

AGENDA: 6:00 pm

1. Call to Order
2. O Canada
3. Profiling Excellence

Students:

- Sebastian McPherson - Sherwood Secondary - \$1,000 prize Winner - Government of Canada History Awards
- Deanna Allain - Westmount Secondary - Optimist Club of Hamilton Youth Appreciation Certificate of Achievement/Rotman Humanitarian Youth Award
- Kyle Leamen - Waterdown DHS - 2017 Winner Canada's History Essay Contest
- Emaan Qureshi - Waterdown DHS - 2017 Winner Canada's History Essay Contest
- Madison Tait - Waterdown DHS - 2017 Winner Canada's History Essay Contest
- Deema Abdel Hafeez - Janet Lee - Appointment to 2018-19 Minister's Student Advisory Council (1 year term)

Staff:

- Joseph O'Connor - Sir John A. Macdonald - Sharon Enkin Award
- Deb Brown - Sir Allan MacNab - 20th Anniversary Legacy Award for Continued Excellence in Holocaust Education
- Pieter Toth - Dundas Valley - 2018 Prime Minister's Award for Teaching Excellence

4. Approval of the Agenda
5. Declarations of Conflict of Interest
6. [Confirmation of the Minutes: May 14, 2018](#)

Reports from Trustee Special Committees:

7. [Human Resources – May 7, 2018](#)
8. [Policy – May 9, 2018](#)
9. Finance & Facilities:
 - A. [May 9, 2018](#)
 - B. [May 16, 2018](#)

Reports from Legislated Committees:

10. [Parent Involvement Committee – May 8, 2018](#)

11. 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

12. Report from Committee of the Whole (private) – May 28, 2018

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. 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, Dawn Danko, Penny Deathe, Wes Hicks (electronically), Alex Johnstone, Ray Mulholland, Larry Pattison, Greg Van Geffen and Todd White. **Student Trustee** Morghen Jael.

Regrets: Student Trustee Ruby Hye

1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:11 p.m.

2. Approval of the Agenda:

RESOLUTION #18-62: Trustee Hicks, seconded by Trustee Pattison, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustee Jael voted in favour

3. Swearing in of Student Trustees for 2018-19

The Officer of Trustee Services, Heather Miller, introduced and highlighted the goals and achievements of our newly elected Student Trustees Tara Rezvan from Ancaster High and Cameron Prosic from Sir John A MacDonald. Tara and Cameron declared their Oath of Office for Student Trustee before the Board of Trustees.

4. Declarations of Conflict of Interest

None.

5. Confirmation of the Minutes – April 9, 2018 & April 30, 2018

The minutes of April 9, 2018 and April 30, 2018 were confirmed.

Reports from Trustee Special Committees

6. Program Committee – April 23, 2018

RESOLUTION #18-63: Trustee Danko, seconded by Trustee Bingham, moved: **That the Program Committee report – April 23, 2018, 2018 be approved including the referral of a delegation to staff for review under our partnership policies.**

CARRIED UNANIMOUSLY

Student Trustee Jael voted in favour

7. Finance and Facilities Committee – May 2, 2018

Trustee Van Geffen shared that the Long Term Facilities Master Plan is having an overhaul this year and proposed changes to the Guiding Principles were discussed at the meeting. On May 28, 2018 there will be a Special Finance and Facilities meeting for the final approval of the budget prior to being presented at the next Board meeting. All Trustees are welcome.

RESOLUTION #18-64: Trustee Van Geffen, seconded by Trustee Hicks, moved: **That the report of the Finance and Facilities Committee – May 2, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustee Jael voted in favour

Reports from Legislated Committees:

8. Special Education Advisory Committee – April 25, 2018

RESOLUTION #18-65: Trustee Johnstone, seconded by Trustee Deathe, moved: **That the Special Education Advisory Committee Report – April 25, 2018 be received.**

CARRIED UNANIMOUSLY
Student Trustee Jael voted in favour

Report from Staff

9. Board Meeting Dates for 2018-2019

RESOLUTION #18-66: Trustee Beattie, seconded by Trustee Pattison, moved: **That Board Meeting Dates for 2018-2019 be approved.**

CARRIED UNANIMOUSLY
Student Trustee Jael voted in favour

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

RESOLUTION #18-67: Trustee Beattie, seconded by Trustee Deathe, moved: **That the Board move into Committee of the Whole (Private),** this being done at 6:39 p.m.

CARRIED UNANIMOUSLY
Student Trustee Jael voted in favour

The open session resumed at 7:23 p.m.

11. Committee of the Whole (private) May 14, 2018

RESOLUTION #18-68: Trustee Johnstone, seconded by Trustee Van Geffen, moved: **That the report of the Committee of the Whole (private) – May 14, 2018 be approved including:**

- That the Finance & Facilities Committee report from May 2, 2018 be approved including a legal matter as well as entering into Phase 1 of the Property Disposition Process as governed by Ont. Regulation 444/98 in regards to Linden Park School.

