and outreach plans. This will help HWDSB ensure that support and communication to parents and students are effective.



Parent Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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RESPONSIBILITY:

Director of Education
Members of Executive Council
Principals

TERMINOLOGY:

Eliminating Barriers: Is about finding why parents are not involved and removing anything that may stop them from being fully involved. This includes having schools reflect the diversity of students and communities.

Hamilton Parent Charter: A Parent Charter outlines the standard of how parents should expect to be treated in their interactions with health, early childhood education, schools, and other community service providers.

Parent: This includes parents, guardians and caregivers.

Parent Outreach: Is about seeking the best way to communicate with parents. This may involve local workshops, presentations, tools, and resources that support learning at home and parent engagement in schools.

School Climate: Is about making the school experience positive. It is where all parents can share their ideas and be heard, valued, and encouraged.

Supports for Parents: Is about giving parents skills, tools, and knowledge to support their children's learning at home and in school.

ACTION REQUIRED:

The Ministry of Education has developed the "*Parent Engagement Framework*," which consist of four strategies (School Climate, Eliminating Barriers, Supports for Parents, and Parent Outreach) to help schools involve parents. Using these four strategies, the Board and school staff will look at ways to involve parents in student success.

HWDSB maintains strict neutrality between parent(s)/guardian(s) who are separated or divorced. Unless a parent/guardian's rights are limited by a Court Order or separation agreement, both individuals have equal authority to review records, visit, or remove a child from school grounds. A procedure will be developed and maintained that outlines the roles and responsibilities of administrators and parents when a Court Order or separation agreement is required.



Parent Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure there are opportunities for parents to give input about their children, the school, and the system.	Parent Voice Survey, Positive School Climate Survey and HWDSB Public Consultation Data
Communicate with parents in a welcoming and ongoing timely manner.	Parent Voice Survey
Encourage parents throughout the school year to update any information with the school, related to the family's information.	Audit data collection to ensure parent information is accurate in the Student Information System
Seek to have all parents involved in their children's education.	Parent Voice Survey
Help parents understand how HWDSB operates and how to support student learning at home.	Parent Voice Survey and Other Surveys (where appropriate)
Support parents to get the skills and tools they need to be fully involved in their children's education and the life of their school.	Parent Voice Survey
Review and expand communication and outreach plans.	Parent Voice Survey

REFERENCES:

Government Documents

Education Act

Child and Family Services Act

Children's Law Reform Act

Divorce Act

Ministry of Education Parent Engagement Policy

Municipal Freedom of Information and Protection of Privacy Act (MFIPA)

Regulation 330/10: School Councils and Parent Involvement Committees

Regulation 612/00: School Councils

Regulation 613/00: Operation of Schools

HWDSB Policies

Fundraising

Pupil Accommodation Review

Volunteer

Educational Excursions



Parent Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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Other Documents

City of Hamilton/Best Start Network Parent Charter (Endorsed by Trustees in 2012)



Student Registration and Admission

Date Approved: XXXXX

Projected Review Date: XXXXX

Page 1 of 5

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil *as defined in the Education Act*.

GUIDING PRINCIPLES:

The admission process should:

- Maximize the number of students able to attend their in-catchment school.
- Enable school and board staff to effectively plan the allocation of resources through balanced enrolment.
- Allow for out-of-catchment enrolment or extraordinary circumstance requests, where there is available space and at no additional cost to the board.
- Support stability and continuity for students and families.

INTENDED OUTCOMES:

- Ensure compliance with all Ministry of Education Legislation governing enrolment.
- Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.
- Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

RESPONSIBILITY:

Director of Education
Executive Council

TERMINOLOGY:

Admission: Process of reviewing the registration and documentation to determine if the proper requirements are met to be admitted into a school.

Adult Student: Students who are 18 years of age or over who have been out of high school for at least one year.

Assessment Centre: The Assessment Centre offers a variety of services to those who are newcomers to Canada, as well as academic and community services. These include:

- English as a Second Language assessment for newcomers



Student Registration and Admission

Date Approved: XXXXX

Projected Review Date: XXXXX

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- Admissions for International and Exchange students
- Prior Learning Equivalent Credits
- Mature student credit assessment
- Student records

Deregistration: Process of which a student is no longer a student at a particular school.

Extraordinary Circumstance: Unusual situation which is not ordinary for an Out-of-Catchment application.

In-Catchment School: The school that students are eligible to attend based on the geographic area in which they reside.

International Student: The *Immigration and Refugee Protection Act Subsection 30(2)* states that: “Every minor child (age 17 or younger) in Canada, other than a child of a temporary resident not authorized to work or study, is authorized to study at the pre-school, primary or secondary level.”

Under the Immigrant and Refugee Protection Act, people coming to Canada legally as non-immigrants will have temporary resident status and are authorized to respectively, study, work, or visit in Canada, provided they have either a Study Permit (SP) or a Work Permit (Employment Authorization) (WP) if one is required to work or study in Canada. An international student studying at HWDSB on a Visitor Visa and a study permit is required to pay fees according to the Education Act 49(6).

Out-of-Catchment: The request to enrol at a school that is not the designated school within the geographic area in which a student resides.

Out-of-District: The request for a student not living in the City of Hamilton to enrol at an HWDSB school.

Program In-Catchment: The program location students are eligible to attend based on the geographic area in which they reside, such as French Immersion or International Baccalaureate.

Qualified Resident Pupil: Where the parent(s)/guardian(s)/Caregiver(s) of a student reside in the City of Hamilton and are English-language public school supporters they are considered to be “resident pupils” of the Board.

Registration: Process of filling out a form and providing your school with the necessary documentation.

Unique Accommodation Pressure: A situation in which available instructional spaces at a school, either by room design or due to programs offered (e.g. special education, system programs) does not truly reflect how the school is being utilized as defined by Ministry of Education calculations – enrolment versus capacity.



Student Registration and Admission

Date Approved: XXXXX

Projected Review Date: XXXXX

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ACTION REQUIRED:

HWDSB staff shall, in accordance with the provisions of the Education Act, establish and maintain procedures to address the registration, placement, or transfer of Students.

Full-Day Kindergarten Students

Full-day Kindergarten is available for four and five-year-old children at all schools offering Kindergarten programs. Students must be registered at their in-catchment school for kindergarten. Registration begins the first Monday of February each year.

Elementary School Students

During the school year, students new to the area and already of school age must register at their in-catchment school.

If arriving during the summer, students must register at their in-catchment school during the last week of August.

