

Virtual Meeting Norms:

- All callers are to place themselves on mute
- Roll call is in place for attendance and for questions

AGENDA: 7:00 pm

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. [Confirmation of the Minutes: March 9, 2020](#)

Reports from Trustee Special Committees:

6. [Human Resources – March 2, 2020](#)
7. [Policy – March 4, 2020](#)
8. [Finance & Facilities – \(a\) March 12, 2020 & \(b\) April 9, 2020](#)

Reports from Legislated Committees:

9. [Parent Involvement Committee – March 10, 2020](#)

Reports from Staff:

10. [School Year Calendars – 2020-2021 Elementary and Secondary](#)
11. Report from Committee of the Whole (private) – April 20, 2020
12. 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)
13. 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: Christine Bingham, Becky Buck, Dawn Danko, Penny Deathe, Cam Galindo, Alex Johnstone, Ray Mulholland, Maria Felix Miller, Carole Paikin Miller and Paul Tut. **Student Trustee** Ahona Mehdi and Cameron Prosic.

Regrets: Trustee Kathy Archer

1. Call to Order

Alex Johnstone, Chair of the Board, called the meeting to order at 6:04 p.m.

2. Approval of the Agenda:

RESOLUTION #20-22: Trustee Tut, seconded by Trustee Buck, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Mehdi voted in favour
Trustee Galindo was out of the room

3. Declarations of Conflict of Interest

None.

4. Confirmation of the Minutes – February 24, 2020

The minutes of February 24, 2020 were confirmed.

5. Correspondence – Letters to Minister of Education

RESOLUTION #20-23: Trustee Tut, seconded by Trustee Paikin Miller, moved: **That the letter that was written to the Minister last year be sent to the new Minister including the discussions that were held at the Finance and Facilities meeting regarding budgeting concerns, kindergarten class size, changes to Special Education and the funding of programs.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Mehdi voted in favour

Reports from Trustee Special Committees:

6. Program Committee – February 20, 2020

RESOLUTION #20-24: Trustee Buck, seconded by Trustee Danko, moved: **That the Program Committee Report – February 20, 2020 be received.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Mehdi voted in favour

Reports from Legislated Committees:

7. Special Education Advisory Committee – January 29, 2020 and February 26, 2020

RESOLUTION #20-25: Trustee Buck, seconded by Trustee Tut, moved: **That the Special Education Advisory Committee Report – January 29, 2020 be received.**

CARRIED UNANIMOUSLY

Student Trustees Prosic and Mehdi voted in favour

RESOLUTION #20-26: Trustee Buck, seconded by Trustee Tut, moved: **That the Special Education Advisory Committee Report – February 26, 2020 be approved including: That Jessica Malcew, representing VOICE for Deaf and Hard of Hearing Children be appointed as an alternate to the committee.**

CARRIED UNANIMOUSLY
Student Trustees Prosic and Mehdi voted in favour

Reports from Staff:

8. Westmount Naming Auditorium – Final

Trustees shared the overwhelming support that was received in the naming of the Westmount Auditorium. Trustees heard from the community, students and co-workers from both the past and the present speaking of the legacy that Cindy Rees left behind. The largest respondents were student themselves with over 84% requesting that the auditorium be named Cynthia Rees Auditorium

RESOLUTION #20-27: Trustee Buck, seconded by Trustee Danko, moved: **That the Westmount Auditorium at Westmount Secondary School – 39 Montcalm Dr. Hamilton be named the Cynthia Rees Auditorium.**

CARRIED UNANIMOUSLY
Student Trustees Prosic and Mehdi voted in favour

9. Student Trustees (Election Results) 2020-2021

RESOLUTION #20-28: Trustee Galindo, seconded by Trustee Bingham, moved: **That the following students be confirmed to stand as Student Trustees with HWDSB for the term of office August 1, 2020 to July 31, 2021.**

- Ethan Hesler, Ancaster High
- Skylar Seggie, SHAE
- Fatima Zakar, Saltfleet

CARRIED UNANIMOUSLY
Student Trustees Prosic and Mehdi voted in favour

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

RESOLUTION #20-29: Trustee Tut, seconded by Trustee Miller, moved: **That the Board move into Committee of the Whole (Private), this being done at 6:49 p.m.**

CARRIED UNANIMOUSLY
Student Trustees Prosic and Mehdi voted in favour

The open session resumed at 8:43 p.m.