CARRIED UNANIMOUSLY
Student Trustee Jael voted in favour

12. Oral Reports from Liaison Committees:

A. City/School Board Liaison Committee

Trustee White shared that the City/School Board Liaison Committee met on March 22, 2018 at 10 a.m. at the Education Centre. As a standing item the committee continues to discuss new school construction including 7 Elementary Schools, 2 Secondary Schools and 2 additions.

The second standing item that was discussed was the Property Facility Agreements. They are looking at every partnership or shared lease agreement between the City and HWDSB. This is an effort to document every agreement that we have. Staff are currently about half way through the list and are looking to have this project completed over the next year. This will be circulated once it has been completed.

The third item was the Parent and Family Literacy Centres and the Early On program. The Province has changed the model of the Early Years Centres as well as Parent and Family Literacy Centres. These have been

merged under the new name of Early On Programs. The City is looking to have smaller sites strategically situated as well as larger sites.

Trustee White shared briefly that there is consideration of a Community Hub in the Lake Ave School and Riverdale neighbourhood.

The next meeting is scheduled for May 23, 2018 at 1:00 p.m.

B. Hamilton-Wentworth Home & School Association

Trustee Pattison shared that Angela Murchi was the recipient of the McLaughlin Memorial Award and offered his congratulations as well as highlighted Angela's contributions to the Home and School Association.

C. HWDSB Foundation

Trustee Danko shared that following:

- Prom projects was held at both Hill Park and Delta Secondary School with close to 500 students taking part in the project. It was a great success with the support of 235 volunteers.
- The school support grant was completed in April where \$22,000 was allocated to the schools. The schools can apply for up to \$1000 to support the school. This is done twice a year.
- There are also student support grants for students that are identified by the school as "students in need" and they continue to receive applications. They expect to allocate \$25,000 this year.
- The Foundation is having a Strategic Planning Session coming up and has also been working with the Hamilton Community Foundation.

D. Ontario Public School Boards' Association (OPSBA)

Trustee Johnstone shared the following updates:

- The last meeting was a joint Policy and Program work team meeting. They had discussions around Rowan's Law (concussions), the merging of Education and Recreation Centres, the Ministry of Labour Health and Safety, discussion around large scale assessments e.g. EQAO and a presentation around Student Vote.
- OPSBA AGM – Niagara Falls – May 31-June 3, 2018
- CSBA is taking place in Halifax on the first weekend of July 2018

The meeting adjourned at 7:45 p.m.

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 28, 2018

From: Human Resources

Date of Meeting: May 7, 2018

The committee held a meeting from 5:30 p.m. to 8:26 p.m. on May 7, 2018 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Penny Deathe presiding.

Members present were: Trustees Dawn Danko, Penny Deathe, Wes Hicks (electronically), and Larry Pattison. Trustees Greg Van Geffen and Todd White were also in attendance. Regrets were received from Trustee Alex Johnstone

MONITORING ITEMS:**A. Violence in the Workplace Employee Incident Reporting Statistics**

Staff presented the report which was a follow up request for additional information from the March 5 Human Resources Committee meeting. While the number of incidents reported has increased, the amount of lost time has not. The Ministry of Education has indicated that all school boards implement an online incident reporting process for 2018-2019. The Ministry of Labour works closely with school boards to implement best practices. Committee members requested that this be an annual report and added to the Committee's work plan.

B. Staffing, Recruitment and Hiring Update – Spring 2018

Staff in Human Resources have been actively recruiting and hiring both permanent and occasional employment positions to ensure there are sufficient numbers in all positions. There will be no redundancy among teaching staff this spring in both elementary and secondary panels. Human Resources staff has worked closely with staff in Communications and Community Engagement to promote and encourage interested candidates to apply for postings and work in Hamilton. Hiring practices and tools will be reviewed this spring.

Respectfully submitted,
Penny Deathe, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 28, 2018

From: Policy Committee

Date of Meeting: May 9, 2018

The committee held a meeting from 9:32 a.m. to 11:33 a.m. on **May 9, 2018** at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Bingham presiding.

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

ACTION ITEMS:**A. Accommodation of Staff**

The Committee considered the Accommodation of Staff Policy. This policy is up for its scheduled review. There was a minor change made to the policy which included the removal of the legislative reference in the purpose and replaced with "to foster the development of trustful and respectful relationships".

On motion of Trustee White, the Policy Committee **RECOMMENDS** that the **Accommodation of Staff Policy** be **approved**.

CARRIED UNANIMOUSLY

B. Recruitment and Selection

The Committee considered the Recruitment and Selection Policy. This policy is up for its scheduled review.

On motion of Trustee White, the Policy Committee **RECOMMENDS** that the **Recruitment and Selection Policy** be **approved**.

CARRIED UNANIMOUSLY

C. Staff Progressive Discipline

The Committee considered the Staff Progressive Discipline Policy. This Policy is up for its scheduled review. There was discussion of the need to have a procedure under this policy. Staff felt that there could be a procedure created that followed the Collective Agreement; however, due to the varying scenarios that occur this would need to be a high level procedure.

