

AGENDA: Immediately following Board Meeting

1. Call to Order
2. Meeting Roll Call
3. Approval of the Agenda
4. Declarations of Conflict of Interest

Reports from Staff:

5. [School Year Calendar 2024-2025 – Elementary & Secondary \(for consultation\)](#)
6. [Transportation Consortium Report](#)
7. Adjournment



EXECUTIVE REPORT TO STANDING COMMITTEE

TO: BOARD

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: December 4th, 2023

PREPARED BY: Simon Goodacre, Superintendent of Student Achievement

RE: 2024-2025 Draft School Year Calendars

Action X Monitoring

Recommended Action:

That the Draft 2024-2025 School Year Calendars be approved for public consultation.

Rationale/Benefits:

The 2024-2025 School Year Calendars (Elementary and Secondary) have been prepared in consultation with the School Year Calendar Advisory Committee and endorsed by Executive Council.

The calendars comply with Ontario *Regulation 304, School Year Calendars and Professional Activity Days*. As of the date of this report, the Ministry of Education has not released detailed guidance regarding the requirements of Professional Activity Days for 2024-2025. When the HWDSB receives this information, it will be incorporated into the report that brings the School Year Calendar back for final ratification before submission to the Ministry.

Public consultation will be undertaken from December 20, 2023, to January 17, 2024, to receive community feedback regarding the draft calendars.

Background:

Ontario *Regulation 304, School Year Calendar, Professional Activity Days* sets the requirements for preparation and submission of school year calendars to the Ministry of Education. This includes a minimum of 194 school days between September 1 and June 30. For the 2024-2025 calendar, all required days can occur after Labour Day (Monday, September 2).

Regulation 304 establishes holidays for the school year that include a Winter Holiday Break (December 23, 2024, to January 3, 2025) and the March Break (March 10th, 2025, to March 14th, 2025). However, to accommodate local needs, school boards may request a modified school year calendar that is organized differently from the criteria outlined in Regulation 304. This year, the draft calendars for the 2024-25 school year do not propose a modification from the Ministry's suggested calendar.

Development of the Draft 2024-2025 School Year Calendars has been undertaken in consultation with the School Year Calendar Advisory Committee which consists of members representing: Elementary and Secondary Principals

(HWPC); Elementary and Secondary Teachers (HWETL, OSSTF, HWOTL); Parents (HW Council of Home & School Associations; HWDSB PIC); Educational Assistants and Child and Youth Care Practitioners (COPE), Early Childhood Educators (HWDECEL), ESL Instructors, Professional Student Services (PSSP) and School Office Assistants (OCTU).

The School Year Calendar Advisory Committee reviewed and provided feedback on the draft elementary and secondary calendars. The committee will meet again in January to review the results of the public consultation process and provide further input. The consultation process will also include discussions with the coterminous board to align PA days wherever possible to reduce transportation costs and disruption.

Executive Council supports the Draft School Year Calendars (Appendix – 1 and 2) that include:

Elementary

Start and End Dates for Students	Wednesday September 4 th , 2024
Professional Activity Days	Tuesday September 3 rd , 2024 Friday November 1 st , 2024 Friday November 22 nd , 2024 January 24 th , 2025 Friday February 28 th , 2025 Friday June 6 th , 2025 Friday June 27 th , 2025

Secondary

	<u>Semester 1</u>	<u>Semester 2</u>
Start and End Dates for Students	Wednesday September 4 th , 2024	Friday January 31 st , 2025
Examination Days (5)	January 23 rd – January 29, 2025	June 19 th – June 25 th , 2025
Professional Activity Days	Tuesday September 3 rd , 2024 Friday November 1 st , 2024 Friday November 22 nd , 2024 Thursday January 30 th , 2025	Friday February 28 th , 2025 Thursday June 26 th , 2025 Friday June 27 th , 2025

Professional Activity Days

The Ministry of Education requires school boards to arrange up to seven Professional Activity (PA) days in the school year. The HWDSB is awaiting Ministry guidance on requirements related to the content of PA Days. The specific topics of PA Days will be brought forward in the report seeking final ratification before submission to the Ministry. In our current planning, the PA Day scheduled for Friday, November 22, 2024, in the Elementary draft calendar will be for family, caregiver, and guardian interviews.

Public Consultation & Next Steps

The Draft 2024-25 School Year Calendars will be posted on the HWDSB website from (December 20th, 2023, to January 17th, 2024) for public feedback. The consultation will utilize the Engage platform and an online survey. The results of the consultation will be analysed by HWDSB Research & Analytics Department and provided for review by the Executive Council, the School Year Calendar Advisory Committee, and the Board of Trustees prior to the final ratification of the calendars for submission to the Ministry of Education by March 1st, 2024. The Ministry of Education provides final approval of the school year calendars.