Secondary School Students

During the school year, students new to the area and previously enrolled in secondary school must register at their in-catchment secondary school.

If new to the area during the summer, an appointment should be made with the in-catchment school principal or vice-principal to find out about registration dates and requirements.

International Students

Elementary students will be placed in the grade for which they are age appropriate. Elementary students must live with an immediate family member while studying with HWDSB.

All secondary school applicants must have a B average or greater (approximately 75%). The final placement, program and school a student attends, will be determined by HWDSB and will be decided by the student's home address and level of English language proficiency. Wherever possible, arrangements will be made to match the student's academic interests.

All students who plan to study for more than six months must apply for, and receive, a Study Permit from Citizenship and Immigration Canada before leaving their home country to attend a school in Canada.



Student Registration and Admission

Date Approved: XXXXX

Projected Review Date: XXXXX

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Adult Students

Adult students are required to contact HWDSB's Assessment Centre for a Credit Assessment and to determine the appropriate program to register for.

Out-of-Catchment Process

The board allows for out-of-catchment requests on an annual basis. The criteria for determining schools open to out-of-catchment requests includes:

- If there is space available within a school, as determined by the Board's Planning and Accommodation Department. However, some schools may also have unique accommodation pressures.
- If the school is NOT experiencing significant new development pressures.
- If the school is NOT undergoing a boundary review in the upcoming year.
- If the school is NOT currently holding students for a new school.
- If the school does NOT offer a French Immersion program.
- If the school is NOT involved in a pupil accommodation review during the upcoming school year.

Open

The list of schools open to out-of-catchment requests are reviewed and updated annually on the board's website.

Closed

The list of schools closed to out-of-catchment requests are reviewed and updated annually on the board's website.

Schools closed to out-of-catchment do not accept applications and do not generate a wait list.

A procedure will be established and maintained that will outline the application process from January to March each year for both elementary and secondary out-of-catchment requests.

Out-of-District

Students from outside the jurisdiction of HWDSB who have the right under the Education Act to attend a school shall be admitted, and fees will be charged in accordance with provincial legislation.



Student Registration and Admission

Date Approved: XXXXX

Projected Review Date: XXXXX

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PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure compliance with all Ministry of Education Legislation governing enrolment.	Measured through the Average Class Size Report and enrolment updates.
Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.	Measured through the Ontario School Information System (OnSIS) and HWDSB's Student Information System.
Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.	Measured through the Average Class Size Report, as well as enrolment projections and updates.

REFERENCES:

Government Documents

Education Act, 2003, ss. 33, 36, 42, 43, 46, 49

HWDSB Policies

Boundary Review
 Student Fees
 Transportation



Political Activities in Schools During Elections

Date Approved: XXXXX

Projected Review Date: XXXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to the principles of fairness and non-partisanship during election campaigns.

HWDSB supports student and community engagement in the political process. However, it is also essential that the learning environment in schools remains impartial when discussing political topics.

GUIDING PRINCIPLES:

- Students learn about the role local, provincial, national and global politics play in everyday life.
- Students have opportunities to gain experience in political affairs through study, discussion debate, curriculum and co-curricular activities in an open, informed and reasoned manner.
- At no time shall political activity interfere with the normal operation of the school.
- At no time shall board or human resources be used for campaign or election-related purposes.

INTENDED OUTCOMES:

Ensure that schools remain impartial and encourage real-life learning about politics during the campaigning of an election.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Bias: An opinion, preference, prejudice, or inclination that limits an individual's or a group's ability to make fair, objective or accurate judgments.

Board Resources: Any board-issued item and/or any other information technology device provided to employees or trustees for their work for HWDSB.

Non-partisanship: Not biased towards any particular political group or individual.



Political Activities in Schools During Elections

Date Approved: XXXXX

Projected Review Date: XXXXX

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Safe Welcome Program: A Ministry funded program that puts in place access device systems such as locking outside doors, security cameras and buzzers at schools.

ACTION REQUIRED:

Candidates

Once an election begins, candidates are not permitted to make individual presentations to students, school councils or staff members. Candidates, unless they are the current official and acting in that role, may not take part as official platform guests at any school or work function.

Staff

During election campaigns, it is important that all Board staff members be mindful of their responsibility as public employees and refrain from activities or actions that might appear to favour one candidate or party over another on behalf of the Board.

Students

Student debates and discussion aimed at increasing political awareness are encouraged. At the discretion of the Principal, non-partisan information, such as polling dates and locations, may be posted within the school.

Schools used as polling stations

The *Canada Elections Act*, *Ontario Elections Act* and *Municipal Elections Act* stipulate that it is the Returning Officer/City Clerk who will choose suitable locations for polling stations, which may include schools. Polling stations are usually selected because they are located centrally in ridings/wards and are easy to access for the voting public.

If schools are identified as polling stations for an election, Facility Services will work with the Returning Officer/City Clerk to address the safety of students, staff and the community. This work will also include ensuring the Safe Welcome Program, where applicable, is followed and to find appropriate accessible locations within the school for the polling station.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure that schools remain impartial and encourage real-life learning about politics during the campaigning of an election.	This will be measured through a sample of schools to capture what activities took place during the election period.



Political Activities in Schools During Elections

Date Approved: XXXXX

Projected Review Date: XXXXX

Page 3 of 3

REFERENCES:

Government Documents

Municipal Elections Modernization Act, Bill 181
Modernizing Ontario's Municipal Legislation Act, Bill 68
Ontario Public School Boards Association (OPSBA)

HWDSB Policies

Student Engagement

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 30, 2018

From: Finance and Facilities Committee

Date of Meeting: March 21, 2018

The committee held a meeting from 12:05 p.m. to 1:15 p.m. on March 21, 2018 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 and Todd White. Regrets were received from Trustee Wes Hicks.

MONITORING ITEMS:**A. Update on Westmount Solar Panels**

Staff presented the report that was prepared in response to Board direction as a result of a delegation of students from the Westmount Eco-Ninja Committee. The Board's solar provider was contacted and staff were informed that the Ontario FIT (Feed In Tariff) Program that funded solar panel installation had concluded in 2017. Staff will continue to monitor the availability of funding and will bring back at that time.

B. 2018-19 Elementary Benchmark Strategy Projects

The report provided an update on the status of projects from 2016-17 and 2017-18 school years and the proposed projects for 2018-19. Based on the size of the project, some may span multi budget years however, the funding remains allocated to the specific project until completion.