On motion of Trustee Van Geffen, the Policy Committee **RECOMMENDS** that the **Staff Progressive Discipline Policy** be **approved**.

CARRIED UNANIMOUSLY

D. Occupational Health and Safety and Workplace Violence & Harassment Prevention

The Committee considered the two policies that were up for their annual review Occupational Health and Safety Policy and Workplace Violence & Harassment Prevention Policy. There were no recommended changes.

On motion of Trustee Van Geffen, the Policy Committee **RECOMMENDS** that the **Occupational Health and Safety Policy and Workplace Violence & Harassment Prevention Policy** be **approved**.

CARRIED UNANIMOUSLY

E. Medical Health Supports

The Committee considered the Medical Health Supports Policy. There was discussion of having a Mental Health Support Policy or where such a policy would reside.

On motion of Trustee White, the Policy Committee **RECOMMENDS** that the **Medical Health Supports Policy** be **approved**.

CARRIED UNANIMOUSLY

On motion of Van Geffen, the Policy Committee **RECOMMENDS** that **Staff explore the creation of a Mental Health Support Policy or enhancements to an existing policy and procedures and report back to the Policy Committee**.

CARRIED UNANIMOUSLY

Respectfully submitted,
Christine Bingham, Chair of the Committee



Accommodation of Staff

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to meeting all legal obligations, to provide safe working and learning environments that support employees with disabilities in the performance of their job duties and to foster the development of trustful and respectful relationships.

GUIDING PRINCIPLES:

- Respecting the dignity of all employees with disabilities in the accommodation process.
- Protecting the safety of all staff.
- Maintaining staff's right to privacy.
- Supporting staff in a flexible and responsive manner as need arises.
- Responding appropriately to support staff by providing reasonable accommodation.

INTENDED OUTCOMES:

In meeting the specific accommodation needs of staff, HWDSB will:

- Engage staff in a collaborative and inclusive process.
- Provide staff with reasonable accommodations that support a safe return to work.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Legal obligations: Obligations as identified under legislation (Ontario Human Rights Code, Workplace Safety and Insurance Act, Occupational Health and Safety Act, Canadian Charter of Rights and Freedoms)

Staff: A person employed by HWDSB who performs work or supplies services for monetary compensation.

Disability: Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial



Accommodation of Staff

Date Approved: XXXX

Projected Review Date: XXXX

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appliance or device. A condition of mental impairment or a developmental disability. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, a mental disorder.

Accommodation: A means of preventing and removing barriers that impede staff with disabilities from participating fully in their employment.

Reasonable Accommodation: Modifications or supports that address the restrictions and limitations of staff to fully participate in their employment.

ACTION REQUIRED:

Take necessary steps to fulfil legislative requirements relevant to the accommodation of staff in employment.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Engage staff in a collaborative and inclusive process.	Plans are agreed to during return to work meetings with staff, their immediate supervisor and employee group representative.
Provide staff with reasonable accommodations that support a safe return to work.	Staff successfully returned to work. Feedback from accommodated staff and Administration on success of accommodation. Accommodations meet the restrictions and limitations identified by the employee and treating physician.

REFERENCES:

Government Documents

Ontario Human Rights Code
 Workplace Safety and Insurance Act
 Occupational Health and Safety Act
 Accessibility for Ontarians with Disabilities Act
 Canadian Charter of Rights and Freedoms
 Collective agreements, where applicable



Recruitment and Selection

Date Approved: 2014

Projected Review Date: 2018

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) strives to attract qualified individuals to support the achievement of its strategic directions. The board is committed to creating and sustaining an inclusive and safe work environment, through recruitment and selection practices that are consistent, transparent and equitable.

GUIDING PRINCIPLES:

HWDSB believes in:

- Establishing and maintaining discrimination free environments.
- Maintaining the highest level of ethical and professional standards.
- Recruiting and hiring skilled and qualified employees to support student achievement.
- Developing a workforce that is representative of the diversity of the student body in the Hamilton-Wentworth region.
- Exercising due diligence throughout the hiring process to align with legislated mandates.
- Equitable treatment of potential employees throughout the hiring process.
- Providing support and training to staff who are involved in the hiring process.

INTENDED OUTCOMES:

When hiring employees, HWDSB will:

- Hire the best candidates to meet HWDSB's strategic directions and student needs.
- Meet mandated legislative requirements.
- Provide and maintain a safe and secure working and learning environment.
- Provide a consistent, equitable process for screening, interviewing and selecting potential employees.

RESPONSIBILITY:

Director of Education
Members of Executive Council



Recruitment and Selection

Date Approved: 2014

Projected Review Date: 2018

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TERMINOLOGY:

Employee: An employee is an individual who agrees to work in a contract for services, on a full-time or part-time basis, for HWDSB for a specified or indeterminate period. Salary or wages are paid to this individual and from this payment; deductions are taken for Canada Pension Plan, Income Taxes and Employment Insurance.

ACTION REQUIRED:

Recruit for prospective employees who are qualified and meet the specific qualifications for each position using consistent, inclusive and equitable recruitment practices. Assist qualified employees from diverse backgrounds to acquire relevant employment experiences by providing appropriate learning opportunities when possible (e.g. job coaching).