11. Committee of the Whole (Private) – March 9, 2020

RESOLUTION #20-30: Trustee Danko, seconded by Trustee Bingham, moved: **That the report of the Committee of the Whole (private) – March 9, 2020 be approved including:**

- **That the tentative Collective Agreement between the Canadian Union of Public Employees, Local 4153, Custodial, Maintenance and Cooks and Hamilton-Wentworth District School Board for the term of September 1, 2019 to August 31, 2022 be approved and amended as per the School Boards Collective Bargaining Act.**

CARRIED UNANIMOUSLY
Student Trustees Prosic and Mehdi voted in favour
Trustees Tut and Deathe were out of the room

12. Oral Reports from Liaison Committees:

A. City/School Board Liaison Committee - There was no update at this time.

B. Hamilton-Wentworth Home & School Association - There was a meeting held at the end of February where there was discussion of the following:

- Working with our rentals department for their events.
- Which activities could continue in light of the labour sanctions that are taking place?
- The first bullying panel session and the feedback that was received.
- The AGM will be taking place the first weekend in April being held in Brantford.

C. Hamilton Foundation for Student Success

- School Support Grants - schools have been notified of the funding decisions for the Winter 2020 School Support Grants. 18 schools have received funding totaling \$15,800.00
- A total of 355 grants totaling \$66,630.00 have been approved by the Foundation between October 1, 2019 and February 28, 2020. Requests are most significantly related to funding clothing, outerwear and footwear for students.
- Prom Project Hamilton 2020 - This annual "pop up" event, provides students the opportunity to pick out formal wear for their proms, graduations, banquets, and other special events free of charge. This event is open to all students and will be held:
Saturday, April 4, 2020 and Saturday May 2, 2020
Sir Winston Churchill Secondary School
9:00 a.m. - 2:00 p.m.

D. Ontario Public School Boards' Association (OPSBA)

Legislative Updates –

- Coronavirus – the Ministry of Health has sent out measures to ensure safe measures within our schools for both staff and students. School boards will continue to work with Public Health.
- Collective bargaining continues.
- Provincial budget will be released March 25, 2020
- There was a regulation released regarding youth vaping at the end of February which comes into force on May 1, 2020.
- There was a ban on high nicotine e-cigarettes with new regulations coming into effect July 1, 2020.
- The Liberal party had their leadership race electing Steven Del Duca as the new Ontario Liberal Party Leader.

The meeting adjourned at 8:49 p.m.

COMMITTEE REPORT (Public)

Presented to: Board

Meeting Date: April 20, 2020

From: Human Resource Committee

Meeting Date: March 2, 2020

The committee held a meeting March 2, 2020 from 5:30-7:00 p.m. at 20 Education Court, Hamilton, Ontario, with Penny Deathe presiding.

Members present were Trustees Penny Deathe (Chair), Alex Johnstone, and Carole Paikin Miller.

INFORMATION:

A. Employee Recruitment Update

Staff provided an update on our current recruitment efforts to ensure we have healthy pools of occasional staff to support staff when they are absent. The Staffing and Operations Team has recruited a significant number of occasional employees to increase our daily occasional pools. At local job fairs throughout this school year, we have hired 98 Elementary Occasional Teachers, 56 Casual Educational Assistants, 45 Casual Caretakers/Maintenance Workers, and 38 Casual Office and Clerical Workers. Staff are grateful for the local partnerships they have created to host these job fairs.

Staff also provided an update in regards to a new onboarding program for all newly hired employees. This half-day program provides new employees with an opportunity to learn more about HWDSB and prepare for their new roles within the organization. Staff offer the program monthly in collaboration with a number of service departments.

B. Recommendation to deliver paid compliance training for all Board employees including occasional staff

Staff provided an update in regards to a recommendation brought forward by the Central Joint Health and Safety Committee in January. Staff committed to the Central Joint Health and Safety Committee that they would deliver required compliance training to occasional staff beginning in September. The focus is to deliver training required by legislation that affects staff and student safety. This training covers some but not all training identified in Board procedures or Ministry Policy/Program Memoranda. Further consultation will occur with the Board of Trustees regarding financial decision related to this CJHSC recommendation.

C. Employee Attendance

Staff provided an update in regards to employee attendance reporting. Staff implemented the Employee Support and Attendance Management Procedure in support of the Attendance Management Policy 4.2 on September 1, 2019. As part of the procedure, an early intervention model was implemented to support staff who are absent from work five or more consecutive days. The average Board employee was absent 5.93 days from September 2019 – January 2020 compared to 6.13 days from September 2018 – January 2019. Staff are encouraged to report a slight reduction in sick leave when we compare the number of sick leave absences from September 2018 - January 2020.

