

**AGENDA: 6:00 pm**

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. Confirmation of the Minutes: October 5, 2020

Reports from Trustee Special Committees:

6. Audit – September 24, 2020

Reports from Legislated Committees:

7. Special Education Advisory Committee – September 30, 2020

8. 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**

9. Report from Committee of the Whole (private) – October 19, 2020
10. Written Notices of Motion – re: Anti-Racism Governance Review
11. 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)
12. Adjournment and Resolution Into Committee of the Whole (Private Session) as per the Education Act, Section 207.2 \*Ward Trustees and Director only\*  
*(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 times and locations are subject to change. Please refer to our website for the latest information.  
<http://www.hwdsb.on.ca/trustees/meetings/>

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Trustees: Kathy Archer (electronically), Christine Bingham (electronically), Becky Buck, Dawn Danko, Penny Deathe (electronically), Cam Galindo (electronically), Alex Johnstone, Maria Felix Miller, Carole Paikin Miller (electronically), Ray Mulholland and Paul Tut (electronically). Student Trustees Ethan Hesler, Skylar Seggie and Fatima Zakar.

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**1. Call to Order**

Alex Johnstone, Chair of the Board, called the meeting to order at 5:34 p.m.

**2. Student Trustees Swearing in Ceremony**

Student Trustee Seggie was welcomed to the Board. Student Trustee Seggie completed the Swearing in Ceremony.

**3. Approval of the Agenda:**

**RESOLUTION #20-104:** Trustee Galindo, seconded by Trustee Danko, moved: **That the agenda be approved.**

**CARRIED UNANIMOUSLY**

Student Trustees Hesler, Seggie and Zakar voted in favour  
Trustees Mulholland and Tut were not present for the vote

**4. Declarations of Conflict of Interest**

None.

**5. Confirmation of the Minutes – September 14, 2020**

The minutes were confirmed.

**6. Delegation – Written Submissions received from A. Kumka re: Masks**

**RESOLUTION #20-105:** Trustee Buck, seconded by Trustee Bingham, moved: **That Written Delegation be received.**

**CARRIED UNANIMOUSLY**

Student Trustees Hesler, Seggie and Zakar voted in favour  
Trustees Mulholland and Tut were not present for the vote

**Reports from Trustee Special Committees:**

**7. Finance & Facilities Committee – September 17, 2020**

**RESOLUTION #20-106:** Trustee Danko, seconded by Trustee Archer, moved: **That the Finance & Facilities Committee – September 17, 2020 be received including updates on the following:**

- Capital Priorities Submission
- Capital Projects
- 2020-21 Budget Discussions Grants for Student Needs
- COVID Financial
- 2019-20 Average Class Size Report - Secondary

**CARRIED UNANIMOUSLY**

Student Trustees Hesler, Seggie and Zakar voted in favour  
Trustees Mulholland and Tut were not present for the vote

**8. Governance Committee – September 21, 2020**

**RESOLUTION #20-107:** Trustee Danko, seconded by Trustee Deathe, moved: **That the Governance Committee – September 21, 2020 be received.**

**CARRIED UNANIMOUSLY**

Student Trustees Hesler, Seggie and Zakar voted in favour  
Trustees Mulholland and Tut were not present for the vote

**Reports Staff:**

**9. September Re-Opening Update #5**

Staff shared an update with Trustees covering topics such as cleaning, physical adaptations, masks, hand hygiene, cohorting, ventilation (HVAC), signage, access to school sites, screening, outbreak protocol, supplies, Public Health/CJHSC Engagement. Guest speakers included Dr. Elizabeth Richardson, Medical Officer of Health from Public Health, Dr. Ninh Tran, Associate Medical Officer of Health, Jen Vickers-Manzin, the Director of Healthy Families Division, Dr. Martha Fulford, Infectious Disease Specialist, McMaster Children's Hospital and Hamilton Health Sciences. Trustees had the opportunity to have questions answered by the guest speakers.