PROGRESS INDICATORS:

Intended Outcome	Assessment
Hire the best candidates to meet HWDSB's strategic directions and student needs.	<p>Conduct ongoing research regarding HWDSB demographics to better inform recruiting and hiring practices.</p> <p>Community outreach to inform members from our diverse community about career opportunities in education to address current and emerging staffing needs and attract applicants that represent our student population.</p> <p>All candidates selected for interview meet the educational, skill and experience qualifications required for the advertised position.</p>
Meet mandated legislative requirements.	All documentation required on the pre-screening form is received and meets legislative and job requirements for every new hire.
Provide and maintain a safe and secure working and learning environment to protect all students and staff from exposure to harmful risk.	All criminal background checks and vulnerable sector screenings are reviewed and meet HWDSB requirements.



Recruitment and Selection

Date Approved: 2014

Projected Review Date: 2018

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Intended Outcome	Assessment
Provide a consistent, equitable process for screening, interviewing and selecting potential employees.	<p>All candidates receive and complete the same required documentation.</p> <p>The recruitment process is applied consistently to all potential candidates.</p> <p>Hiring supervisors receive appropriate training and tools for leading a fair and equitable hiring process.</p> <p>Staff who participate on interviewing panels receive appropriate training and tools for participating in the hiring process.</p>

REFERENCES:

Government Documents

Canadian Charter of Rights and Freedoms
 Child and Family Services Act
 Criminal Code of Canada
 Education Act
 Municipal Freedom of Information and Protection of Privacy Act
 Occupational Health & Safety Act
 Ontario Human Rights Code
 Police Services Act
 Youth Criminal Justice Act
 Accessibility for Ontarians with Disabilities Act

HWDSB Policies

Occupational Health and Safety
 Integrated Accessibility Standards



Staff Progressive Discipline

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in using progressive discipline as a corrective measure to ensure that employees maintain appropriate behaviour and carry out their duties responsibly, effectively, and diligently, as per the collective agreements and/or terms and conditions, as applicable.

GUIDING PRINCIPLES:

HWDSB is obligated to provide the highest quality of education possible to our students. In this respect, it is essential that all Board employees:

- Carry out their responsibilities in a co-operative and professional manner; and
- Be in compliance with Board policy and procedures, the Education Act, and other related legislation.
- Share the commitment in protecting and maintaining public trust.

INTENDED OUTCOMES:

To correct inappropriate behaviour through the provision of imposed sanctions on an employee.

To create a professional atmosphere where employees, parents, students and community members know they will be treated with courtesy and respect.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Progressive Discipline: A process of increasingly formal steps for dealing with job related behaviour that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to improve performance through the provision of feedback to the employee to help correct the problem.



Staff Progressive Discipline

Date Approved: XXXX

Projected Review Date: XXXX

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ACTION REQUIRED:

Ensure that a procedure is developed and maintained outlining the steps for Progressive Discipline.

Progressive discipline may include:

- Written warning
- Suspension
- Dismissal

The starting point of any disciplinary procedure will depend upon the severity of the situation. Supervisors shall contact Human Resources and the appropriate superintendent before invoking a progressive discipline.

PROGRESS INDICATORS:

Intended Outcome	Assessment
To correct inappropriate behaviour, whether the behaviour is a single offence, repeated offences of a similar nature, or multiple offences	A reduction in the amount of times progressive discipline steps are required.
To create a professional atmosphere where employees, parents, students and community members are treated with courtesy and respect.	Acknowledged through various feedback mechanisms such as the staff voice survey.

REFERENCES:

Government Documents

Education Act
 Employment Standards Act
 Occupational Health and Safety Act
 Collective Agreements, where applicable
 Human Rights Code

HWDSB Policies

Code of Conduct



Occupational Health and Safety

Date Approved: 2017

Projected Review Date: 2018

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB), is committed to providing and maintaining a safe and healthy work environment for all employees, students and other authorized occupants of HWDSB sites.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
- Endeavour to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.
- Value employees by respecting their concerns and responding to their needs.
- Commit to health and safety being an integral part of the Board's operations.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Identify targets and implement strategies to reduce workplace injuries.
- Raise awareness of all employees' direct responsibility for health and safety as an essential part of his or her job through the Internal Responsibility System.

RESPONSIBILITY:

Director of Education- Annual review- per the *Occupational Health & Safety Act, S. 25(2)(j)*

Members of Executive Council

Central Joint Health and Safety Committee (annual review)

All Employees

TERMINOLOGY:

Central Joint Health and Safety Committee: A single Joint Health and Safety Committee established to cover multiple workplaces where the committees' structure has received approval by order of the Minister of Labour.

Internal Responsibility System: Refers to the underlying philosophy of occupational health and safety, based on the foundation that everyone in the workplace, including the employer, supervisors and employees are collectively responsible for creating and maintaining a safe and healthy workplace.



