

AGENDA: 6:00 pm

REVISED

1. Call to Order
2. O Canada
 - 2.1 Delegation: Tomislav Laus re: Memorial Stoney Creek school site development (10 minutes)
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. [Confirmation of the Minutes: October 29, 2018](#)

Reports from Trustee Special Committees:

6. [Program – October 23, 2018](#)
7. [Policy – from October 25, 2018](#)
8. [Finance & Facilities – October 31, 2018](#)

Reports from Legislated Committees:

9. [Special Education Advisory Committee – October 24, 2018](#)

Reports from Community Advisory Committees:

10. [French as a Second Language – September 26, 2018](#)

Reports from Staff:

11. [Appointment of Members to Community Advisory Committees](#)
12. 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

13. Report from Committee of the Whole (private) – November 12, 2018
14. Oral Reports from Liaison Committees:
 - A. City/School Board Liaison Committee
 - B. Hamilton-Wentworth Home & School Association

C. Hamilton Foundation for Student Success (HWDSB Foundation)

D. Ontario Public School Boards' Association (OPSBA)

15. Adjournment – proceed to Standing Committee

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

Tomislav Laus
[REDACTED]

Stoney Creek, ON, [REDACTED]

Thursday May 31, 2018

Ward 10 City Councillor

Maria Pearson

Hamilton City Hall

2nd Floor – 71 Main Street West

Hamilton, ON, L8P 4Y5

Dear Mrs. Pearson,

We are writing this letter to bring to your attention something that I believe is unfair and requires Immediate attention. I would like to address the issue of the redevelopment of Memorial School located at 211 Memorial Ave, and the decisions made by the Hamilton Wentworth District School Board.

The current proposal for the school did not adequately take into account the concerns of the local residents of the neighborhood. The new design for the building/property introduces a number of concerns including: building obstructions, security concerns, traffic concerns and property devaluation.

In no way do we intend on negatively impacting any other resident in the area. We simply wish to find a compromise that would be agreeable to the local community for this new development.

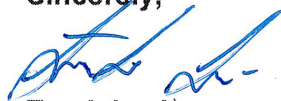
Given the amount of land available for the re-development of this property, we see no reason why the Hamilton Wentworth District School Board would be unable to find solutions to these concerns.

This petition is to request that the Hamilton Wentworth District School Board re-evaluate or compromise on the proposed designs to adequately address the above concerns.

The below undersigned petition to City Council to take action on behalf of the residence of Ward 10 in Stoney Creek.

Thank you for your attention to this matter. If you have any questions or would like more information, I can be reached at [REDACTED] or at [REDACTED]

Sincerely,



Tomislav Laus



**NO
TRESPASSING
USE OF
GROUNDS
BY PERMIT
ONLY**
BY ORDER
HAMILTON-WENTWORTH
DISTRICT SCHOOL BOARD
TRESPASS TO PROPERTY ACT, 1980

Trustees: Kathy Archer, Jeff Beattie, Christine Bingham, Dawn Danko, Penny Deathe, Wes Hicks, Alex Johnstone, Ray Mulholland, Larry Pattison, Todd White. **Student Trustees** Cameron and Prosic and Tara Rezvan.

Regrets were received from Trustee Greg Van Geffen

1. Call to Order

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

2. Profiling Excellence – Staff

Superintendent Stephanian recognised the staff who have been leading the EcoSchools work in both Elementary and Secondary Schools. She shared that EcoSchools is an environmental education and certification program from Kindergarten to Grade 12 that helps communities develop ecological literacy and environmental practices to become environmentally responsible citizens and reduce the environmental footprint of schools. This program is offered free of charge to Elementary and Secondary Schools and these programs require a staff to take on a significant leadership role in terms of working with the student and the community in order to receive eco certification. Superintendent Stephanian introduced staff who have contributed numerous hours to the program.

EcoSchools

- Andrea Cantwell - Westview - Bronze level
- Laura Ward and Roxanne Leach - Millgrove - Silver Level - 1st time certification
- Beth Koruna - Gordon Price - Gold level
- Klara Gresku - Ridgemount - Gold level
- Jacqueline Phillips - Mary Hopkins - Silver level - 1st time recertification
- Barbara Albert-Hughes – James MacDonald - Silver level - 1st time certification
- Heather Anderson - Norwood Park - Silver level
- Laura Ward/Hali Tsui - Pauline Johnson - Gold level
- Michele Taylor - Queen Victoria - Silver level
- Theresa Price - Nora Henderson - Silver level
- Chrissy Mccomb - Sir Allan MacNab - Silver - 1st time certification
- Dayna Zimmerman and Kristine Wolf - Lawfied - Silver - 1st time certification
- Paul Guagliano - Westmount - Gold level
- Jan Steinberg - A.A. Greenleaf - Bronze - New certification
- Kristen Ortwein - Fessenden - Platinum level
- Liz Tunstead - Queensdale - Gold level – 1st time certification
- Crystal Lupal and Ryan Movre - Ryerson - Gold level

3. Approval of the Agenda:

RESOLUTION #18-121: Trustee Deathe, seconded by Trustee Danko, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Rezvan voted in favour
Trustee Bingham was not in the room

4. Declarations of Conflict of Interest

None.

5. Confirmation of the Minutes: October 15, 2018

The minutes of October 15, 2018 were confirmed.