Respectfully Submitted,
Penny Deathe, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 20, 2020

From: Policy Committee

Date of Meeting: March 4, 2020

The committee held a meeting from 5:31 p.m. to 5:55 p.m. on March 4, 2020 at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Galindo presiding.

Members present were: Trustees Becky Buck, Cam Galindo and Maria Felix Miller. Regrets were received by Trustee Dawn Danko.

ACTION ITEMS:

A. Assessment, Evaluation & Reporting Policy

The Committee considered the Assessment, Evaluation & Reporting Policy. This Policy is up for its cyclical 4 year review. Minor changes were made to streamline the policy content in support of the Ministry expectations outlined in their document Growing Success, 2010. This policy follows the Ministry’s policy and is required in order that the HWDSB procedures can fall under this policy. The only change made was in the wording First Nations, Métis and Inuit that was changed to Indigenous. Labour groups follow the Ministry document and by following the Ministry policy it eliminates being challenged.

On motion of Trustee Miller, the Policy Committee **RECOMMENDS that the Assessment, Evaluation & Reporting Policy be approved.**

CARRIED UNANIMOUSLY

Respectfully submitted,
Cam Galindo, Chair of the Committee



Assessment, Evaluation and Reporting

Date Approved: XXXXX

Projected Review Date: XXXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes the importance of assessment, evaluation and reporting on student progress as a critical component of student learning and contributing to improved levels of achievement.

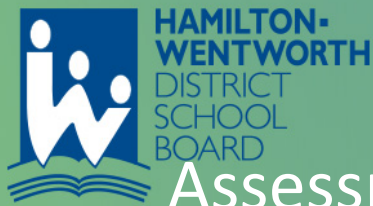
GUIDING PRINCIPLES:

Assessment, evaluation and reporting practices will:

- Be administered in a fair, transparent, and equitable manner;
- Support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are Indigenous;
- Relate to the curriculum expectations and learning goals and, as much as possible, to the learning needs, learning profiles, and experiences of all students;
- Communicate criteria to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course;
- Be ongoing and varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- Focus on educators providing ongoing descriptive feedback to stated learning goals and success criteria that is clear, specific, meaningful, and timely to support improved learning and achievement;
- Develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

INTENDED OUTCOMES:

That assessment, evaluation and reporting of student progress in HWDSB schools reflect the guiding principles outlined in this policy and adhere to Ministry policy.



Assessment, Evaluation and Reporting

Date Approved: XXXXX

Projected Review Date: XXXXX

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RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Assessment as Learning: The process of developing and supporting student metacognition. Students are actively engaged in this assessment process: that is, they monitor their own learning; use assessment feedback from teacher, self, and peers to determine next steps; and set individual learning goals. Adapted from Growing Success (2009).

Assessment for Learning: The ongoing process of gathering and interpreting evidence about learning for the purpose of guiding instruction and providing feedback to students.

Descriptive Feedback: Precise information provided to students by the teacher or peers (peer assessment). This information is specific to the students' achievement of learning goals. It is based on the success criteria and includes what students are doing well, what needs improvement and what specific steps they can take to improve.

Equity: A condition or state of fair, inclusive and respectful treatment of all people. It does not mean treating people the same without regard for individual differences.

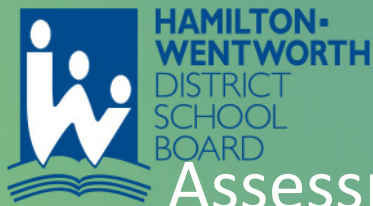
Evaluation: The process of judging the quality of student work based on established criteria to identify how well students have achieved the curriculum expectations.

Learning Goals: Brief statements that describe for a student what he or she should know and be able to do by the end of a period of instruction, (e.g., a lesson, series of lessons, or subtask). The goals represent subsets or clusters of knowledge and skills that the student must master to successfully achieve the overall curriculum expectations.

Parent: The term "parent" throughout this Policy is intended to be inclusive and represent parent, guardian and caregiver

Peer Assessment: Assessment of a student's work or learning processes by classmates.

Professional Judgment: Judgment that is informed by knowledge of curriculum expectations, context, evidence of learning, methods of instruction and assessment and the criteria for success in student



Assessment, Evaluation and Reporting

Date Approved: XXXXX

Projected Review Date: XXXXX

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learning. In professional practice, judgment involves a purposeful and systematic thinking process that includes ongoing reflection and self-correction.