Occupational Health and Safety

Date Approved: 2017

Projected Review Date: 2018

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Workplace: Any land, premises, location or thing at, upon, in or near which a worker works.

Supervisor: The person who has charge of a workplace or authority over a worker. In the case of school sites, the supervisor shall be the principal or, in the principal's absence, the vice-principal or another designate.

Worker: Any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

ACTION REQUIRED:

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

The Central Joint Health and Safety Committee shall assist in identifying situations that may be a source of danger or hazard to workers and make recommendations to the board on matters of occupational health and safety, which includes:

- a framework for setting and reviewing health and safety objectives and targets
- health and safety awareness and training programs
- supporting Site Joint Committees to assist with monthly inspections and support the functions of the Central Joint Health and Safety Committee
- hazard identification to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.



Occupational Health and Safety

Date Approved: 2017

Projected Review Date: 2018

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PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals.	A review of injury, illness and claim statistics as well as a review of Ministry of Labour compliance orders and fines from the Workplace Safety and Insurance Board.
Implement strategies to reduce workplace injuries.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Raise awareness of all employees' direct responsibility for health and safety as an essential part of his or her job through the Internal Responsibility System.	Measured through the employee survey.

REFERENCES:

Government Documents

Education Act

Occupational Health and Safety Act

HWDSB Policies

Accommodation of Staff

Inclement Weather and Board Cancellations

Medical Health Supports

Recruitment and Selection

Use of Board Facilities

Workplace Violence and Harassment Prevention



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in the prevention of workplace violence and harassment while promoting a safe workplace in which all people respect one another and work together to achieve common goals.

GUIDING PRINCIPLES:

- Promote and encourage a positive culture and support the well-being of our staff.
- Value employees by respecting their concerns and responding to their needs.
- Foster the development of trustful and respectful relationships in an environment free from discrimination, harassment and workplace violence.
- Fulfill our obligations under the Occupational Health and Safety Act, Employment Standards Act and Ontario Human Rights Code.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Identify targets and implement strategies to reduce workplace violence and harassment.
- Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.

RESPONSIBILITY:

Director of Education – Annual review – per the *Occupational Health and Safety Act, S.32*
Members of Executive Council

TERMINOLOGY:

Worker: Can be defined as

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.



Workplace Violence and Harassment Prevention

Date Approved: XXXX

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- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university private Career College or other post-secondary institution.
- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

Workplace: Any land, premises, location or thing at, upon, in or near which a worker works.

Workplace Violence: As per the *Occupational Health and Safety Act*, workplace violence is defined as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace that could cause physical injury to a worker.

Workplace Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

The Ontario Human Rights Code also protects workers from harassment in employment by the employer, agent of the employer or by another employee because of the following prohibited grounds: Race, Colour, Ancestry, Creed (religion), Place of Origin, Ethnic Origin, Citizenship, Sex (including pregnancy, gender identity), Sexual Orientation, Age, Marital Status, Family Status, and Disability.

Workplace Sexual Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. This could also include making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

The Ontario Human Rights Code offers protection for workers against harassment because of sex or sexual solicitation by a person in a position to confer benefits. Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee.

Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or a reprisal or a



Workplace Violence and Harassment Prevention

Date Approved: XXXX

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threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

ACTION REQUIRED:

Staff will implement and maintain procedures to operationalize this policy under the requirements prescribed in the *Ontario Human Rights Code* and *Occupational Health and Safety Act*.

Staff will ensure:

- The policy is posted in all HWDSB workplaces on the Health and Safety Bulletin Board.
- All employees receive information and instruction annually about discrimination, harassment and violence in the workplace.
- Employees are not to be penalized or disciplined for in good faith reporting an incident or for participating in an investigation involving workplace violence or harassment
- Employees are aware of additional assistance through the Central Joint Health and Safety Committee (JHSC), the Human Rights Legal Support Centre or the board's employee assistance program.
- Management will investigate and act on all complaints or incidents of workplace harassment or violence in a fair, respectful and timely manner.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals	A review of injury, illness and claim statistics as well as a review of Ministry of Labour compliance orders and fines from the Workplace Safety and Insurance Board.
Implement strategies to reduce workplace harassment and violence.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.	Measured through the employee survey.



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

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REFERENCES:

Government Documents

Human Rights Code

Occupational Health and Safety Act, Section 32.0.1

Employment Standards Act

HWDSB Policies

Code of Conduct

Occupational Health and Safety

Student Behaviour and Discipline



Medical Health Supports

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board is committed to ensuring a safe, accepting, and healthy learning environment that supports student well-being. This environment empowers students with health/medical needs to reach their full potential for self-management of their condition(s), according to their Plan of Care.

GUIDING PRINCIPLES:

- All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.
- Students with special medical/health needs will be maintained in the school in which they are registered whenever possible; however, when this is not possible, students will be supported in appropriate facilities within the system to address their individual needs.
- The designation of roles and responsibilities for medical/health support services in school settings does not preclude, in emergency situations, the provision of assistance by school board personnel.
- Services and supports as described in the procedures contained within this policy shall be rendered by authorized personnel only (i.e., Board staff who have received pertinent information and training). Students and volunteers are not considered authorized personnel.