Reports from Trustee Special Committees

6. Human Resources Committee – October 4, 2018

RESOLUTION #18-122: Trustee Deathe, seconded by Trustee Archer, moved: **That the Human Resources Committee Report – October 4, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Rezvan voted in favour
Trustee Bingham was not in the room

Reports from Legislated Committees

7. Parent Involvement Committee – October 9, 2018

RESOLUTION #18-123: Trustee Danko, seconded by Trustee Johnstone, moved: **That the Parent Involvement Committee – October 9, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Rezvan voted in favour
Trustee Bingham was not in the room

8. Special Education Advisory Committee – September 26, 2018

RESOLUTION #18-124: Trustee Johnstone, seconded by Trustee Hicks, moved: **That the Special Education Advisory Committee – September 26, 2018 be received.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Rezvan voted in favour
Trustee Bingham was not in the room

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

RESOLUTION #18-125: Trustee Johnstone, seconded by Trustee Hicks, moved: **That the Board move into Committee of the Whole (Private), this being done at 6:33 p.m.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Rezvan voted in favour

The open session resumed at 7:41 p.m.

10. Standing Committee – October 15, 2018

RESOLUTION #18-126: Trustee Johnstone, seconded by Trustee Hicks, moved: **That the Standing Committee – October 15, 2018 report be received including the Effective Communication report.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Rezvan voted in favour
Trustee Beattie was not in the room

11. Committee of the Whole (Private) October 29, 2018

RESOLUTION #18-127: Trustee Johnstone, seconded by Trustee Archer, moved: **That the report of the Committee of the Whole (private) – October 29, 2018 be approved including:**

- That the Human Resources Committee report from October 4, 2018 be received.
- That the report from staff regarding the terms and conditions for both Superintendents and Professional Administrative Support Staff (PASS) be approved until August 31, 2020.

CARRIED UNANIMOUSLY

Student Trustees Prosic and Rezvan voted in favour
Trustee Beattie was not in the room

12. Oral Reports from:

A. Student Trustees' Report

Student Trustees Prosic and Rezvan shared the following highlights:

- Secondary Senate had the opportunity to have ice breakers where senators had an opportunity to interact and meet new friends.
- School Councils are working hard planning events and the school renewal has raised the school spirit.
- At the Elementary Senate they had 75 participants who established norms and shared their visions for the upcoming year.
- Fall general meeting took place October 25-28, 2018.
- The weekend had the perfect balance between sitting and listening and interactive exercises.
- The speaker was the CEO of EQAO.
- Some topics discussed included "Inadequate Special Education Funding Within Schools" and "Cellphone Ban Halt."

B. Director's Report

The Director highlighted that on October 20, 2018 he attended the African Caribbean Cultural Potpourri Inc. (A.C.C.P.I.) Scholarship Awards Banquet along with Superintendent Sue Dunlop and five administrators to witness five of our students being awarded scholarships. These are students who have contributed and been advocates in their community. The second event that the Director highlighted was My Path, My Way held at LIUANA Station on October 24, 2018. This was the sixth year that the event was held. This event is intended to help families and students in grades 7 to 12 learn more about the variety of high school options available and plan their high school years. This year marked our most successful event yet with just under 3,000 participants attending. You can watch the introduction video at <https://youtu.be/qNpBDCEOVeA>

C. Chair's Report

The Chair shared his congratulations to all of the returning Trustees as well as the departing Trustees and the new incoming Trustees. He wished everyone great success in their future endeavours.

The meeting adjourned 7:58 p.m.

COMMITTEE REPORT

Presented to: Board

Date of Meeting: November 12, 2018

From: Program Committee

Date of Meeting: October 23, 2018

The committee held a meeting from 5:33 p.m. to 8:58 p.m. on October 23, 2018 at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Dawn Danko presiding.

Members present were: Trustee Dawn Danko (Chair), Christine Bingham, Penny Deathe, Alex Johnstone, (Regrets from Larry Pattison)

MONITORING ITEMS:**A. Interim Health and Physical Education Curriculum**

Staff provided an update as requested as part of RESOLUTION #18-98: "That Trustees write a letter to the ministry urging them to maintain the 2015 revised Health & Physical Education curriculum until the ministry has completed its consultation." The report identified the staff response to date and the next steps which are underway.

The staff response has involved;

- Communicating guidelines for curriculum implementation to Principals and Vice-Principals
- Communicating HWDSB's commitment to the principles of equity and providing safe, accepting, and inclusive learning for our students to parents http://www.hwdsb.on.ca/wp-content/uploads/2018/08/HPE_Letter-to-Families.pdf
- Developing a chart comparing the interim and 2015 curriculum expectations <https://learningservices.common.hwdsb.on.ca/2018/10/06/health-and-physical-education-comparison-charts-by-grade/>
- Updating the grade-by-grade letters which are sent home to parents/caregivers prior to Growth and Development learning
- Preparation of a presentation for parent audiences (Provided at Waterdown Parent Night and PIC meeting)

Next steps will involve;

- Development of both a staff and parent/guardian resource
- Providing support to educators in the implementation of the interim curriculum
- Presentations to parent/guardian audiences upon request.

There was discussion around how to ensure the resources and presentation are easily accessed and staff committed to determining the best method for sharing when the guide is completed.

B. 21st Century Learning/Transforming Learning Everywhere Update 2017-18

Staff presented the TLE monitoring update which included:

- A high-level review of the Transforming Learning Everywhere (TLE) initiative and summary of conclusions for 2017-18
- Appendix A; Updated Five Year Implementation Plan

Staff outlined the goals of TLE;

1. Increase the use of evidence-based pedagogy
2. Influence and increase staff engagement, student engagement and student outcomes including achievement and well being
3. Support educators to adopt new technology/digital tools into the classroom and their teaching practices
4. Support the system to change the conditions of teaching and learning in a 21st Century classroom.