**RESOLUTION #20-108:** Trustee Danko, seconded by Trustee Miller, moved: **That the meeting be extended until 10:30 p.m.**

**CARRIED UNANIMOUSLY**

Student Trustees Hesler, Seggie and Zakar voted in favour

**10. Appointment to the Code of Conduct Review Committee – First and Second Alternate**

The Chair called for nominations. Trustee Deathe was self nominated and Trustee Galindo nominated Trustee Tut as a nominee. Trustee were asked what position they would like to hold. Trustee Tut indicated that he would like to be the first alternate and Trustee Deathe accepted the position of second alternate.

**RESOLUTION #20-109:** Trustee Miller, seconded by Trustee Danko, moved: **That Trustee Tut be the First Alternate and Trustee Deathe be the Second Alternate.**

**CARRIED UNANIMOUSLY**

Trustee Paikin Miller left the meeting.

**11. Oral Reports from Liaison Committees:**

**A. Student Trustee Report – Local Activities & Ontario Student Trustees Association (OSTA) Report**

Student Senate will begin on October 28, 2020 with two student ambassadors for schools and six student ambassadors from remote schools.

**B. Director's Report**

The Director highlighted the incredible leadership of staff who sacrificed a lot of their time over the summer. The Director thanked them for listening to their principals and their staff. He thanked everyone collectively including the managers for all of their hard work and dedication. The Director spoke of the impact that the past year has had on many families highlighting that October 7<sup>th</sup> is the one-year anniversary of the death of Devan Selvey. The Director shared that today is Teacher's Day, a day to celebrate the hard work and dedication of our teachers.

C. **Chair's Report**

The Chair shared that Trustees continue to connect with their communities by email, phone and social media (e.g. Facebook live events and Council meetings through Teams).

The meeting adjourned at 10:34 p.m.

DRAFT

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: October 19, 2020

From: Audit Committee

Date of Meeting: September 24, 2020

The committee held a virtual meeting from 5:32 p.m. to 6:00 p.m. on September 24, 2020 with Trustee Dawn Danko presiding.

Members participating were: Trustees Christine Bingham, Dawn Danko and Paul Tut. External members participating were: Carol Calvazara and John Laratta.

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**ACTION ITEMS:****A. Election of the Chair**

On the motion of Trustee Christine Bingham **the Audit Committee appoints Trustee Dawn Danko as Chair of the Audit Committee for 2020-2021.**

**CARRIED****B. Annual Reports to the Board of Trustees and Ministry for 2019-20**

Staff presented the two annual reports that are required under Regulation 361/10.

On motion of Carol Calvazara, the Audit Committee **RECOMMENDS that the “Annual Report to the Board of Trustees for the year ended August 31, 2020” be forwarded to the Board of Trustees for information.**

**CARRIED**

On motion of Trustee Christine Bingham, the Audit Committee **RECOMMENDS that the “Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31, 2020” be sent to the Ministry.**

**CARRIED****MONITORING ITEMS:****C. Review of Audit Committee Terms of Reference and Audit Committee Work Plan**

Committee members reviewed both items.

**D. Update on School Board Sector Issues**

Associate Director Stacey Zucker provided an overview of the numerous steps that were taken to ensure a safe re-opening for students in September. She noted that over 70 protocols have been put in place and there was a staggered return of students to the schools. In August, trustees approved a motion to use \$9 million of Board Reserves to reduce class sizes to support physical distancing.

Transportation continues to be challenging due to the ongoing shortage of bus drivers which has been significantly impacted by COVID-19. The transportation consortium will be cancelling bus runs on a rotating basis for both boards to try to mitigate the disruption to students and their families.

**E. Update from Regional Internal Audit Team**

Jenny Baker presented the update on the work being done by the Regional Internal Audit Team. She reviewed the continuing professional development being done by the Regional Internal Audit Team which is annual requirement that it is reported to Audit Committees. The Regional Internal Audit Mandate is reviewed annually and anytime there is a change in Chair or committee membership.