INTENDED OUTCOMES:

Hamilton-Wentworth District School Board, in conjunction with the appropriate health care provider, will share the responsibility for providing school health support services to ensure that all school-aged children can attend and participate in school regardless of their special health support needs.

RESPONSIBILITY:

Director of Education
Members of Executive Council



Medical Health Supports

Date Approved: XXXX

Projected Review Date: XXXX

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TERMINOLOGY:

Local Health Integration Network (LHIN): Are the health authorities responsible for regional administration of public healthcare services in the province of Ontario.

Plan of Care: A form that contains individualized information on a student with a prevalent medical condition.

Prevalent Medical Condition: Includes anaphylaxis, asthma, diabetes, and epilepsy.

Regulated Health Professional(s): Members of a regulatory college which are governed by the Regulated Health Professions Act and other relevant health Acts.

ACTION REQUIRED:

Ensure that a set of procedures are developed and regularly reviewed and updated, that outline specific medical/health condition(s).

PROGRESS INDICATORS:

Intended Outcome	Assessment
Hamilton-Wentworth District School Board, in conjunction with the Local Health Integration Network and other regulated health professionals, will share the responsibility for providing school health support services to ensure that all school-aged children can attend and participate in school regardless of their special health support needs.	Hamilton-Wentworth District School Board will work with the Local Health Integration Network and other regulated health professionals to facilitate supports such that students with medical/health needs are able to attend and participate in school.



Medical Health Supports

Date Approved: XXXX

Projected Review Date: XXXX

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REFERENCES:

Government Documents

Education Act

Ontario Human Rights Code

Accessibility for Ontarians with Disabilities Act

Freedom of Information Act

Occupational Health and Safety Act

Policy/Program Memorandum 81: Provision of Health Support Services in a School Setting

Memorandum dated August 14, 1989, Catheterization and Suctioning

Policy/Program Memorandum 161: Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes and/or Epilepsy) in Schools

Sabrina's Law – Bill 3 – An Act to Protect Anaphylactic Pupils, 2006

Ryan's Law - Ensuring Asthma Friendly Schools, 2015

Rowan's Law – Bill 193 – Concussion Safety, 2018

HWDSB Policies

Accessibility Standards for Customer Service

Equity and Inclusive Education

HWDSB Accessibility Plan

Occupational Health and Safety

Transportation

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 28, 2018

From: Finance and Facilities Committee

Date of Meeting: May 9, 2018

The committee held a meeting from 12:03 p.m. to 2:40 p.m. on May 9, 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.

ACTION ITEMS:

A. Summit Park School – Boundary Review

Staff presented the report and reviewed the various boundary options that had been considered for the new Summit Park School. It was noted that as the Upper Stoney Creek and Glanbrook areas continue to develop, additional accommodation changes will likely be required to ensure appropriate student accommodation at the various schools. Staff will monitor the trends in enrolment growth and residential development through the Long-Term Facility Master Plan.

On the motion of Jeff Beattie, the Finance and Facilities Committee **RECOMMENDS: that the JK-8 boundary for the new school in the Summit Park Neighbourhood be approved for the 2019/2020 school year.**

CARRIED

*proposed new boundaries are identified in Map: Summit Park – Recommended Boundary (attached).

B. Long-Term Facilities Master Plan Guiding Principles

Staff brought back the report with the changes that had been suggested by committee members. Each guiding principle was reviewed and further modifications requested.

Guiding Principles

1. HWDSB is committed to providing school renewal by optimizing opportunities to invest in improved school facilities.
2. Optimal utilization rates of school facilities is in the range of 90-110%.
3. School facilities reflect both the Elementary and Secondary Program Strategies by providing students access to flexible and specialized learning spaces.
4. The scheduled length of time on a vehicle provided through HWSTS shall not exceed 60 minutes one way.
5. School facilities will enable 21st Century teaching and learning by providing spaces that support collaboration, citizenship, and community.
6. Identify, remove and present barriers to people with disabilities who work, learn, and participate in the HWDSB community and environment, including students, staff, parent(s)/guardian(s), volunteers and visitors to HWDSB and its schools.
7. Promote equity of opportunity and access to board facilities, including schools, for students and the school community.
8. Specific principles related to elementary and secondary panels:
Elementary

- a. School Capacity – optimal school capacity would be 450 to 650 students, which creates two to three classes for each grade.
- b. School Grade/Organization – Kindergarten to Grade 8 facilities.
- c. School Site Size – optimal elementary school site includes play fields, parking lot and building. For new site acquisition, optimal size approximately 6 acres and for existing schools is based on local circumstances.
- d. In dual track schools, enrolment between French Immersion and English track should ensure that the balance supports ideal program delivery. i.e. There should be enough French Immersion enrolment to support a successful program but should not exceed 60%.

Secondary

- a. School Capacity – optimal school capacity would be 1,000 to 1,350 students.
- b. School Site Size – optimal secondary school site includes a sport field, parking lot and building. For new site acquisition, optimal size is approximately 15 acres and for existing schools is based on local circumstances.