In 2017-18 staff conducted the Transforming Learning Everywhere Collaborative Inquiry Project (TLE-CI). Results indicated that while there was no evident impact on student achievement through the project, TLE had a positive impact on educator engagement and learning. For 2018-19, staff will build on the understanding that collaborative inquiry, through focused professional learning, positively impacts teacher engagement and practice.

In the spring of 2018 HWDSB deployed the Secondary Student Voice survey. Students with their own iPads reported being more engaged, had better attitudes towards technology; however, students provided more negative than positive comments around technology at school. For 2018-19, 1:1 iPads will continue to be provided to all grade 9 to 11 students at all HWDSB secondary schools, and to grade 12 students in at the initial pilot schools. Staff are aware that there are challenges with iPad use, which were identified in the Secondary Student Voice survey, to be addressed.

Student Achievement Data for 2018-19 reflected that the Seven North Schools and Glen Brae maintained their Grade Six EQAO Math achievement and the three secondary schools made improvement beyond the HWDSB average in OSSLT and EQAO Grade Nine Applied Mathematics. It is also noted that the achievement of students at these schools continues to be lower than the rest

of the board. Given the many other factors that can impact achievement and the difficulty in isolating the specific impact of iPads, there is no evidence of a direct link between iPad use and improved achievement at this time.

Staff are preparing a follow-up report for the first 2019 Program Committee Meeting that will outline recommendations for the next phase of the TLE project and will continue to implement the plan shared in the June 2018 Transforming Learning Everywhere Report. At the request of the Program Committee, staff will also provide feedback on a poll of teachers to determine the appropriate size of kits for classrooms.

C. Student Learning and Achievement Report

Staff presented the report which included:

- A review of the 2017-18 results of the HWDSB Annual Plan, Student Learning and Achievement, and the strategies for implementation of the 2018 2019 HWDSB Annual Plan
- An update on the High Priority Schools Strategy
- Appendix A; A review of the 2017-18 High Priority Schools Action Plan and the current implementation of the 2018-19 High Priority Schools Plan;
- Appendix B: Examples of Impact of the 2017-18 Annual Plan

Staff outlined the three goals which are;

1. All students reading
2. Improvement in Mathematics
3. All students Graduating

The strategies to achieve these goals for 2018-19 include: investing in people, leveraging effective practices in the classroom, and refining measures of progress.

All Students Reading

In 2017-18, focusing Reading Specialists in Grade One classrooms made a difference in improving reading performance as the percentage of grade one students earning a B in reading improved by 5 percent.

For 2018-19, staff will build on the first year of the Early Reading Strategy to increase the number of students reading at a B by the end of grade 1, with a target of 75 percent of grade 1 students achieving a B or higher on their June report card.

Improvement in Mathematics

In 2017-18, the gap was narrowed between HWDSB and the province in the areas of Grade Three EQAO Reading and Math and the Ontario Secondary School Literacy Test. Despite the decline in overall EQAO Grade Six Math results, High Priority Schools closed the gap with the province in this area. Performance in Math in High Priority Schools was improved by focusing Math Facilitators in those schools.

For 2018-19, staff will implement the new Ministry resource, 'Focusing on the Fundamentals of Math', into classroom practice, and build on successful practices from 2017-18. Targets for improving math include having at least 65 per cent of students achieving at or above provincial standard in EQAO for 2018-19, and having the gap between HWDSB and the province for those students performing at or above the provincial standard on the junior EQAO math assessment narrowed by June 2020. There was discussion around the ability for school to school or board to board comparison and staff offered that a process is currently being undertaken that will provide for good quality, baseline data for HWDSB, by the end of the 2018 -19 school year.

All Students Graduating

The 2016-17 annual plan target of 82% graduation rate for the 2012-13 cohort was achieved.

Staff continue to analyze data for the 2013-14 cohort. Staff will continue to build on the successful practices that contributed to the 82% graduation rate and will focus on monitoring the progress of year four and five secondary students while providing extra supports needed to graduate. The next target is to have at least 83 per cent of students graduating within five years by August 2020.

High Priority Schools Strategy

Year two of the High Priority School Strategy continues to focus on the four key areas: providing school leadership, resources for differentiated support, learning more about school conditions and engaging in partnerships to support High Priority Schools. The learning from year has led to a further focus of additional supports in High Priority Schools in 2018-19.

The Program Committee received the Learning and Achievement Report.

Respectfully submitted,
Dawn Danko, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: November 12, 2018

From: Policy Committee

Date of Meeting: October 25, 2018

The committee held a meeting from 1:06 p.m. to 3:00 p.m. on **October 25, 2018** at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Bingham presiding.

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

ACTION ITEMS:**A. Volunteer Policy**

The Committee considered the Volunteer Policy. This policy is up for its regular review and there were no recommended changes.

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

CARRIED UNANIMOUSLY

B. Advertising Expenditures Policy

The Committee considered the Advertising Expenditures Policy. This policy is up for its scheduled review. Staff have reviewed the policy and made minor revisions. This policy is based on Ministry guidelines and school boards are expected to have a policy in place (<http://www.hwdsb.on.ca/wp-content/uploads/2012/08/Ministry-Expenditure-Guidelines.pdf>).