C. 2018-19 Secondary Benchmark Strategy Projects

The report provided an update on the status of projects from 2016-17 and 2017-18 school years and the proposed projects for 2018-19. The Secondary Facility Benchmark strategy will be in year 3 of the 5-year program in 2018-19.

D. 2018-19 Budget Development

Staff presented the preliminary budget that was built using the projected enrolment and have estimated the revenues expected for the GSN (Grants for Student Needs). Due to increased enrolment, HWDSB will see an increase in revenues and Executive Council is recommending the addition of elementary vice principals and elementary office administrators. In addition, contractual costs have been increased to reflect commitments. Supply costs continue to be a challenge and the recommendation is to increase that budget to reflect the actual cost in 2017-18. Staff have been very conservative in their estimates in the preliminary budget. The Ministry will release the actual GSN on March 26 and once received staff will calculate the actual revenue and bring back the revised numbers.

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 30, 2018

From: Finance and Facilities Committee

Date of Meeting: March 28, 2018

The committee held a meeting from 12:02 p.m. to 1:55 p.m. on March 28, 2018 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Greg Van Geffen presiding.

Members present were: Trustees Christine Bingham, Wes Hicks, Greg Van Geffen and Todd White. Regrets were received from Trustee Jeff Beattie.

ACTION ITEMS:**A. 2018-19 School Based Staffing**

Staffing for elementary and secondary teachers, school administration, educational assistants, early childhood educators and school custodians for 2018-19 represents a continuation of programs, adjustments for enrolment and school closure, additional portables on school sites, and compliance with collective agreements and Ministry class size regulations.

On the motion of Wes Hicks, the Finance and Facilities Committee **RECOMMENDS: that the preliminary allocation of the following full-time equivalent positions for the purpose of 2018-19 school based staffing be approved as:**

Elementary Teachers	2,070.30
Secondary Teachers	967.10
Early Childhood Educators	260.00
Educational Assistants	632.00
Principals/Vice Principals	164.50
School Office Administration	205.50
School Custodial	367.75

CARRIED**B. Community Use of Fields**

A field revitalization strategy was included as part of the Secondary Facility Benchmark Strategy. Much of the work has been undertaken with financial support from the City of Hamilton. Field use by community groups will be controlled through the rental permit process. Rental rates will be used to provide some cost recovery to assist with the maintenance of the fields.

On the motion of Wes Hicks, the Finance and Facilities Committee **RECOMMENDS: that the following field rental rates become part of the Community Use of Schools rental rates reviewed annually.**

Field Category	Cost per Hour (plus HST)
Unimproved	\$4.25
Natural Turf	\$40.00
Artificial Turf	\$100.00
Ball Diamond	\$4.25
Other Outdoor Space	\$4.25
Tracks	\$4.25

**Caretaking costs are not applicable*

CARRIED

MONITORING ITEMS:**C. 2018-19 Budget Development**

The Ministry of Education released Ministry Memo 2018: B06 – Grants for Student Needs (GSN) for 2018-19 on March 26, 2018 and staff provided a high level summary of the highlights. Once the technical papers are received, staff will be able to recalculate grant revenue using actuals. The current budget has been estimated using previously approved key parameters and assumptions.

D. Update on the Potential Downtown Community Hub

Staff provided a verbal update on the Potential Downtown Community Hub. A submission had been made to the Ministry of Education for funding under Memorandum 2017: B7 – Request for Capital Priorities Project Funding and a formal response was received by the Director of Education. The project was not approved for Capital Priorities Grant funding as the expected savings and removal of renewal backlog does not sufficiently support the expected project cost. The Board will continue to work with the Community Hubs Division of the Ministry and community partners regarding the potential use of the Sir John A. Macdonald site. In the absence of funding for the creating the community hub all schools will remain open as directed as part of the June 5, 2017 Board resolution that stated “That all schools remain open failing the creation of a Community Hub on the SJAM site.”

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 30, 2018

From: Finance and Facilities Committee

Date of Meeting: April 4, 2018

The committee held a meeting from 12:04 p.m. to 1:17 p.m. on April 4, 2018 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 and Todd White. Regrets were received from Trustee Wes Hicks.

MONITORING ITEMS:

A. 2018-19 Budget Development

The Ministry of Education released Ministry Memo 2018: B07 – 2018-19 School Year Education Programs – Other (EPO) Funding on March 26, 2018 and staff provided a high level summary of the highlights. HWDSB will receive \$4.2M in addition to the funding in the GSN (Grants for Student Needs) funding and funding will continue to be announced.

In addition, staff reviewed the overall budget position as of March 21, 2018, the decisions recommended by Executive Council and next steps.

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 30, 2018

From: Finance and Facilities Committee

Date of Meeting: April 11, 2018

The committee held a meeting from 12:02 p.m. to 1:04 p.m. on April 11, 2018 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Greg Van Geffen presiding.

Members present were: Trustees Jeff Beattie, Christine Bingham, Wes Hicks and Greg Van Geffen. Regrets were received from Trustee Todd White. Trustee Penny Deathe was also in attendance.

ACTION ITEMS:**A. Accommodation Strategy Schedule 2018/2019**

Staff presented the report which included a schedule of pupil accommodation reviews completed and remaining. The schedule indicated a moratorium for the 2018-19 school year due to the fact that the Ministry moratorium has not yet been lifted and once the Ministry releases the updated Pupil Accommodation Review Guidelines, HWDSB will have to review and revise its Pupil Accommodation Review Policy and Procedure to reflect Ministry direction. The future accommodation reviews have not been scheduled and are identified as remaining. The schedule is reviewed and approved annually.

On the motion of Wes Hicks the Finance and Facilities Committee **RECOMMENDS: that the Board approve the 2018/19 Accommodation Strategy Schedule.**

CARRIED**B. International Students Financial Analysis**

Staff presented the report which was prepared in response to a request at a previous meeting for additional information on the financial information related to International Students at HWDSB. The program is offered on a cost neutral basis and the fee is calculated in accordance with Ministry regulations.

On the motion of Wes Hicks the Finance and Facilities Committee **RECOMMENDS: that the International Students Financial Analysis report be referred to the Program Committee to provide information related to the success of our international student program.**

CARRIED**MONITORING ITEMS:****C. 2018-19 Budget Development**

Staff provided an overview of revenues and expenses in the Special Education area. The information shared is based on preliminary calculations as staff are waiting for the Ministry to release the GSN Technical Papers to prepare the final budget estimates.