Reporting: The process of providing students and parents with clear, detailed and straightforward information regarding how well the student is progressing and achieving in relation to provincial learning expectations, curriculum expectations, and the learning skills/work habits required for effective learning.

Success Criteria: Standards or specific descriptions of successful attainment of learning goals developed by teachers based on curriculum documents. Success criteria are discussed and agreed upon with students, and are used to determine to what degree a learning goal has been achieved. Criteria describe what success “looks like,” and allow the teacher and student to gather information about the quality of student learning.

ACTION REQUIRED:

Implement and maintain procedures that support the guiding principles of this policy and any related Ministry policy.

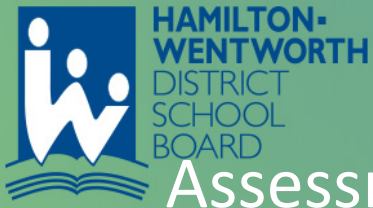
PROGRESS INDICATORS:

Intended Outcome	Assessment
Assessment, evaluation and reporting of student progress reflect the guiding principles outlined in this policy and adhere to Ministry policy.	Principal/Vice-Principal observations of educator practices. Student and Parent surveys.

REFERENCES:

Government Documents

Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, 2010
 Ontario Curriculum Policy Documents
 Learning for All 2013
 Ontario’s Equity and Inclusion Strategy
 Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2016
 English Language Learners: ESL and ELD Programs and Services
 First Nations, Métis and Inuit Education Policy Framework
 E-Learning Ontario: Policy Document, 2013
 Credit Recovery Memorandum from Deputy Minister, 2006



Assessment, Evaluation and Reporting

Date Approved: XXXXX

Projected Review Date: XXXXX

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PPM No.155 – Diagnostic Assessment in Support of Student Learning

HWDSB Policies

Student Achievement Pillar

Code of Conduct

Educational Excursions

Equity

21st Century Learning and Technology

Progressive Discipline

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 20, 2020

From: Finance and Facilities Committee

Date of Meeting: March 12, 2020

The committee held a meeting from 5:30 p.m. to 7:09 p.m. on March 12, 2020 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Dawn Danko presiding.

Members present were: Trustees Becky Buck, Dawn Danko, Cam Galindo, Alex Johnstone, Paul Tut and Student Trustee Ahona Mehdi.

ACTION ITEMS:**A. Identification of Board Priorities to Guide 2020-21 Budget Development**

On January 20, 2020, Staff reported to Trustees that the 2020-21 budget priorities would be developed without a public consultation. The recommended priorities are consistent with prior years and support the strategic directions of the Board.

On the motion of Becky Buck, the Finance and Facilities Committee **RECOMMENDS that the 2020-21 Board Budget Priorities be approved as:**

- **Improving Literacy**
- **Improving Mathematics**
- **School Revitalization**
- **Special Education**
- **Student Supports**
- **21st Century Learning**

CARRIED**MONITORING ITEMS:****B. Capital Projects Update**

Staff provided an updated summary of all the capital projects in various phases. The summary is categorized by each project's source of funding and project initiative. The project status updates are current as of March 5, 2020.

C. Interim Financial Status Report – January 31, 2020

The interim financial status report as presented is based on information available and assumptions as of January 31, 2020. Budget to actual trends are reviewed in order to forecast the Board's August 31, 2020 year-end position from a financial, staffing and enrolment perspective. Due to the fact that there have been job sanctions for many union groups for much of 2019-20, there are projected savings in Professional Development. In addition, the Board has not had to use any of the contingency to date. As a result, staff is projecting a surplus of \$1.6 million at the end of the year. As with all forecasts, as new information is received or as assumptions change, the resulting Interim Financial Reports will be updated accordingly.

Respectfully submitted,
Dawn Danko, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 20, 2020

From: Finance and Facilities Committee

Date of Meeting: April 9, 2020

The committee held a virtual meeting from 5:30 p.m. to 6:30 p.m. on April 9, 2020 with Trustee Dawn Danko presiding.

Members participating were: Trustees Becky Buck, Dawn Danko, Cam Galindo, Alex Johnstone and Paul Tut (6:10 p.m.) Trustee Maria Felix Miller also participated.

ACTION ITEMS:

A. School Budget Carry-Forward

Staff reported that in the past, the Board has automatically carried forward all school budgets up to 10% of their budget. Any carry-forward greater than 10% required Board approval. This report was usually presented in June of the school year. As a result of the Ministerial Order closing schools, school staff have not been able to spend their school budgets or are looking for ways to spend it and get goods delivered. Staff do not want to encourage the purchase of goods that have to be delivered and stored. The allowing of schools to carry-forward their budgets automatically will ensure that schools are only ordering what is required at this time.