*NOTE: The principles are intended to be guides. Local parameters may influence the thresholds above (in #8).

On the motion of Todd White, the Finance and Facilities Committee **RECOMMENDS: that the updated Long-Term Facilities Master Plan Guiding Principles be approved.**

CARRIED

C. 2018-2019 Budget Development

Staff presented an updated budget position which was based on calculation of the GSN (Grants for Student Needs) using the Ministry technical paper and an updated estimated enrolment. With the updated calculations, there was a small surplus and staff are recommending additions to the budget for a Human Rights/Equity Officer; additional Transitional EAs and additional funding to provide direct support for students with complex needs.

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

- a. **That a position for a Human Rights and Equity Advisor be created with a maximum budget of \$150,000;**
- b. **That a community advisory committee be created for the 2018-19 school year that will provide advice on human rights and equity matters.**

CARRIED

MONITORING ITEMS:

D. Long-Term Facilities Master Plan – Annual Update 2017/18

Staff highlighted the changes to the Long-Term Facilities Master Plan (LTFMP). The LTFMP is an online document with embedded links to websites and reports that are updated on a regular basis to ensure that the LTFMP has current and relevant information. The LTFMP is comprised of three sections: Accommodation and Planning; Capital Projects; and Facility Operations.

E. School Renewal Report

Staff presented the report which included a review of the 2016-17 implementation of the HWDSB Annual Plan, *School Renewal*, and the current implementation of the 2017-18 HWDSB Annual Plan, *School Renewal*. The 2016-17 School Renewal Annual plan identified two targets:

- *Target #1: Align the Long Term Facilities Master Plan with the Elementary and Secondary Program Strategies based on determining facility benchmarks and available budget by June 2017. This target was met.*
- *Target # 2: At least 25 per cent fewer schools will be identified as being in poor condition by 2020. The Board is on target to meet this benchmark. The number of schools listed in poor condition in the LTFMP has decreased from 21 to 18.*

The 2017-18 School Renewal Annual Plan identified that at least 25 per cent fewer schools will be identified as being in poor condition by 2020. Utilizing several strategies, the Board is on track to meet this target.

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

Summit Park – Recommended Boundary

Implementation in September 2019.

Zone #1:

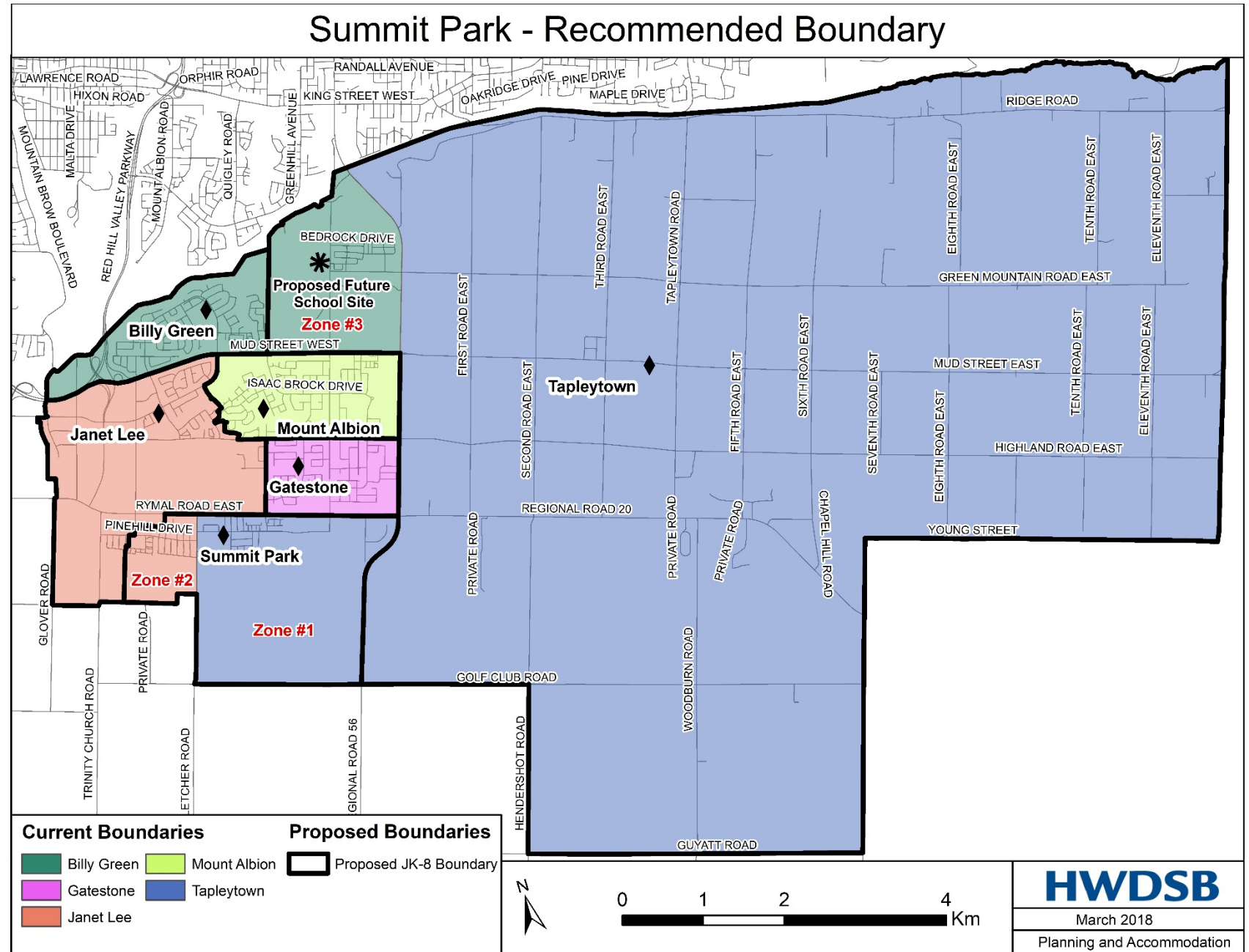
- Current Tapleystown students residing in the Summit Park neighbourhood to attend the new Summit Park school.
- Approximately 161 students from Tapleystown reside in this area.
- 45% of Tapleystown’s existing enrolment to move.