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

Planning Area	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Remaining
1 Westdale									
Dalewood	Complete								
Cootes Paradise	Complete								
Glenwood									
Prince Philip	Complete			Closed	SOLD				
2 Flamborough									
Allan Greenleaf		BR							LP
Balaclava		BR							
Flamborough Centre									
Guy Brown		BR							
Mary Hopkins									
Millgrove		BR	Complete						
3 Central Mountain									
Cardinal Heights		GR	Complete		HS	HS	Closed		
Eastmount Park			Complete		Closed	SOLD			
Franklin Road			Complete						
GL Armstrong			Complete						
Linden Park		GR	Complete		Closed				
Norwood Park									
Pauline Johnson			Complete						
Queensdale			Complete						
Ridgemount		GR	Complete						
4 East Hamilton City 1									
Hillcrest			Complete						
Parkdale			Complete						
Rosedale			Complete						
Roxborough Park			Complete		Sold				
Viscount Montgomery			Complete						
WH Ballard			Complete	BR					
Woodward			Complete		Closed	Sold			

AR	: Accommodation Review
In Progress	: Accommodation Review in Progress
Complete	: Completed Accommodation Review
Open	: New School Open
GR	: Grade Reorganization

HS	: School being used for transition
BR	: Boundary Review
In Progress	: Boundary Review in Progress
Closed	: Closed School
LP	: Land Purchase

Planning Area	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Remaining
5 West Hamilton City									
Bennetto						Complete			
Cathy Wever						Complete			
Central						Complete			
Dr. Davey						Complete			
Earl Kitchener						Complete			
Hess Street						Complete			
Queen Victoria						Complete			
Ryerson						Complete			
Strathcona						Complete			
6 West Glanbrook									
Bell-Stone			Complete	Closed	SOLD				
Mount Hope			Complete						
7 East Hamilton Mountain									
CB Stirling									AR
Helen Detwiler									AR
Highview									AR
Huntington Park									AR
Lawfield									AR
Lincoln Alexander									AR
Lisgar									AR
Ray Lewis									AR
Richard Beasley									AR
Templemead									AR
8 Lower Stoney Creek									
Collegiate Avenue					Complete				LP
Eastdale					Complete				
Green Acres					Complete				
Memorial (Stoney Creek)					Complete				
Mountain View					Complete				
RL Hyslop					Complete				
Winona									

AR	: Accommodation Review
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Closed	: Closed School
LP	: Land Purchase

Planning Area	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Remaining
9 West Hamilton Mountain									
Buchanan Park									AR
Chedoke				HS	HS	HS			AR
Gordon Price									AR
Holbrook									AR
James Macdonald									AR
Mountview									AR
RA Riddell									AR
Westview									AR
Westwood									AR
10 Ancaster									
Ancaster Meadow									
Tiffany Hills			LP			Open			
Ancaster Senior						Complete			
CH Bray						Complete			
Fessenden						Complete			
Queen's Rangers						Complete			
Rousseau						Complete			
11 East Hamilton City 2									
Elizabeth Bagshaw					Complete				
Glen Brae					Complete				
Glen Echo					Complete				
Lake Avenue					Complete				
Sir Isaac Brock					Complete				
Sir Wilfrid Laurier					Complete				

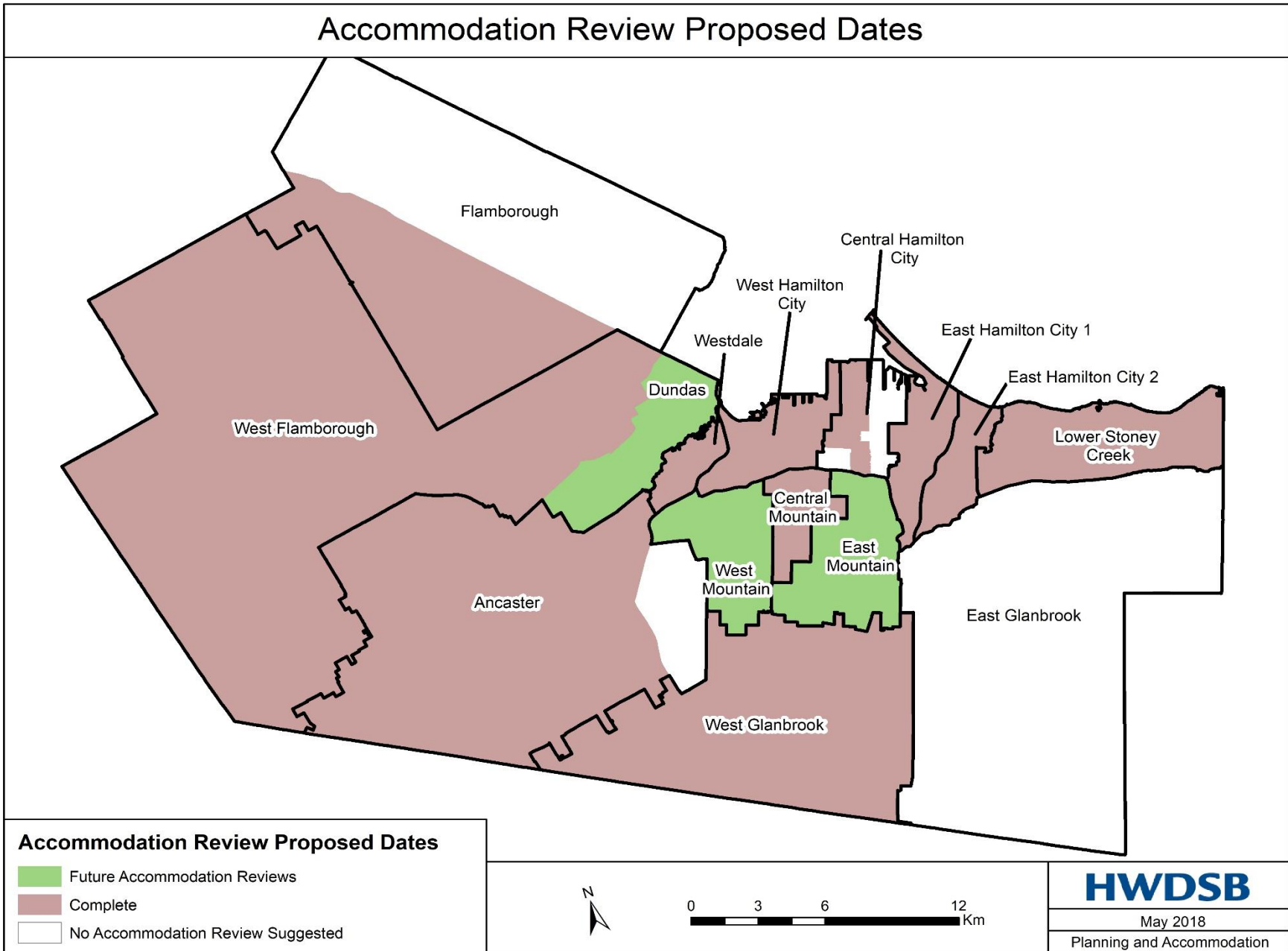
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Open	: New School Open
GR	: Grade Reorganization