On the motion of Cam Galindo, the Finance and Facilities Committee **RECOMMENDS that the Board approve the carry-forward of all school budgets that are left over from 2019-20 to 2020-21.**

CARRIED

B. 2020-21 School Based Staffing

Staff presented the report and indicated that the staffing approved in the recommended action will provide for the smooth start up to the 2020-21 school year and enables the staffing process to ensure collective agreement compliance along with effective school based staffing decisions. This recommendation represents staff that is allocated to schools and not system positions. As GSN funding has not been released yet, staff have been very conservative in their staffing assumptions. Once funding is finalized and collective agreement are finalized, positions can be added but they cannot be reduced.

On the motion of Alex Johnstone, the Finance and Facilities Committee **RECOMMENDS that the Board approve the preliminary allocation of the following full-time equivalent positions for the purpose of 2020-21 school based staffing:**

Elementary Teachers	2,107.40
Secondary Teachers	890.50
Early Childhood Educators	270.00
Educational Assistants	632.50
Principals/Vice Principals	160.00
School Office Administration	195.50
School Custodial	361.75

CARRIED

MONITORING ITEMS:

C. 2020-2021 Budget Development

Staff provided an overview of the process to develop the preliminary budget and the assumptions used:

- GSN (Grants for Student Needs)
- Enrolment
- Staffing
- Other Budgets

D. Future Meeting Times during the Ministerial Order

Committee members discussed the possibility of a change to start time for committee meetings. Chair Danko to follow up with staff and committee members.

Respectfully submitted,
Dawn Danko, Chair of the Committee

Committee Report

Presented to: Board

Meeting date: April 20, 2020

From: Parent Involvement Committee

Meeting date: March 10, 2020

The committee held a meeting on March 10, 2020 from 6:30 pm. to 8:35 p.m. at the Education Centre, 20 Education Court, Hamilton, Ontario, with Chair Amanda Fehrman presiding.

Members present were: Lianne Broughton, Celine Légret, Nicole Volc, Tracey Siddons, Amanda Lloyd, Heather Lambert-Hillen, Mike Palma, Joanne Thompson, Corrie Ledgerwood, Shelley Stacey, Susan Millman, Amanda Fehrman, Melanie Roberts, Stephanie Lostanaw Lavin, John Huculiak (member of the public) and Trustees Penny Deathe and Becky Buck.

INFORMATION ITEMS:

A. Mental Health Strategy

David Hoy, Manager of Social Work Services/Mental Health presented to the committee. He provided background on the Mental Health Strategy for HWDSB.

B. Role of Social Workers

David Hoy, Manager of Social Work Services/Mental Health provided an overview of the role of Social Workers in Social Work Services.

C. Standing Items

Updates were provided for the following Standing items:

- Home and School
- Trustee Update
- Labour Update
- Profiling Volunteer Excellence

Respectfully submitted,
Amanda Fehrman, Chair



EXECUTIVE REPORT TO BOARD

TO: BOARD

FROM: Manny Figueiredo, Director of Education

DATE: April 20, 2020

PREPARED BY: Jeff Gillies, Superintendent of Student Achievement

RE: 2020-21 Draft School Year Calendars

Action Monitoring

Recommended Action:

That the draft 2020-21 School Year Calendars be approved for submission to the Ministry of Education.

Rationale/Benefits:

The 2020-21 School Year Calendars (Appendix A) have been prepared in consultation with the School Year Calendar Advisory Committee and endorsed by Executive Council.

The calendars comply with *Regulation 304, School Year Calendars and Professional Activity Days*. As per the requirements of O. Reg 304, the deadline for submission of regular school calendars is May 1, 2020.

As directed by the Board, public consultation was undertaken from January 27 to February 28, 2020 to receive community feedback regarding the draft calendars. The results were compiled by the HWDSB Research & Analytics Department and are available for review (Appendix B).

Background:

Regulation 304, School Year Calendar, Professional Activity Days sets the requirements for preparation and submission of school year calendars to the ministry. This includes a minimum of 194 school days between September 1 and June 30. For the 2020-21 school year, the total number of school days available from the Tuesday after Labour Day (September 8) to June 30 is 192. In order to be in compliance with Regulation 304, two PA days have been placed prior to the Labour Day holiday (Wednesday September 2 and Thursday September 3, 2020). This maintains the minimum number of instructional days at 187.