On motion of Trustee Van Geffen, the Policy Committee **RECOMMENDS** that the **Advertising Expenditures Policy be approved.**

CARRIED UNANIMOUSLY

C. Transportation Policy

The Committee considered the Transportation Policy. There were two main reasons for looking at the transportation policy:

1. HWDSB is currently experiencing a driver shortage. In a motion on May 28, 2018, staff were asked to look at ways (including policy changes) that would positively impact the driver shortage.
2. HWSTS is in year 1 of a 3 year contract extension for the provision of transportation services. An RFP process will be required to secure a new contract for September 1, 2021. Currently, HWDSB spends \$1 million more than it receives funding for transportation. A number of Boards have gone through an RFP process in the last year and if the results of these RFPs were applied to HWDSB, the transportation budget would increase by over \$5 million.

Staff recommended a change to the eligibility in the policy in order to reduce the driver shortages including an increase in the Kindergarten walk distance from 1.0 to 1.6 km to bring it in line with the remainder of elementary students.

The Committee discussed the 1.6 km walk for the kindergarten students as well as working with the coterminous Board when deciding walk distances. Some felt that we should be considering further use of HSR bus passes for the secondary school students.

On motion of Trustee White, the Policy Committee **RECOMMENDS** that **Staff prioritize the use of HSR where possible for grades 9-12.**

CARRIED UNANIMOUSLY

On motion of Trustee Van Geffen, the Policy Committee **RECOMMENDS** that the **walk distance for Kindergarten students be changed from 1.0 km to 1.2 km.**

CARRIED UNANIMOUSLY

*The transportation policy will go out for consultation at the end of October for a 30-day period.

On motion of Trustee Van Geffen, the Policy Committee **RECOMMENDS** that **Staff further align and find efficiencies with our coterminous Board through the HWSTS Consortium Governance Committee.**

CARRIED UNANIMOUSLY

MONITORING ITEMS:**D. Fundraising Policy**

The Committee considered the Fundraising Policy. This policy is up for its scheduled review. Staff have reviewed the policy and made minor revisions bringing further clarity to identifying all groups which lead fundraising activities (including Ontario Home and School Associations and Alumni Associations as well as defining Ontario Home and School Associations and their specific fund raising activities and that proceeds from these activities are not considered part of the School Generated Funds.

Staff gave an overview of the school generated funds revenue distribution as well as the use of fundraising profit and accountability. The Committee discussed the possibility of revenue sharing amongst the schools and requested further information come back to the Policy Committee in the new year.

Respectfully submitted,
Christine Bingham, Chair of the Committee



Volunteer

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 4

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes the important role of Volunteers within its organization. HWDSB believes that Volunteer contributions enrich student educational experiences and contribute to more effective partnerships between a school and its community.

GUIDING PRINCIPLES:

HWDSB has a reciprocal relationship with our volunteers, characterized by:

- Supporting the activities of the school while respecting all policies and collective agreements and not replacing the roles of HWDSB staff.
- Recognizing and fostering the contributions of individuals and groups to the learning process.
- Caring and cooperative relationships.
- Promoting the value of being responsible citizens.
- Fostering interaction between and among the school, parents and the school community.
- Providing a caring and safe environment that recognizes the rights and dignity of all persons to be treated respectfully.

INTENDED OUTCOMES:

- Recruit and provide ongoing support for volunteers for activities in the classroom, in the school and at the system level.
- Gather extra-curricular interests from students and identify and recruit volunteers to act as coaches and/or experts.
- Track the number of volunteers, volunteer hours, and types of volunteer activities for recognition.
- Recognize the contributions of volunteers.
- Match volunteers based on their individual skills, abilities, qualifications and interests to the needs of the classroom, school or system.

RESPONSIBILITY:

Director of Education
Members of Executive Council
Principals and Managers/Supervisors



Volunteer

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 4

TERMINOLOGY:

Volunteer: An individual who agrees to undertake, without pay, a designated task that supports a student, a classroom, a school, or an HWDSB system initiative. A Volunteer may act as a Coach/Expert for extra-curricular activities if they have satisfied all HWDSB requirements for screening, training and certification.

Student Volunteer: A Volunteer who is an HWDSB student. For avoidance of doubt, in accordance with the Ministry of Education's requirements and subject to applicable exceptions, the following volunteer activities of students shall not apply towards Community Involvement Hours:

- An activity that is a requirement of a class or course in which the student is enrolled (e.g., co-operative education portion of a course, job shadow, work experience).
- Any activity that takes place during regular class time on a school day. However, an activity that takes place during lunch breaks or a "spare" period is permissible.

Extra-Curricular Non-staff Volunteer: A Volunteer who is not an employee of HWDSB who volunteers to support extra-curricular activities, who has satisfied all HWDSB requirements for screening, training and certification, and who may act as an Advisor or Coach/Expert.

Supervision: The overseeing of an activity for safety, guidance, regulation or direction.

Advisor: An HWDSB staff person or an Extra-Curricular Non-Staff Volunteer who provides supervision over an extra-curricular activity.

Coach/Expert: An HWDSB staff person or an Extra-Curricular Non-Staff Volunteer who provides direct instruction or expertise related to a specific extra-curricular activity. In addition, Coaches have completed any training and certification as required by the Ontario Physical and Health Education Association (OPHEA) or any recognized athletic governing authority.

ACTION REQUIRED:

The **recruitment** of volunteers is the responsibility of the school Principal (at the school level) or system manager (at the system level) with support from the appropriate HWDSB department.

The **selection** of volunteers is the responsibility of the school Principal (at the school level) or system manager (at the system level).