HS	: School being used for transition
BR	: Boundary Review
In Progress	: Boundary Review in Progress
Closed	: Closed School
LP	: Land Purchase

Planning Area	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Remaining
12 Central Hamilton City									
AM Cunningham				BR					
Adelaide Hoodless									
King George	Closed								
Memorial (Hamilton)	Complete								
Prince of Wales	Complete								
Queen Mary				BR					
13 Dundas and West Flamborough									
Beverly Central			Complete						
Dr. Seaton			Complete						
Greensville			Complete						
Spencer Valley		BR	Complete						
Dundana									AR
Dundas Central									AR
Sir William Osler									AR
Yorkview									AR
14 East Glanbrook and Upper Stoney Creek				LP					LP
Bellmoore									
Billy Green							In Progress		
Gatestone		BR							
Janet Lee							In Progress		
Michaelle Jean									
Mount Albion		BR							
Summit Park							In Progress		
Tapleystown							In Progress		

AR	: Accommodation Review	HS	: School being used for transition
In Progress	: Accommodation Review in Progress	BR	: Boundary Review
Complete	: Completed Accommodation Review	In Progress	: Boundary Review in Progress
Open	: New School Open	Closed	: Closed School
GR	: Grade Reorganization	LP	: Land Purchase

Elementary Accommodation Reviews	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Remaining
	2	0	4	0	2	2	0	0	3



Committee Report

Presented to: Board

Meeting date: April 30, 2018

From: Parent Involvement Committee

Meeting date: March 20, 2018

The committee held a meeting on Mar. 20, 2018 from 6:30 pm. to 8:30 p.m. at the Education Centre, 20 Education Court, Hamilton, Ontario, with Chair Margaret Reid presiding.

Members present were: Rochelle Butler, Lianne Broughton, John Huculiak, Heather Lambert-Hillen, Amanda Lloyd, Susan Millman, Mike Palma, Shelley Stacey, Sandra Binns, Sumaira Khurshid, Melanie Roberts, Amanda Fehrman, Corrie Ledgerwood, Margaret Reid, Trustee Dawn Danko.

INFORMATION ITEMS:

A. Communications Audit

Shawn McKillop, Manager of Communications & Community Engagement provided an overview of the process to date and the 10 Communications Audit recommendations. PIC participated in a focus group on communication and engagement to inform future directions.

B. Parent Portal

Shawn McKillop, Manager of Communications & Community Engagement provided an overview of the tool. Available to secondary schools. Plan to expand to elementary schools Sept. 2018.

C. Standing Items

Updates were provided for the following Standing items:

- French as a Second Language Advisory Committee
- Rural Schools Advisory
- Home and School
- Trustee Update
- Communication sub-committee
- Profiling Volunteer Excellence
- School Council support

Respectfully submitted,
Margaret Reid, Chair

Committee Report

Presented to: Board

Meeting date: April 30, 2018

From: Parent Involvement Committee

Meeting date: April 10, 2018

The committee held a meeting on April 10, 2018 from 6:30 pm. to 8:30 p.m. at the Education Centre, 20 Education Court, Hamilton, Ontario, with Chair Margaret Reid presiding.

Members present were: Rochelle Butler, Lianne Broughton, Amanda Lloyd, Tyler McNeil, Mike Palma, Shelley Stacey, Joanne Thompson, Laura Van Alphen, Amanda Fehrman, Wasan Mohamed, Margaret Reid, Melanie Roberts, Trustee Penny Deathe.

INFORMATION ITEMS:

A. Math Supports for Parents

Mark Taylor, Communications Officer, Communications and Community Engagement, provided a presentation to the committee.

B. Standing Items

Updates were provided for the following Standing items:

- French as a Second Language Advisory Committee
- Rural Schools Advisory
- Home and School
- Trustee Update
- Profiling Volunteer Excellence
- School Council support

Respectfully submitted,
Margaret Reid, Chair

10-1
Committee Report

Presented to: Board

Meeting Date: April 30, 2018

From: Special Education Advisory Committee (SEAC)

Meeting date: March 28, 2018

The committee held a meeting on Wednesday, March 28, 2018 from 7:06 pm to 8:24 pm at the Education Centre (Room 308) at 20 Education Court in Hamilton, ON with SEAC Chair Judy Colantino presiding

Members present were: Judy Colantino, Lita Barrie, Lynn Vanderbrug, Michelle Campbell, Jenny McEwen-Hill, John Sanges, Mark Courtepatte, Susi Owen, Lindsay Bray

Others present were: Brent Monkley, Michele Moore, Jane Macpherson, Peggy Blair, and Trustee Deathe

Regrets: Tracy Sherriff, Sandra Parker, Lorraine Sayles, Alyson Kowalchuk, Michelle Konior, Jennifer Robertson-Heath, Jeremy Abrahams, and Trustee Johnstone

A. INFORMATION ITEMS:

1) Pilot to improve school based supports for students with Autism

HWDSB is one of 18 school Boards partnering with the Ministry of Education and MCYS for a one year project.

Three intended outcomes: increasing skills of staff that support students diagnosed with ASD; providing dedicated space for autism services within a school site for a seamless transition between IBI and school, and; hiring a Board Certified Behaviour Analyst (BCBA) to provide school based learning.

Viscount Montgomery is the dedicated school site in HWDSB.

Partnering is taking place with Ron Joyce Children Health Centre

Recent announcement that the pilot has been extended for an additional year.

2) SEAC Orientation Session: Lynn Ziraldo (Chair of K-12 Standards Committee; Strategic Advisor of Learning Disability Association York Region) will be attending an upcoming SEAC meeting to do an overview/orientation of SEAC.