Regulation 304 establishes holidays for the school year that include a Winter Holiday Break (December 21, 2020 to January 1, 2021) and the March Break (March 15 to 19, 2021).

School boards must dedicate three (3) Professional Activity (PA) days to provincial education priorities and may provide up to four (4) additional PA days per school year. A board may also designate up to 10 school days as examination days.

Development of the 2020-21 school year calendars have been undertaken in consultation with the School Year Calendar Advisory Committee that consists of members representing: Elementary and Secondary Principals (HWPC); Elementary and Secondary Teachers (HWETL, OSSTF, HWOTL); Parents (Home & School; PIC); Educational Assistants (COPE), Early Childhood Educators (HWDECEL), School Office Assistants (OCTU) and Maintenance and Caretaking staff (CUPE).

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

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

Elementary

Start Date for Students	Tuesday September 8, 2020
End Date for Students	Thursday June 29, 2021
Professional Activity Days	September 2 & 3, November 27, January 29, March 5, June 4, June 30 (7 days)

Secondary

	<u>Semester 1</u>	<u>Semester 2</u>
Start Date for Students	September 8, 2020	February 3, 2021
End Date for Students	January 25, 2021	June 21, 2021
Examination Days (5)	January 26 – February 1, 2021	June 22 – June 28, 2021
Professional Activity Days	Sept 2, Sept. 3, Nov. 27, Feb. 2 (4 days)	Mar. 5, June 29, June 30 (3 days)

Professional Activity Days

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

	ELEMENTARY	Focus		SECONDARY	Focus
X/C	September 2	Improvement Process & Mandatory Occupational Health & Safety Training	X/C	September 2	Improvement Process & Mandatory Occupational Health & Safety Training
X/C	September 3		X/C	September 3	
X	November 27	Parent Reporting	X	November 27	Improvement Process
	January 29	Evaluation & Reporting		February 2	Transition/Promotion
X/C	March 5	Improvement Process	X/C	March 5	Improvement Process
C	June 4	Evaluation & Reporting	C	June 29	Transition/Promotion
X/C	June 30	Improvement Process	X	June 30	Improvement Process

X=Joint Elementary and Secondary PA Day

C=Coterminous Board PA Days

Board-wide Professional Activity Days (September 2/3, March 5, and June 30) will focus on the Continuous Learning & Improvement Process aligned with HWDSB Annual Plan. Educators will engage in professional learning at the beginning, middle and end of the school year to review data, identify student needs and skill gaps and plan for purposeful instruction to improve student achievement and well-being.

Consultation with the coterminous board has taken place to align PA days wherever possible to reduce costs and disruption.

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

Labour Day	September 7, 2020
Thanksgiving	October 12, 2020
Winter School Holiday Break	December 21, 2020 to January 1, 2021
Family Day	February 15, 2021
March School Holiday Break	March 15 to March 19, 2021
Good Friday	April 2, 2021
Easter Monday	April 3, 2021
Victoria Day	May 24, 2021

Note: Ontario school holidays are available publicly through Ontario Education website – School Year Calendars up to and including the 2021-22 school year.

10-5
DRAFT - HWDSB 2020-2021 SCHOOL YEAR CALENDAR - SECONDARY

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

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

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

Purpose of Consultation

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

The Hamilton-Wentworth District School Board (HWDSB) asked members of the public to comment on the Draft 2020-2021 School Year Elementary and Secondary Calendars through the completion of an online survey, and/or by mailing or emailing written correspondence to HWDSB. The survey ran from January 27st, 2020 until March 2nd, 2020 and garnered a total of **756 responses**.

Respondent Characteristics

The majority of responses ($n = 540$, 71%) came from parents/guardians, 24% ($n = 185$) from HWDSB staff members, 2% ($n = 18$) from HWDSB students, and 2% ($n = 13$) from community groups/members.

79% ($n = 577$) of responses were received from respondents who indicated they had children attending an HWDSB school, and 21% ($n = 151$) of responses were from respondents who indicated they did not have children in an HWDSB school.

Of the responses received from respondents with children attending an HWDSB school, 70% ($n = 404$) from parents/guardians of elementary students, 14% ($n = 81$) from parents/guardians of secondary students while 16% ($n = 90$) were from parents/guardians with both secondary and elementary children.