Zone #2:

- Portion of current Janet Lee students residing in the Summit Park neighbourhood to attend the new Summit Park school.
- Approximately 180 Janet Lee students reside in the identified area.
- 42% of Janet Lee’s existing enrolment to move.

Zone #3:

- New families moving into Nash neighbourhood (zone #3) to attend Tapleystown.
- Current students and their younger siblings in Zone 3 attending Billy Green, to remain at Billy Green (transportation provided).
- Approximately 104 Billy Green students reside in this area.
- Nash Neighbourhood school site identified as future school site.



COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 28, 2018

From: Finance and Facilities Committee

Date of Meeting: May 16, 2018

The committee held a meeting from 12:03 p.m. to 1:23 p.m. on May 9 2018 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Greg Van Geffen presiding.

Members present were: Trustees Jeff Beattie (electronically), Christine Bingham (electronically), Wes Hicks, Greg Van Geffen and Todd White.

ACTION ITEMS:

A. Annual Rental Report and Rate Update

Staff presented the annual report. The use of school facilities is on a cost recovery basis and the Board receives grant revenue to provide subsidies to community groups including before and after school care and community rentals. The revenue comes from two grants: Community Use of Schools (CUS) and Priority Schools Initiative (PSI). The Total CUS grant was \$654,000 and the CUS subsidy allocation is estimated to exceed the grant by \$170,000. The Total PSI grant is \$850,000 and the PSI subsidy allocation is estimated to exceed the grant by \$108,000.

Committee members requested additional information to be brought back to the committee with respect to rental revenue and number of rental comparisons.

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

1. That commencing in the 2019/120 school year, HWDSB Rental Department implement an annual increase to rental rates that is tied to the annual rate of inflation.
2. Rental Rate increase for 2018/19 school year be 3%
3. Once every 5 years a full review of the rental rates occurs to ensure that the rates remain at cost recovery. First full review scheduled for 2022.

CARRIED

MONITORING ITEMS:

B. 2018-19 Budget Development

Staff provided an overview of the 2018-19 balanced budget and the increases that had been proposed by Executive Council and built into the proposed budget. Final budget presentation to all trustees will be at a special Finance and Facilities Committee meeting on May 28, 2018 at 4pm.

C. Enrolment Summary – March 31, 2018

Staff presented the enrolment summary for March 31, 2018. Actual elementary enrolment is up 35.0 FTE from the revised projection. Actual secondary enrolment is up 49.75 from the revised projection. This results in a total increase of 84.75 from the revised enrolment projection. The report also provided actual ADE enrolment on a school by school basis from 2013-14 to 2017-18.

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

Committee Report

Presented to: Board

Meeting date: May 28, 2018

From: Parent Involvement Committee

Meeting date: May 8, 2018

The committee held a meeting on May 8, 2018 from 6:30 pm. to 8:40 p.m. at the Education Centre, 20 Education Court, Hamilton, Ontario, with Chair Margaret Reid presiding.

Members present were: Rochelle Butler, John Huciliak, Amanda Lloyd, Tyler McNeil, Susan Millman, Mike Palma, Shelley Stacey, Joanne Thompson, Laura Van Alphen, Amanda Fehrman, Corrie Ledgerwood, Margaret Reid, Melanie Roberts, Trustee Dawn Danko.

INFORMATION ITEMS:

A. HWDSB Foundation

Amy Leaming-Cote, the Foundation Development Officer provided an overview of the department and their current work.

B. Communication Plan

Rob Faulkner, Communications and Community Engagement Dept. provided an overview of the draft plan. Committee members had an opportunity to ask questions and provide feedback to Rob.

C. Elections

Amanda Fehrman was elected Chair – 2 year term

Mike Palma was elected Vice-Chair – 1 year term

D. 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