B. UPDATES:

1. From M. Courtepatte:

- a) Apr. 4: FASD education presentation (Six Nations Brantford).
- b) Apr. 11: FASD advocacy day at the Queens Park Legislative Assembly
- c) Sept. 9: FASD Network team: The team is planning for the FASD Day in Hamilton

2. From L. Barrie:

- a) Apr. 5: Cochlear Implant presentation at Mancini Centre for families

3. From J. Colantino:

- a) World Down Syndrome Day was celebrated on March 21
There was coverage on the front page of the Spectator.

4. PPM 161: Supporting children and students with prevalent medical conditions (anaphylaxis, asthma, diabetes, and/or epilepsy in schools.

Boards must have a policy to support students with prevalent medical conditions by September 1, 2018.

HWDSB is in the process of updating the policies and creating a new policy for epilepsy.

5. J. Colantino received notification from another Board that they will be sending a letter of support for Bill 191 to the Minister.
6. Trustee Deathe: Ward boundaries have changed. Through a consultation process, 6 wards with merge (double up). Information is available on the Board website; The Board budget is underway.

Respectfully submitted,
Judy Colantino
Chair

Committee Report

Presented to: Board

Meeting date: April 30, 2018

From: French as a Second Language
Community Advisory Committee

Meeting date: March 28, 2018

The committee held a meeting on Wednesday, March 28, 2018 at the Education Centre, 20 Education Court, Hamilton, Ontario L9A 0B9 from 7:00 to 9:00 p.m.

Members present were: Heather Lambert-Hillen, Elzbieta Grodek, Denise Massie, Karen Nichol, Catherine Roberts, Ellen Syracopoulos, Lisa Urban.

INFORMATION:

- A. Staff provided an update about the French Immersion transitions for West Hamilton City (Bennetto) and East Hamilton/Lower Stoney Creek.
- B. Staff provided an update about the grade I French Immersion registration process for 2018-19.
- C. Staff presented information and took questions about Secondary French Immersion Programming and Pathways as well as Summer School credit courses.
- D. Reports: The following reports were provided as updates to FASL:
 - Program Report:
 - DELF Update
 - Concours Oratoire
 - Community Announcements:
 - Canadian Parents for French – Denise Massie will present at a conference in Ottawa around bilingualism.
 - Mini-francofest – June 22, 2018 at Gage Park

Respectfully submitted,
Heather Lambert-Hillen, Chair of the Committee



EXECUTIVE REPORT TO BOARD

TO: BOARD

FROM: Manny Figueiredo, Director of Education

DATE: April 30, 2018

PREPARED BY: Jeff Gillies, Superintendent of Student Achievement

RE: 2018-19 School Year Calendars

Action Monitoring

Recommended Action:

That the 2018-19 School Year Calendars be approved.

Rationale/Benefits:

The 2018-19 School Year Calendars (Elementary and Secondary) have been prepared in consultation with the School Year Calendar Advisory Committee and endorsed by Executive Council.

The calendars comply with *Regulation 304, School Year Calendars and Professional Activity Days*.

The Ministry of Education requires that school boards submit approved school year calendars for the subsequent year by May 1. As per the requirements of O. Reg 304, the deadline for submission of regular school calendars is May 1, 2018.

As directed by the Board, a 30-Day Public Consultation was undertaken from January 31 to March 2, 2018 to receive community feedback regarding the draft calendars. The results were compiled by the HWDSB Research & Analytics Department and are available for review (Appendix – 2).

Background:

Regulation 304, School Year Calendar, Professional Activity Days sets the requirements for preparation and submission of school year calendars to the ministry. This includes a minimum of 194 school days between September 1 and June 30. Of those, school boards must dedicate three (3) Professional Activity (PA) days to provincial education priorities and up to four (4) additional PA days per school year. A board may also designate up to 10 school days as examination days.

Development of the 2018-19 school year calendars have been undertaken in consultation with the School Year Calendar Advisory Committee that consists of members representing: Elementary and Secondary Principals (HWPC); Elementary and Secondary Teachers (HWETL, OSSTF, HWOTL); Parents (Home & School; PIC); Educational Assistants (COPE), Early Childhood Educators (HWDECEL), and School Office Assistants (OCTU).

The School Year Calendar Advisory Committee met in December to review the directions provided by the Ministry and develop draft elementary and secondary calendars for consideration. The committee met again in March to review feedback through the public consultation process and provide further input.

Executive Council and the School Year Calendar Advisory Committee supports the school year calendars (Appendix – 1) that include:

Elementary

Start Date for Students: Tuesday September 4, 2018

End Date for Students: Thursday June 27, 2019

Professional Activity Days: 7

September 21, November 2, December 7, January 25, March 1, June 7, June 28

Secondary – Semester 1

Start Date for Students: Tuesday September 4, 2018

End Date for Students: Wednesday January 23, 2019

Examination Days: (5) Thursday January 24 to Wednesday January 30, 2019

Professional Activity Days: 4

September 21, November 2, December 7, January 31

Secondary – Semester 2

Start Date for Students: Friday February 1, 2019

End Date for Students: Wednesday June 19, 2019

Examination Days: (5) Thursday June 20 to Wednesday June 26, 2019

Professional Activity Days: 3

March 1, June 27, June 28

Professional Activity Days

Dates for Professional Activity (PA) days have been carefully determined through Executive Council to

prioritize timely professional learning opportunities for staff that adhere to provincial requirements and maximize impact on student learning, achievement and well-being. These dates have been informed by the School Year Calendar Advisory Committee that includes representation from all employee groups as well as HWDSB Parent Involvement Committee and Council of Home and School Association.

ELEMENTARY		Focus	SECONDARY		Focus
XC	September 21	Improvement Process & Mandatory Occupational Health & Safety Training	XC	September 21	Improvement Process & Mandatory Occupational Health & Safety Training
X	November 2	Parent Reporting	X	November 2	Improvement Process
XC	December 7	Improvement Process	XC	December 7	Improvement Process
C	January 25	Evaluation & Reporting		January 31	Transition/Promotion
XC	March 1	Improvement Process	XC	March 1	Improvement Process
C	June 7	Evaluation & Reporting	C	June 27	Transition/Promotion
XC	June 28	Improvement Process	X	June 28	Improvement Process

C=Coterminous Board PA Day

X=Joint elementary and secondary PA Day

Board-wide Professional Activity Days (September 21, December 7, March 1, June 28) will focus on the Continuous Learning & Improvement Process aligned with HWDSB Annual Plan and Strategic Directions. Educators will engage in professional learning at the beginning, middle and end of the school year to review, reflect and refine School Annual Plans to improve student well-being and achievement.