Summary of Findings

Members of the public were invited to provide feedback on each of the significant key dates of the elementary and secondary calendar. Following is a summary of the feedback received across each significant date:

The Draft Elementary School Year Calendar

Respondents were asked to indicate agreement or disagreement with each of the significant key dates for the Draft **Elementary** School Year Calendar:

Elementary Dates	Agree % (n)	Disagree % (n)	Total % (n)	Respondent Comments
Start date for Students: September 8, 2020	92% (588)	8% (53)	100% (641)	<ul style="list-style-type: none"> • Do not start on September 8th (<i>n</i> = 35) • Too late a start to the school year and that school should start on September 1st (<i>n</i> = 34) • The school year should start after Labour Day as is suggested in the draft calendar (<i>n</i> = 16) • The late start puts extra strain on parents to pay for childcare as summer camps end at the start of July (<i>n</i> = 10)
End date for Students: June 29, 2020	86% (546)	14% (87)	100% (633)	<p>Objections to with this date (<i>n</i> = 44):</p> <ul style="list-style-type: none"> • The last day of school should not be a Monday or a Tuesday as many families will take children out of school on the Friday of the previous week (<i>n</i> = 32) • Ending at the end of June is too late for families to start summer holiday (<i>n</i> = 9) Respondents therefore suggest starting earlier in the year and ending on June 25th • Keeping children in school into the summer with no air conditioning in schools in problematic (<i>n</i> = 3) • Happy with this end date (<i>n</i> = 21) • A later ending of June 29th, 30th or July 1st would be best (<i>n</i> = 9)



2019-2020 DRAFT School Year Calendar
Summary of Consultation Findings March, 2020

PA Day 1: September 02, 2020 Provincial Education Priorities	63% (387)	36% (223)	100% (610)	<ul style="list-style-type: none"> • Teachers need the first two days in September to set up their classrooms ($n = 33$) • Disagree-Students should be in school and PA Days should happen later on ($n = 20$) • Agree with this date ($n = 15$) • School should not start before Labour Day ($n = 12$) • Should be moved to another time as it disrupts family holiday and planning ($n = 10$)
PA Day 2: September 3, 2020 School Improvement Process & Mandatory Occupational Health & Safety Training	65% (395)	35% (215)	100% (610)	<ul style="list-style-type: none"> • Should be moved to another time as it disrupts family holiday and planning ($n = 54$) • Teachers need the first two days in September to set up their classrooms ($n = 17$) • Agree with this date ($n = 14$) • Disagree-Students should be in school and PA Days should happen later on ($n = 11$) • School should not start before Labour Day ($n = 9$)
PA Day 3: November 27, 2020 Parent- Teacher Conferencing	97% (599)	3% (22)	100% (621)	<ul style="list-style-type: none"> • Agree with this date because it works with family holidays and planning ($n = 33$) • It is too late into the year to know how their child is progressing ($n = 13$) • It is too early ($n = 3$)
PA Day 4: January 29, 2021 Evaluation and Reporting	98% (609)	2% (15)	100% (624)	<ul style="list-style-type: none"> • Agree with this date ($n = 41$) • Too close to the holiday break ($n = 3$) • New semester should start on Monday, not Friday ($n = 2$) • Suggest to move to the end of the school year ($n = 7$)



2019-2020 DRAFT School Year Calendar
Summary of Consultation Findings March, 2020

PA Day 5: March 5, 2021 Provincial Education Priorities	87% (536)	13% (81)	100% (617)	<ul style="list-style-type: none"> • Tag this day onto March Break or move it to another time, such as February, April, or May, 2021 or add it to the June PA days ($n = 64$). • Agree with this date ($n = 17$) • Questioned whether this was a necessary PA Day ($n = 4$)
PA Day 6: June 4, 2021 Evaluation and Reporting	96% (597)	4% (24)	100% (621)	<ul style="list-style-type: none"> • Agree with this date ($n = 21$) • Tag onto other PA day or the end of the school year or other holiday days ($n = 13$) • Disagree-June is a short month for PA Days ($n = 2$)
PA Day 7: June 30, 2021 Provincial Education Priorities	89% (551)	11% (64)	100% (615)	<ul style="list-style-type: none"> • Disagree with this date-should be moved to another time ($n = 33$) • Agree with this date ($n = 19$)

The Draft Secondary School Year Calendar

Respondents were asked to indicate agreement or disagreement with each of the significant key dates for the Draft **Secondary** School Year Calendar