The selection process includes providing individuals with a clear understanding of their roles and responsibilities. The Director/Executive Council will support this policy through the development and implementation of the following supports:



Volunteer

Date Approved: XXXX

Projected Review Date: XXXX

Page 3 of 4

- Recruitment of Volunteers
- Background check of Volunteers (Vulnerable Sector Screening)
- Training and/or orientation, including any requirements of the Freedom of Information Act, Board policies, procedures and provincial legislation
- Retention of Volunteers
- Volunteer recognition
- The dismissal of Volunteers, if required

Where the opportunity exists for a student to be a volunteer in HWDSB, the student is required to fulfill the requirements of a volunteer outlined in the Policy. Principals are encouraged to support student leadership development through the appropriate matching of student skills and interests with school volunteer needs.

Non-Staff volunteers may supervise extra-curricular activities at the discretion of the school Principal, in consultation with the school Superintendent.

The following activities may **not** be run without the direct supervision of Hamilton-Wentworth District School Board staff:

1. Overnight or out of District excursions;
2. Curricular or class-related excursions.
3. Invitational athletic tournaments outside the City of Hamilton. However, athletic competitions that are not part of the regular season of play (exhibition play), can be directly supervised by volunteers;
4. Any HWIAC/SOSSA/OFSAA* events in which the regulations state that a staff/teacher advisor must be present.

* HWIC – Hamilton-Wentworth Interscholastic Athletic Council
SOSSA – Southern Ontario Secondary Schools Association
OFSAA – Ontario Federation of School Athletic Associations



Volunteer

Date Approved: XXXX

Projected Review Date: XXXX

Page 4 of 4

PROGRESS INDICATORS:

Intended Outcome	Assessment
Recruit and provide ongoing support for volunteers for activities in the classroom, in the school and at the system level.	<p>Measure the number of volunteers, on an annual basis, to assess if the number of volunteers is reflective of the needs of the classroom, the school, and the system.</p> <p>Communication occurs on a regular basis between the Principal, or designate, and the volunteers, to identify needs of the volunteer.</p> <p>A survey, at the conclusion of the volunteer's time at the school, to capture their experience and determine school or system needs to support volunteers.</p>
Gather extra-curricular interests from students.	Data from Student Voice Survey identifies extra-curricular activities of interest.
Identify and recruit volunteers to act as coaches and/or experts.	Interests identified are offered.
Track the number of volunteers, volunteer hours, and types of volunteer activities for recognition purposes.	Tracking systems are developed and implemented.
Recognize the contributions of volunteers.	Volunteer recognition on an annual basis.
Match volunteers based on their individual skills, abilities, qualifications and interests to the needs of the classroom, school or system.	Satisfaction levels within the volunteer survey.

REFERENCES:

Government Documents

Education Act

Municipal Freedom of Information and Protection of Privacy Act

Volunteers in Your School: Practices and Screening Procedures – Halton District School Board

Physical Education Safety Guidelines

HWDSB Policies

Educational Excursions



Advertising Expenditures

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes that advertising expenditures should be for the purposes of informing and educating the public, as well as creating awareness of education programs, services, issues, events and community activities of specific interest or benefit to students and families. Advertising campaigns will be addressed to groups that have a need for information and will provide objective, factual and explanatory information based on verifiable facts in an unbiased, fair and equitable manner.

GUIDING PRINCIPLES:

When expenditures are made on advertising whether through Board, School Generated or School Council funds, HWDSB is committed to ensuring:

- The level of expenditure is appropriate to a school board's status as a taxpayer-funded organization whose primary purpose is to educate students.
- Due diligence is exercised in determining the advertising medium that maximizes cost effectiveness.
- Appropriate approvals support the nature and the extent of an advertising campaign.
-
- Advertising campaigns are in compliance with any applicable laws and regulations
- Measurable outcomes are produced as a result of advertising activities (for example increase in number of inquiries or participation rates; awareness surveys)
- There is a process in place to ensure that significant advertising expenditures are competitively placed.

INTENDED OUTCOMES:

- That staff with responsibility to approve expenditures for the Board ensure that advertising expenditures are adequately managed to achieve planned outcomes.
- That the Board's Procurement Policy is followed to ensure that significant advertising expenditures are competitively placed.

RESPONSIBILITY:

Director of Education
Members of Executive Council



Advertising Expenditures

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 3

TERMINOLOGY:

Advertising: the act of practice of calling public attention to services or needs, especially by paid announcements in newspapers and magazines, over radio or television, on billboards, etc.

Expenditure: the act of spending funds

ACTION REQUIRED:

The following Board staff is authorized within their jurisdiction to approve advertising expenditures for Board, School Generated Funds and School Council Funds:

- Director (or designate)
- Associate Directors (or designate)
- Superintendents (or designate)
- Senior Managers/Managers (or designate)
- Principals
- Vice Principals

These staff members are also responsible for ensuring there is a process in place to ensure that advertising expenditures are adequately managed to achieve planned outcomes.

The Board's Procurement Procedure must be followed to ensure that significant advertising expenditures are competitively placed.

Examples of Suitable Uses for Advertising Include but are not limited to:

- School registration
- Program offerings
- Extracurricular activities
- Public consultations
- Employment opportunities
- Requests for tenders of good and services
- School board accountability to the public (for example, annual publication of board financial statement)
- Informing stakeholders of the Board of key capital priorities of the Board.