Consultation with the coterminous board took place to align of PA days wherever possible to reduce costs and disruption. HWCDSB has identified Monday October 22, 2018 as a PA day to coincide with the Ontario Municipal Election scheduled on this day. The HWDSB draft school year calendars identify Monday October 22, 2018 as a regular school day. As always, school and system staff will collaborate with elections staff to support the voting process without compromising student safety or learning.

Required School Year Holidays (based on O. Reg. 304 (4))

Labour Day	September 3, 2018
Thanksgiving	October 8, 2018
Winter School Holiday Break	December 24, 2018 to January 4, 2019
Family Day	February 18, 2019
March School Holiday Break	March 11 to March 15, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day	May 20, 2019

12-4
DRAFT - HWDSB 2018-2019 SCHOOL YEAR CALENDAR - ELEMENTARY

Month	Instr. Days	PA Days	Exam Days	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Aug.						1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
Sept.	18	1		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
Oct.	22			1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
Nov.	20	1					1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
Dec.	15	1		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
Jan.	18	1			1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
Feb.	19							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	
Mar.	15	1						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Apr.	20			1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May	22					1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June	18	2		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
July				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
	187	7																										

FD	FIRST DAY FOR STUDENTS	PA	SYSTEM-WIDE PROFESSIONAL ACTIVITY DAY	B	SCHOOL HOLIDAY
LD	LAST DAY FOR STUDENTS	PA	PROFESSIONAL ACTIVITY DAY	H	STATUTORY HOLIDAY

- As per the requirements of O. Reg 304, the school year shall commence on or after September 1 and will end on or before June 30.
- The minimum number of school days required in a school year calendar is 194. Any school days not designated as professional activity days are to be regarded as instructional days. As a result, the minimum number of instructional days per school year is 187.
- School boards may designate up to seven professional activity (PA) days per school year. Three of those PA days must be devoted to provincial education priorities identified by the Minister.
- A board may designate up to ten instructional days as examination days.
- The deadline for submission of regular school calendars is May 1st.

12-5
DRAFT - HWDSB 2018-2019 SCHOOL YEAR CALENDAR - SECONDARY

Month	Instr. Days	PA Days	Exam Days	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F						
Aug.						1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	31
Sept.	18	1		3	4	5	6	7		10	11	12	13	14		17	18	19	20	21	22	24	25	26	27	28						
Oct.	22			1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31		
Nov.	20	1					1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30
Dec.	15	1		3	4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28		31				
Jan.	18	1	5		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30	31	
Feb.	19							1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	
Mar.	15	1						1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
Apr.	20			1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30			
May	22					1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	31
June	18	2	5	3	4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28						
July				1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31		
	187	7																														

FD	FIRST DAY FOR STUDENTS	PA	SYSTEM-WIDE PROFESSIONAL ACTIVITY DAY	B	SCHOOL HOLIDAY	E	EXAM DAY
LD	LAST DAY FOR STUDENTS	PA	PROFESSIONAL ACTIVITY DAY	H	STATUTORY HOLIDAY		

- As per the requirements of O. Reg 304, the school year shall commence on or after September 1 and will end on or before June 30.
- The minimum number of school days required in a school year calendar is 194. Any school days not designated as professional activity days are to be regarded as instructional days. As a result, the minimum number of instructional days per school year is 187.
- School boards may designate up to seven professional activity (PA) days per school year. Three of those PA days must be devoted to provincial education priorities identified by the Minister.
- A board may designate up to ten instructional days as examination days.
- The deadline for submission of regular school calendars is May 1st.

A. Purpose of Consultation

Every year, school boards across Ontario must submit school year calendars to the Ministry of Education. According to Regulation 304, school boards must develop a school year calendar for elementary and secondary schools that includes 194 school days (including seven Professional Activity Days) between September 1 and June 30 with up to 10 days designated as examination days for secondary schools.

The Hamilton-Wentworth District School Board (HWDSB) asked members of the public to comment on the Draft 2018-2019 School Year Elementary and Secondary Calendars through the completion of an online survey, and/or by mailing or emailing written correspondence to HWDSB. The survey ran from January 31st, 2018 until March 2nd, 2018 and garnered a total of **1058 responses**.

B. Respondent Characteristics

The majority of responses (N=720, 71%) came from parents/guardians, 15% (N=150) from HWDSB staff members, 12% (N=125) from HWDSB students, and 1% (N=13) from community groups/members.

87% (N=755) of responses were received from respondents who indicated they had children attending an HWDSB school, and 13% (N=113) of responses were from respondents who indicated they did not have children in an HWDSB school. Of the responses received from stakeholders with children attending an HWDSB school, 48% (N=508) of responses were received from parents/guardians of elementary students, 9% (N=120) from parents/guardians of secondary students while 9% (N=123) from parents/guardians with both secondary and elementary students.

C. Limitations of the Consultation

Several limitations of the consultation are noteworthy. First, it is unknown whether the consultation respondents are representative of HWDSB and the Hamilton community. Therefore, it is unclear whether the responses summarized accurately reflect the opinions of members of the Hamilton and HWDSB communities. 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 provide feedback on each of the significant key dates of the elementary and secondary calendar. Following is a summary of the feedback received across each significant date.

E. Summary

Respondents were asked to indicate agreement/ disagreement with each of the significant key dates for the DRAFT Elementary and Secondary School Year Calendar.

Elementary Dates	Agree	Disagree	N
Start date for Students: September 4, 2018	96%	3%	510
End date for Students: June 27, 2019	94%	7%	509
PA Day 1: September 21, 2018 Improvement Process & Mandatory Occupational Health & Safety Training	86%	14%	500
PA Day 2: November 2, 2018 Parent Reporting	90%	10%	500
PA Day 3: December 7, 2018 Improvement Process	89%	11%	499
PA Day 4: January 25, 2019 Evaluation & Reporting	93%	7%	498
PA Day 5: March 1, 2019 Improvement Process	85%	15%	499
PA Day 6: June 7, 2019 Evaluation & Reporting	91%	9%	498
PA Day 7: June 28, 2019 Improvement Process	93%	7%	494
Secondary Dates Semester 1	Agree	Disagree	N
Semester 1 Start Date for Students: September 4, 2018	95%	5%	302
Semester 1 End Date for Students: January 23, 2019	96%	4%	293
Semester 1 Examinations: January 24 - 30, 2019	94%	6%	293
PA Day 1: September 21, 2018 Semester 1 Improvement Process & Mandatory Occupational Health & Safety Training	90%	10%	300
PA Day 2: November 2, 2018 Semester 1 Improvement Process	95%	5%	296
PA Day 3: December 7, 2018 Semester 1 Improvement Process	90%	10%	298
PA Day 4: January 31, 2019 Semester 1 Transition/Promotion	94%	6%	295
Secondary Dates Semester 2	Agree	Disagree	N
Semester 2 Start Date for Students: February 1, 2019	82%	18%	277
Semester 2 End Date for Students: June 19, 2019	97%	3%	275
Semester 2 Examinations: June 20-26, 2019	96%	4%	274
PA Day 5: March 1, 2019 Semester 2 Improvement Process	87%	13%	277
PA Day 6: June 27, 2019 Semester 2 Transition/Promotion	96%	4%	273
PA Day 7: June 28, 2019 Semester 2 Improvement Process	96%	4%	270