Secondary Dates Semester 1	Agree % (n)	Disagree % (n)	Total % (n)	Respondent Comments
Semester 1 Start Date for Students: September 8, 2020	96% (272)	4% (12)	100% (284)	<ul style="list-style-type: none"> • Too late/should be sooner (n = 8) • Agree with this date (n = 6)
Semester 1 End Date for Students: January 26, 2021	97% (265)	3% (9)	100% (274)	<ul style="list-style-type: none"> • Agree with this date ((n = 7) • Should end on a Friday and start new semester on Monday (n = 2) • End on January 27 followed by two exams then a weekend, then two exams (n = 2)
Semester 1 Examinations: January 27, 28, 29, February 1, 2, 2021	95% (265)	5% (14)	100% (279)	<ul style="list-style-type: none"> • Agree with this date (n = 6) • End on Friday and start new semester on Monday (n = 3) • Too late in January (n = 2)
PA Day 1 : September 2, 2020 Provincial Education Priorities	70% (193)	30% (82)	100% (275)	<ul style="list-style-type: none"> • Should be later in the month (n = 6) • Agree with this date (n = 5) • Should have earlier in the month or at the end of August (n = 2)
PA Day 2: September 3, 2020 School Improvement & Mandatory Occupational Health & Safety Training	69% (191)	31% (85)	100% (276)	<ul style="list-style-type: none"> • Should have later in the month (n = 8) • Should have earlier in the month or at the end of August (n = 8) • Not before Labour Day (n = 2) • Agree with this date (n = 1)
PA Day 3: November 27, 2020 School Improvement Process	97% (260)	3% (9)	100% (269)	<ul style="list-style-type: none"> • Should have later in the month (n = 8) • Agree with this date (n = 3) • Should have earlier in the month (n = 2) • Not before Labour Day (n = 2)

Secondary Dates Semester 2	Agree % (n)	Disagree % (n)	Total % (n)	Respondent Comments
Semester 2 Start Date for Students: February 4, 2021	95% (247)	5% (12)	100% (259)	<ul style="list-style-type: none"> Should start on Monday (n = 8) Agree with this date (n = 7) Too late/should be sooner (n = 7)
Semester 2 End Date for Students: June 21, 2021	97% (249)	3% (7)	100% (256)	<ul style="list-style-type: none"> Agree with this date (n = 7) Too late/should be sooner (n = 2) Should end on a Friday and start new semester on Monday (n = 1)
Semester 2 Examinations: June 22, 23, 24, 25, 28, 2021	92% (235)	8% (20)	100% (255)	<ul style="list-style-type: none"> Agree with this date (n = 8) Disagree (n = 6) Give time in between exams for study (n = 5)
PA Day 4: February 3, 2021 Transition and Promotion Process	97% (247)	3% (8)	100% (255)	<ul style="list-style-type: none"> Should have later in the month (n = 6) Agree with this date (n = 5) Should have earlier in the month or at the end of August (n = 2)
PA Day 5: March 5, 2021 Provincial Education Priorities	91% (231)	9% (23)	100% (254)	<ul style="list-style-type: none"> Attach to March Break (n = 10) Is too close to March Break (n = 9) Agree with this date (n = 7)
PA Day 6: June 29, 2021 Transition and Promotion Process	93% (237)	7% (17)	100% (254)	<ul style="list-style-type: none"> Should be later in the month (n = 8) Agree with this date (n = 3) Should have earlier in the month (n = 2) Not before Labour Day (n = 2)
PA Day 7: June 30, 2021 Provincial Education Priorities	94% (238)	6% (16)	100% (254)	<ul style="list-style-type: none"> Is too late/ should be sooner (n = 7) Agree with this date (n = 6)

Respondents were asked to add any additional comments that they would like to share about the [Elementary](#) and [Secondary](#) DRAFT School Year Calendar 2020-2021. Their responses were:

- Begin the winter holiday on a Wednesday and end on a Wednesday ($n = 9$)
- Start the Christmas holiday later and give more time off after New Year ($n = 6$)
- Avoid starting school before Labour day ($n = 6$)
- End the school year earlier ($n = 4$)
- Consider spreading holidays and PA days throughout the year-more frequent breaks and less long summers away from learning ($n = 3$)
- Have Parent-Teacher interviews after the first report ($n = 1$)
- End school on a Friday in consideration of parents who have little children and who will have to look for childcare ($n = 1$)
- End the school year earlier because it gets to hot in schools and the kids struggle without air conditioning ($n = 1$)
- Bring kids back to school on September 1st Reduce the amount of weeks off in the summer and have more days off during the year ($n = 1$)
- Start the school year earlier and finish earlier ($n = 1$)
- Finalize the calendar by January 1st every year to allow parents to plan ($n = 1$)