Examples of Inappropriate Uses of Advertising Include but are not limited to:

- Providing unverifiable or inaccurate information or comparisons
- Using advertising that is not targeted to appropriate groups, for example through widespread phone calls and automatic phone messages



Advertising Expenditures

Date Approved: XXXX

Projected Review Date: XXXX

Page 3 of 3

PROGRESS INDICATORS:

Intended Outcome	Assessment
That staff with responsibility to approve expenditures for the Board ensure that advertising expenditures are adequately managed to achieve planned outcomes.	Successful and sound business practices are employed that align with the educational goals of the Board and fair business principles.
That the Board's Procurement Policy is followed to ensure that significant advertising expenditures are competitively placed.	Successful and sound business practices are employed that align with the educational goals of the Board and fair business principles.

REFERENCES:

Government Documents

Ministry of Education School Board Expenditures Guidelines (2006:B-15)

HWDSB Policies

Advocacy Expenditures

Procurement

COMMITTEE REPORT

Presented to: Board

Date of Meeting: November 12, 2018

From: Finance and Facilities Committee

Date of Meeting: October 31, 2018

The committee held a meeting from 12:01 p.m. to 1:43 p.m. on October 31, 2018 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Greg Van Geffen presiding.

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

MONITORING ITEMS:

A. 2019-20 Elementary Facility Benchmark Strategy

Staff are progressing with the implementation of the 2016-17, 2017-18 and 2018-19 Elementary Facility Benchmark projects as were previously identified. This report is being presented earlier to allow sufficient time to have municipal approvals and tenders in place for summer construction. The full \$10 million budget for 2019-20 has not been fully allocated due to the following:

- Current market conditions (increased construction costs vs. budget)
- General contractor saturation (availability of competent trades)
- Allow staff to 'catch up' previous years' benchmark work.

B. Elementary School Facility Benchmarks Standards

Staff presented the report that provided an overview of the Elementary School Facility Benchmark and Program design standards. The report outlined the key components that are included in each of the approved priorities (gymnasiums, science rooms, visual arts rooms, learning commons and playfields) which are funded through the Annual Capital Plan, and music rooms which are funded through the program strategy. The key components for gymnasiums, science rooms, visual arts rooms, learning commons and music rooms are based on the HWDSB Elementary School Design Guidelines and the playground revitalization projects are based on the HWDSB Outdoor Design Manual.

C. Secondary Facility Benchmarks Strategy

2019-20 will be year 4 of the Secondary Facility Benchmark Strategy. This report is being presented earlier than in the past to allow sufficient time for municipal approvals and to have tenders in place for summer construction. The full \$10 million budget for 2019-20 has not been fully allocated as \$9 million has been set aside for Sherwood when a funding opportunity becomes available and \$1 million for the playing field for Bernie Custis. The only remaining project for 2019-20 is the playing field for Nora Henderson.

D. Memorial (Stoney Creek) Update re Board Motion from September 24, 2018

RESOLUTION #18-109: Trustee Beattie, seconded by Trustee Bingham, moved: That staff be directed to produce conceptual diagrams for the Memorial Stoney Creek replacement school, that would maximize the building setbacks with neighbours on Birchlawn Court, beyond the current 6 meter proposal, and that the new diagrams be submitted to the City of Hamilton provided that the modification does not cause a negative impact on budget or timelines for this project. The motion CARRIED

Staff consulted with city staff, cost consultants and architects for the project. City staff reported that it would create a significant amendment to the existing site plan approval and would create a 6 month delay in the approval process. Staff suggested that this would be a minimum delay. This would have a negative impact on the timeline to build a new school as the approval for the existing site plan is imminent. Cost consultants and

architects reported that making changes to the current drawings and plans would cost an additional \$100,000 which would result in a negative impact on the budget. Based on the fact that there would be a negative impact on the budget and the timeline, staff will not be submitting a new diagrams to the City of Hamilton.

Respectfully submitted,
Greg Van Geffen, Chair of the Committee

Committee Report

Presented to: Board

Meeting Date: November 12, 2018

From: Special Education Advisory Committee (SEAC)

Meeting date: October 26, 2018

The committee held a meeting on Wednesday, October 24, 2018 from 6:01 pm to 7:56 pm at the Education Centre (Room 181 A/B) at 20 Education Court in Hamilton, ON with SEAC Chair Judy Colantino presiding

Members present were: Judy Colantino, Down Syndrome Association of Hamilton/SEAC Chair, Lita Barrie, VOICE for Hearing Impaired Children/Vice Chair, Jenny McEwen Hill, McMaster Children's Hospital Developmental Pediatrics & Rehabilitation Program, Susi Owen, CNIB Hamilton and Niagara, Mark Courtepatte, FASD Parent & Caregiver Support Group, Alyson Kowalchuk, P.A.L.S. Parent Advocacy Learning Support, Lynn Vanderbrug, Lynwood Charlton Centre, Lorraine Sayles, The Children's Aid Society of Hamilton, Tracy Sherriff, Community Living Hamilton, John Sanges, Down Syndrome Association of Hamilton (Alternate), Lindsay Bray, McMaster Children's Hospital Developmental Pediatrics & Rehabilitation Program (Alternate), Penny Deathe, Trustee

Regrets: Michelle Campbell, Autism Ontario (H-W Chapter) and Alex Johnstone, Trustee

ACTION ITEM:

A. Membership Request – from Association for Bright Children of Ontario

On the motion of Judy Colantino, seconded by Lita Barrie, the Committee **RECOMMENDS** that the application for membership to SEAC, from Association for Bright Children of Ontario be approved.