Respectfully submitted,  
Trustee Dawn Danko, Chair of the Committee

## **Annual Report to the Board of Trustees For the year ended August 31, 2020**

This report summarizes the audit committee's actions for the year ending August 31, 2020.

### **Audit Committee Members**

The audit committee consisted of 5 members listed below:

- Christine Bingham - Chair
- Dawn Danko and Paul Tut – Trustee representatives
- Carol Calzavara, John Laratta - External representatives

In addition, regular attendees at the Committee meetings were:

- Jenny Baker – Regional Internal Audit Manager
- Manny Figueiredo – Director of Education
- Stacey Zucker – Associate Director, Support Services
- Denise Dawson – Senior Manager, Business Services
- David Marks – Partner, Audit, KPMG LLP
- Paul Ciapanna – Senior Manager, Audit, KPMG LLP

### **Administrative Tasks**

At the beginning of the year and in accordance with recommended good practice various administrative tasks were completed. These included:

- Annual review of the Audit Committee's Terms of Reference;
- Developing a work plan;
- Developing a meeting schedule and agenda for the year; and
- Signing off on the Declaration of Conflicts of Interest form

### **Meetings**

It was agreed to hold three meetings throughout the year with a fourth meeting, from December to May, if necessary. All meetings have been held as planned.

The members in attendance at each meeting were as follows:

<i>Member's Name</i>	<i>Sept 26, 2019</i>	<i>Nov 13, 2019</i>	<i>March 26, 2020</i>	<i>May 28, 2020</i>
<i>Dawn Danko</i>	X	X	Meeting	X
<i>Christine Bingham</i>	X		cancelled	X
<i>Paul Tut</i>		X	Due to	
<i>Carol Calvazara</i>			Ministerial	X
<i>John Laratta</i>	X	X	Order	X

## **Governance**

The audit committee operated throughout the fiscal year ending August 31, 2020. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

## **External Auditors**

The relationship with the external auditors has been satisfactory and private meetings were held during the year. The external auditors *KPMG* presented the scope and extent of their work to the committee, which the committee reviewed and recommended for approval at the September 26, 2019 meeting. The external auditors confirmed their independence in the letter dated November 25, 2019. The audit committee reviewed and recommended the approval of the annual audited financial statements on November 13, 2019. The audit committee recommended the reappointment of the external auditors for the next fiscal year during the meeting held May 28, 2020.

## **Internal Auditors**

The relationship with the internal auditors has been satisfactory and private meetings were held during the year. The Committee reviewed the results of the risk assessment, as well as the annual audit plan for the 2019/20 fiscal year.

The internal auditors performed the following work during the year:

### **PLANNED AUDITS:**

- Capital Projects (completed)
- BAS2000 Data Analytics Follow-Up Audit (completed)
- Occupational Health and Safety Follow-up Audit (completed)
- IT Vulnerability and Security Follow-up Audit (completed pending presentation to Audit Committee)
- Attendance Support Follow-up Audit (completed pending presentation to Audit Committee)

- Personalized Transportation Follow-Up (completed)
- Back-up, Disaster and Recovery Follow-Up (completed)

For all completed audits, the following is a summary of risks and findings made by the internal auditor:

<b><i>Audit</i></b>	<b><i>Risks</i></b>	<b><i>Findings</i></b>
Capital Projects	<ul style="list-style-type: none"> <li>• <i>A control rating of “satisfactory” was assigned to this audit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>There are six recommendations proposed to address three control observations.</i></li> </ul>
Occupational Health and Safety Follow-Up Audit	<ul style="list-style-type: none"> <li>• <i>A control rating of “satisfactory” was assigned to the original audit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>The follow-up review was conducted beginning October 17, 2019.</i></li> <li>• <i>Management has taken action to close seven of the fifteen original recommendations.</i></li> </ul>
BAS2000 Data Analytics Follow-Up Audit	<ul style="list-style-type: none"> <li>• <i>A control rating conclusion of “Moderate Issues” was assigned to the original audit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>The BAS2000 Data Analytics audit follow-up is complete.</i></li> </ul>
IT Vulnerability and Security Follow-Up	<ul style="list-style-type: none"> <li>• <i>A control rating conclusion of “unsatisfactory” was assigned to the original audit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>The follow-up review was conducted beginning November 2019.</i></li> <li>• <i>Management has taken action to close twenty of the thirty-six original recommendations.</i></li> </ul>
Attendance Support Additional Follow-Up	<ul style="list-style-type: none"> <li>• <i>A control rating conclusion of “satisfactory with improvement needed” was</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>The additional follow-up review was conducted in August 2020</i></li> <li>• <i>The original report contained nine</i></li> </ul>

<b><i>Audit</i></b>	<b><i>Risks</i></b>	<b><i>Findings</i></b>
	<i>assigned to the original audit.</i>	<i>recommendations. Five action plans were implemented following the first follow-up report. The remaining four actions plans were included in the review completed during August and three of these have now closed.</i>

The audit committee endorsed each report, including management's action plan, and advised the board of trustees to accept it. Presentation of all audit reports were discussed in-camera.

The audit committee received reports from internal audit that assessed the progress toward management's implementation of action plans developed in response to previous audit findings. This enabled the audit committee to engage management in a discussion regarding findings not satisfactorily actioned, as well as encouraging renewed efforts on overdue action plans.

### **Summary of the work performed**

In addition to the items noted above, the following outlines further work performed by the audit committee in the last 12 months:

- Received a report from the internal auditors on their review of the effectiveness of controls across the school board;
- Confirmed that the external and internal auditors did not encounter any difficulties in the course of their work;
- Undertook a review of the external auditors' performance;
- Obtained confirmation from the Director of Education that the school board was compliant with all current federal and provincial Acts, Regulations and Statutes.
- Undertook an evaluation of the effectiveness of the internal audit function, including the performance of the regional internal audit manager and her team;
- Queried management on their approach to risk management as well as their strategy to manage such risks; and

By the signature noted below, we attest that we have discharged our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the audit committee,

*L Danko*

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Audit Committee Chair

## Committee Report

Presented to: Board

Meeting Date: October 19, 2020

From: Special Education Advisory Committee (SEAC)

Meeting date: September 30, 2020

The committee held a meeting on Wednesday, September 30, 2020 from 5:06 pm to 6:23 pm via MS Teams with SEAC Chair Judy Colantino presiding.

Members present were Cecile Santos-Ayrault, Association for Bright Children of Ontario, Judy Colantino, SEAC Chair, Down Syndrome Association of Hamilton, Lita Barrie, VOICE for Hearing Impaired Children, Lorraine Sayles, Children's Aid Society of Hamilton, Mark Courtepatte, Vice Chair, FASD Parent & Caregiver Support Group, Michelle Campbell, Autism Ontario (H-W Chapter), Susi Owen, CNIB Hamilton and Niagara, Tracy Sherriff, Community Living Hamilton, Jessica Malcew, VOICE for Hearing Impaired Children (alternate)

Regrets: Alex Johnstone, Chair of the Board, Trustee Wards 11 & 12, Alyson Kowalchuk P.A.L.S. Parent Advocacy Learning Support Group, Becky Buck, Trustee Wards 8 & 14, Lindsay Bray, McMaster Children's Hospital Developmental Pediatrics & Rehabilitation Portfolio, Lynn Vanderbrug, Lynwood Charlton Centre

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### A. INFORMATION ITEMS:

#### Project SEARCH Overview

Trish Woehrl, Consultant and Vesna Frankovich, Project SEARCH Teacher, presented an overview of Project SEARCH, a school to work transition program:

- Developed at Cincinnati Children's Hospital Medical Centre in 1996
- The program offers total workplace immersion for students with disabilities with the goal of competitive employment for every program graduate
- Students are selected based on an application process, which includes skills assessment and an interview
- The program will begin with internship opportunities at the Education Centre in various departments
- Interns will meet with the Project SEARCH teacher for one hour each morning for employability skills training. Then they will spend 4-5 hours in a targeted internship where they will learn specific, relevant and transferable job skills
- [www.hwdsb.on.ca/project-search/](http://www.hwdsb.on.ca/project-search/)

### B. MEMBERS' UPDATE

#### Mark Courtepatte, FASD Parent & Caregiver Support Group

- Sep 9th was International FASD Awareness Day. Mark was invited as one of the OFAN (Ontario FASD Action Network) exec reps to attend the FASD Day announcement by Minister Todd Smith; MCCSS in Kitchener. He announced an additional \$3 million/year funding for FASD. The link for the announcement press release is included below. Briefly, the announcement included:
  1. Hiring an additional 26 FASD support workers (note that it was announced that they are hiring a 2<sup>nd</sup> worker related to the increased funding during the Hamilton FASD Network meeting this week)
  2. New family capacity-building workshops
  3. Service provider training
  4. Ongoing support for family and caregiver support groups
  5. Launching a public awareness campaign to educate people about FASD and the dangers of pre-natal alcohol consumption during pregnancy.

MCCSS Press release link: <https://news.ontario.ca/en/release/58311/ontario-strengthening-supports-for-children-and-youth-impacted-by-fetal-alcohol-spectrum-disorder>

- Sandy's Law: During the above Sep 9 meeting Mark spoke with Minister Smith regarding the Ministry of the Attorney General delay in updating Sandy's Law signage (law requiring prominent display of prenatal alcohol warning sign at any establishment selling or dispensing alcohol) as it is 16 years old. The updated sign and wording is ready to be released pending the M of A posting the new signage and wording on the Ontario Regulation Register for 45 days. Minister Smith advised that he anticipated that it would be moving forward soon.

### **C. SUPERINTENDENT'S UPDATE**

#### Update on the Special Education Plan

- Updated staffing information was presented. The Special Education Plan will be revised to reflect the current staffing information. This information will be forwarded to the Ministry of Education.

#### Remote Learning

- Remote learning: over 8,000 students have opted for remote learning.
- Information was presented on service delivery for students engaging in remote learning who are placed in self-contained classes.

Respectfully submitted,  
Judy Colantino  
Chair

Notice of Motion: re – Anti-Oppression and Anti-Racism Governance Review

Submitted by: Trustee Alex Johnstone

Seconded by: Trustee Dawn Danko

**Whereas:** HWDSB last reviewed our Governance policies and procedures on February 11, 2013.

**Whereas:** under the Education Act, school boards are responsible for student achievement and well-being, safe and inclusive school climates, ensuring effective stewardship of the board's resources and delivering effective and appropriate education programs for their students.

**Whereas:** school board governance establishes a framework for decision-making and holds leaders responsible for modeling and exercising ethical leadership (OPSBA's Guide to Good Governance, 2018).

**Whereas:** school board governance models are rooted in historic colonial and oppressive structures of governance.

**Whereas:** HWDSB launched an Equity Action Plan in September 2019 which applies anti-oppression and human rights perspectives and where one of the four priorities is Leadership, Governance, and Human Resource Practices,

**Whereas:** HWDSB requires a governance model that supports intersectional frameworks that include Anti-racism and Anti-oppression (AR/AO) and decolonization frameworks in order to ensure decision-making, outcomes, accountability and transparency that is responsive to the diverse communities we serve, especially black and indigenous communities.

**Be it Resolved:**

That a Governance Review be completed by an independent third-party consultant, specifically from an Anti-Oppression and Anti-Racism (AO/AR) framework.