Continued

Respondents were asked to enter comments about the key dates for the DRAFT Elementary and Secondary School Year Calendar.

ELEMENTARY DATES

Start Date: September 4, 2018

- The starting date should be later than 4th September, 2019 (N=7)
- Start date should be earlier (N=2)
- Agree (N=3)

End Date: June 27, 2018

- End date for the school year is too late, would like it earlier (N=12)
- End date is too early, would like it later (N=11)

PA Day 1: Improvement Process & Mandatory Occupational Health & Safety Training: September 21, 2018

- PA Day is too early in the school year (N=44)
- PA Day is too late-training should take place before students arrive in school (N=19)

PA Day 2: Parent Reporting: November 3, 2018

- Too early in the school year (N=25). Tie this date into the long weekend (N=7).

PA Day 3: Improvement Process: December 7, 2018

- PA Day is unnecessary. It is too close to holiday break (N=17)
- Add to Christmas break (N=9)
- Too many days off in December (N=6)

PA Day 4: Evaluation & Reporting: January 25, 2019

- Not necessary. Students recently returned to school after holiday break (N=10)
- Attach to other school breaks (i.e-Family day) (N=10)

PA Day 5: Improvement Process: March 1, 2019

- PA Day is scheduled too close to March Break. There are too many days off in March (N=40)
- Reschedule PA Day so that it is an extra day to school and/or public holidays (N=21)

PA Day 6: Evaluation & Reporting: June 7, 2019

- Reschedule PA Day with May long weekend (N=9)
- Too close to the end of school (N=6)

PA Day 7: Improvement Process: June 28, 2019

- Question whether it is beneficial to schedule a PA Day on the last day of school (N=8)
- It is unnecessary (N=7)

SECONDARY DATES

Semester 1 Start Date: September 4, 2018

- No comments from 15 or more respondents

Semester 1 End Date: January 23, 2019

- No comments from 15 or more respondents

Semester 1 Examinations: January 24- 30, 2018

- No comments from 15 or more respondents

PA Day 1: Improvement Process & Mandatory Occupational Health & Safety Training: September 21, 2018

- PA Day is scheduled too early in the school year (N=13)
- Attach to other holidays (N=4)

PA Day 2: Improvement Process: November 2, 2018

- No comments from 15 or more respondents

PA Day 3: Improvement Process: December 7, 2018

- PA Day is not necessary with holiday break in the same month (N=15)

PA Day 4: Transition/Promotion: January 31, 2019

- No comments from 15 or more respondents

Semester 2 Start Date: February 1, 2019

- Start semester 2 on a Monday (N=23)
- Have the PA day on Friday (N=24)

Semester 2 End Date: June 19, 2019

- No comments from 15 or more respondents

Semester 2 Examinations: June 20 - 26, 2019

- No comments from 15 or more respondents

PA Day 5: Improvement Process: March 1, 2019

- Not necessary to have a PA Day in March with March Break in the same month (N=17)

PA Day 6: Transition/Promotion: June 27, 2019

- No comments from 15 or more respondents

PA Day 7: Improvement Process: June 28, 2019

- No comments from 15 or more respondents

Respondents were asked to provide any additional comments about the DRAFT School Year Calendar.

Scheduling of P.A days:

- 61 comments from participants had to do with the timing of PA days. The majority requested that PA days be tagged onto long weekends and school holidays as is done by for example the Halton and Niagara school boards.
- Further, participants wanted the dates to be spread out to avoid PA days in a month where there is already a school holiday.

Scheduling of student exams and transitions between semesters

- There were 30 comments from participants asking for a return of exam review days and a few days rest and transition time between semesters to allow students to rest after the exam period.
- There were also many requests from all groups of respondents for semesters to begin on a Monday rather than a Friday.
- Several participants also requested for exams to begin on a Monday instead of mid or later in the week.

Scheduling of school holidays

- 28 participants wanted to know the dates for the Christmas and the March break.
- A few participants said that the Christmas break should end at the end of December and students should begin school again in early January.

This report was prepared by the Research and Analytics Team



EXECUTIVE REPORT TO BOARD

TO: BOARD

FROM: Manny Figueiredo, Director of Education

DATE: April 30, 2018

PREPARED BY: Paul Denome, Superintendent of Student Achievement
Heather Miller, Officer of Trustee Services

RE: Student Trustees 2018-19

Action

Monitoring

Recommended Action:

That the election of Cameron Prosic, student at Sir John A. Macdonald Secondary and Tara Rezvan, student at Ancaster High, to the position of Student Trustee be confirmed for the term of office August 1 2018 to July 31 2019.

Rationale/Benefits:

Hamilton-Wentworth District School Board requires that two Student Trustees be elected to the Board to serve for a term of one year. Each Student Trustee participates in the deliberations and decision-making of all matters brought before the Board. The inclusion of Student Trustees enables the perspective of students to be considered in the decisions of members of the Board, and provides students with valuable learning experiences.

Background:

An election assembly was held on Wednesday, April 18, 2019 with student representatives attending from elementary and secondary schools to vote.

A total of thirteen applications were received and all candidates moved on to the Election Assembly as they all met the eligibility criteria. Applications were received from Ancaster, Churchill, Glendale, MacNab, Saltfleet, Sherwood, Sir John A. Macdonald, Westdale and Westmount (some schools had multiple applications submitted). Staff conducted the question and answer period of the assembly, asking each candidate a series of questions related to the position of Student Trustee as well as their duties as Student Senate co-chairs.

Following Board approval tonight, Cameron Prosic and Tara Rezvan will be introduced and sworn in at an upcoming Board meeting in May.