INFORMATION ITEMS:

B. Board Annual Plan

Kristin Roy, Manager Professional Development

- An overview of the Board's Annual Plan was provided, focusing on Positive Culture & Well Being and Student Learning & Achievement Priorities
- Targets and strategies are updated annually based on data from a large variety of sources – there is a monitoring process that goes on as well

C. Overview of ADHD

Dr. Christine Gudas-Murphy, Manager, Psychological Services

- An in depth overview of ADHD was provided – ADHD is a brain based condition that has behaviours outside the norms in terms of development and stage, and impairs school and outside activities, challenges regulating emotions etc., it is a lifelong condition
- As part of the Board's We Help initiative, Psychological Services staff is providing a 4 part series for staff, pertaining to mental health on various topics-upcoming sessions: Oct. 25th ADHD, Nov. 1st Anxiety, Nov. 8th Low Mood

D. Membership/Association Highlights

Community Living Hamilton, presented by Tracy Sherriff, Supervisor, Special Needs Resourcing

- An overview of the program and supports provided by Community Living Hamilton was shared – mission is to educate the community so that it recognizes that some people need more support than others, but all have a way to contribute, and that all persons live with dignity as citizens of their community

D. Updates

Judy Colantino, Chair

- Congratulations to Penny Deathe and Alex Johnstone on winning in their ridings and continuing as Trustees of the Board
- Down Syndrome Association had their annual walk and raised over \$100,000 – that money will provide services and programs for families, there were about 1,100 participants

Trustee Deathe

- Student Achievement Report was presented to the Program Committee – Superintendent Torrens will attend the November meeting to highlight the report for SEAC members

- Staff have reviewed the curriculum and noted the differences between the previous and revised ones. Inclusion & Equity are imbedded in our Strategic Directions and will be managed in a manner which honours Strategic Directions and the Ministry mandated curriculum
- A number of new schools are being built or renovated

Lita Barrie, VOICE for Hearing Impaired Children/Vice Chair

- Representing new North transition team on behalf of SEAC – there is another spot available, if anyone is interested please let Peggy Blair know. The meetings are usually held on Tuesdays, the last week of the month (same as SEAC)

Mark Courtepatte, FASD Parent & Caregiver Support Group

- FASD Reach for It Program launch was very successful – overall positive event
- Presenting at Hamilton Regional Indian Centre Oct. 25th

Superintendent updates

- November 2nd System Professional Activity Day – a number of professional learning sessions are being offered to educational assistants - secondary schools have professional learning sessions offered to secondary teachers – progress reports for elementary. The sessions for educational assistants will be held at Sir John A. Macdonald
- A small number of Boards, including HWDSB, were selected by Ontario Education Services Corporation (OESC) to pilot Conscious Classrooms program – includes 3 years of training board staff – who will then go into classrooms – we selected 4 schools. Anna DiFazio, Manager, Autism & Neurodevelopmental Services will speak further on this at the November SEAC meeting
- TD Bank Book Giveaway – the Bank provides free books annually to all grade 1 students in the Province. This year's book is Giraffe and Bird, by Rebecca Bender, a local author

Respectfully submitted,
Judy Colantino
Chair

Committee Report

Presented to: Board

Meeting date: November 12, 2018

From: French as a Second Language
Community Advisory Committee

Meeting date: September 26, 2018

The committee held a meeting on Wednesday, September 26, 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, Kelly Lees, Sihem Boudjabi, Leah Abbey, Elzbieta Grodek, Rita Giulietti, Denise Massie, Lauren McLean, Andrea Murkic, Kim Norgate, Catherine Roberts, Ellen Syracopoulos, Lisa Urban.

INFORMATION:

A. Review of the Terms of Reference for Advisory Committees

The Terms of Reference for Advisory Committees were distributed, reviewed, and discussed.

B. Committee Membership

Staff facilitated the selection of 7 new committee members and new co-chairs, Heather Lambert-Hillen and Kelly Lees. The committee has representation from both elementary and secondary panels and both Core French and French Immersion programs. The names of the committee members have been submitted for approval to the Board of Trustees.

C. Presentation: Grade One French Immersion Application Process

Staff presented the draft parent information night presentation for the HWDSB Grade One French Immersion Application Process and took advice and feedback from the committee.

E. Reports

The following reports were provided as updates to FASL:

- **Community Announcements:** Canadian Parents for French are planning a meet and greet on November 8th, from 7:00 to 8:30, at Fortinos on Main West, Hamilton. McMaster University is heartened to continue their partnership with the HWDSB.

Respectfully submitted,
Heather Lambert-Hillen and Kathy Lees,
Co-Chairs



EXECUTIVE REPORT TO BOARD

TO: BOARD
FROM: Manny Figueiredo, Director of Education
DATE: November 12, 2018
PREPARED BY: Heather Miller, Officer of Trustee Services
RE: Community Advisory Committee Memberships

Action Monitoring

Recommended Action:

That the membership for the following Community Advisory Committees be approved:

- Faith
- First Nation, Métis and Inuit
- French as a Second Language
- Human Rights and Equity *new*
- Rural Schools

Background:

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

Appendix A: French As a Second Language Community Advisory Committee (FASL)

Name		Term Ending
Heather Lambert-Hillen *Co-Chair	Elementary Parent	June 30, 2020
Kelly Lees *Co-Chair	Elementary Parent	June 30 th , 2020
Leah Abbey	Elementary Panel	June 30, 2020
Sihem Boudjabi	Elementary Parent	June 30 th , 2020
Rita Gulietti	Secondary Parent	June 30, 2020
Lauren McLean	Elementary Parent	June 30, 2019
Andrea Murik	Secondary Parent	June 30 th , 2020
Kimberly Norgate	Secondary Parent	June 30 th , 2020
Catherine Roberts	Secondary Parent	June 30, 2019
Lisa Urban	Secondary Parent	June 30, 2019
Denise Massie	Community Representative Canadian Parents for French	Jun 30, 2019
Elzbieta Grodek	Community Representative Post-secondary institution	June 30, 2019
Ellen Syracopoulos	Community Representative	June 30, 2019

Appendix B: First Nations, Métis and Inuit Community Advisory Committee

Voting Membership	Name	Organization	Term**
Aboriginal Community Organizations	Monique Lavallee	Board Member, Hamilton Executive Directors Aboriginal Coalition (HEDAC)	Two Year (renewable)
	Audrey Davis	Executive Director, Hamilton Regional Indian Centre	Two Year (renewable)
	Cindilee Ecker Flagg	Executive Director, Native Women's Centre	Two Year (renewable)
Educational Community Organizations	Rebecca Doreen	NIWASA Head Start	Two Year (renewable)
	Josh Dockstator	McMaster University	Two Year (renewable)
	Leah Hogan	Mohawk College	Two Year (renewable)
FNMI Students	Katelyne Clark	Aboriginal Youth Representative	One Year, Ending June 2018
	Kira Gibson	Aboriginal Youth Representative	One Year, ending June 2018
Community Elder(s)	Tehahenteh	Knowledge Holder	Two Year (renewable)
Parent Representatives	Christine Joseph -Davies	HWDSB Parent	Two Year (renewable)
	Mary Bearfoot	HWDSB Parent	Two Year (renewable)
	TBD	HWDSB Parent	Two Year (renewable)

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

Appendix C: Faith Community Advisory Committee Membership

Faith Affiliation	Parent/Guardian/Caregiver/Community Leader	Term (1 or 2 incl. expiry date)
Bahá'í	Hayat Rushdy-Hanna	Term 2, June 2019
Buddhist	Sadhna Jayatunge	Term 2, June 2019
Eastern Orthodox	Father Geoffrey Korz	Term 2, June 2019
Evangelical	Rev. Aaron Gerrard	Term 2, June 2020
Hindu/Jain	Mahendra Deonarain	Term 2, June 2020
Jewish	Madeleine Levy	Term 2, June 2019
Muslim	Fatmeh Abdulrazaq	Term 2, June 2019
Protestant (Mainline)	Bob Sim	Term 2, June 2019
Sikh	Sukhdeep Dhillon	Term 2, June 2020
Indigenous Spirituality	Farrah Dokis	Term 2, June 2020
Community Membership at Large	TBD	Term 1, June 2019
Student Membership(s)		
	Nina Tran	Term 1, June 2019
	Herleen Devgan	Term 1, June 2019
	Sebastian McPherson	Term 1, June 2019

Appendix D: Human Rights & Equity Advisory Committee

Name	Organization/Affiliation	Term Ending
Maisie Raymond-Brown	YWCA Hamilton	June 30, 2019
Princewill Ogban	Hamilton Anti-Racism Resource Centre	June 30, 2019
Mouna Bile	Hamilton Community Legal Clinic	June 30, 2019
Sara Gill	Adult Basic Education Association	June 30, 2019
Ahona Mehdi	Student - Westmount Secondary School	June 30, 2019
Neha Gupta	Student - Westdale Secondary School	June 30, 2019
Jessica Bowen	Parent - Richard Beasley Elementary School	Jun 30, 2019
Deborah Simon	Parent - Sherwood Secondary School	June 30, 2019
Coley Baisden	Parent - Adelaide Hoodless Elementary School	June 30, 2019
Gachi Issa	Community member	June 30, 2019
Sabreina Dahab	Community member	June 30, 2019
<i>Vacant position</i>	<i>Student</i>	June 30, 2019
<i>Vacant position</i>	<i>Parent, secondary school</i>	June 30, 2019

MOTION: That a community advisory committee be created for the 2018-19 school year that will provide advice on human rights and equity matters. (F&F Cmt, May 9, 2018 cmt report)

Appendix E: Rural Schools Advisory Committee

School Year: 2018-2019

School	Principal (non-voting)	School Council Chair / Co-Chair *
Balacava	Meagan Wilson	Chair: Cheryl Hue (N)
Bellmoore	Kevin Heer	Co-Chair: Christy Wallingham (R)
Beverly Central	Paul Clemens / VP Barb McVittie	Co-Chair: Tanya Brouwer (N)
Dr. John Seaton	Paul Clemens	Co-Chairs: Sheri Wilshire (N) Beth Silviera (N)
Janet Lee	Acting P-Julie Anderson	Chair: Nicole Jones (N)
Michaelle Jean	Lisa Neal	Co-Chair: Pano Gatsinos (N)
Millgrove	Denise Minardi	Chair: Laura McCannell (N)
Mount Hope	Melissa McCormack	Chair: Amanda Fehrman (R)
Queen's Rangers	Tammy McLaughlin	Co-Chair: Barb Firman (R)
Spencer Valley	Audrey Hensen	Co-Chairs: Linda Van Pelt (N) Sasha Spycher-Sulentent (R)
Taplestown	Acting P-Gord Cook	Chair: Diane King (N)

*The membership term for this committee is the **2018-2019** school year.
R – Returning / N - New