Update on Motion - School Year Calendar (2025-2026), Days of Observances, and Religious Accommodations

On September 18th, 2023, the Board of Trustees passed a motion asking for consultation to occur in regard to the school year calendar, days of observances, and religious accommodations. The consultation regarding these topics will occur throughout the 2023-2024 school year and will inform decisions related to the 2025-2026 school year calendar. The process for this consultation will follow the information provided in the staff reported presented on September 19th, 2023.



Ministry of Education Elementary School Year Calendar 2024 - 2025

Board

Statutory

Scheduled

Professional Half



Legend ►

H -

Holiday

E -

Examination Day

P -

Activity Day

B -Designated Day
Holiday

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2024							1	2	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
September 2024	19	1		2 H	3 P	4 FD	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
October 2024	21	1			1	2	3	4	7	8	9	10	11	14 H	15	16	17	18	21	22	23	24	25	28	29	30	31	
November 2024	20	1						1 P	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22 P	25	26	27	28	29
December 2024	15			2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23 B	24 B	25 B	26 B	27 B	30 B	31 B			
January 2025	19	1				1 B	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24 P	27	28	29	30	31
February 2025	18	1		3	4	5	6	7	10	11	12	13	14	17 H	18	19	20	21	24	25	26	27	28 P					
March 2025	16			3	4	5	6	7	10 B	11 B	12 B	13 B	14 B	17	18	19	20	21	24	25	26	27	28	31				
April 2025	20				1	2	3	4	7	8	9	10	11	14	15	16	17	18 H	21 H	22	23	24	25	28	29	30		
May 2025	21						1	2	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29	30
June 2025	18	2		2	3	4	5	6 P	9	10	11	12	13	16	17	18	19	20	23	24	25	26 LD	27 P	30 B				
July 2025					1 H	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	

TOTAL	187	7	
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Note: The 2024-2025 calendar provides for 195 possible school days between September 1, 2024 and June 30, 2025. The school year

shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days



HWDSB

Ministry of Education

Secondary School Year Calendar 2024 - 2025

Board

Statutory

Scheduled

Professional Half



Legend ►

H -

Holiday

E -

Examination Day

P -

Activity Day

B -Designated Day
Holiday

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2024							1	2	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
September 2024	19	1		2 H	3 P	4 FD	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
October 2024	22	1			1	2	3	4	7	8	9	10	11	14 H	15	16	17	18	21	22	23	24	25	28	29	30	31	
November 2024	19	2						1 P	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22 P	25	26	27	28	29
December 2024	15			2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23 B	24 B	25 B	26 B	27 B	30 B	31 B			
January 2025	14	1	5			1 B	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22 LD	23 E	24 E	27 E	28 E	29 E	30 P	31 FD
February 2025	18	1		3	4	5	6	7	10	11	12	13	14	17 H	18	19	20	21	24	25	26	27	28 P					
March 2025	16			3	4	5	6	7	10 B	11 B	12 B	13 B	14 B	17	18	19	20	21	24	25	26	27	28	31				
April 2025	20				1	2	3	4	7	8	9	10	11	14	15	16	17	18 H	21 H	22	23	24	25	28	29	30		
May 2025	21						1	2	5	6	7	8	9	12	13	14	15	16 H	19 H	20	21	22	23	26	27	28	29	30

HWDSB

June 2025	13	2	5	2	3	4	5	6	9	10	11	12	13	16	17	18 LD	19 E	20 E	23 E	24 E	25 E	26 P	27 P	30 B				
July 2025					1 H	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
TOTAL	177	7	10	Note: The 2024-2025 calendar provides for 195 possible school days between September 1, 2024 and June 30, 2025. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								



EXECUTIVE REPORT TO STANDING COMMITTEE

DATE: November 24, 2023

TO: STANDING COMMITTEE

FROM: Sheryl Robinson Petrazzini, Director of Education

PREPARED BY: Matthew Gerard, Associate Director of Business Services & Board Treasurer
Sherry Roswell, General Manager, HWSTS

RE: Transportation Consortium Update

Background

On an annual basis, the Hamilton-Wentworth Student Transportation Services (HWSTS) reports to the Hamilton-Wentworth District School Board (HWDSB) and Hamilton-Wentworth Catholic District School Board (HWCDSB) on the efforts, undertakings, and results of school year start up and highlights from the prior school year.

Highlights from 2022-23

Route and Vehicle Information – School Bus Operators

HWSTS secured school bus transportation for HWDSB and HWCDSB for an 8-year term starting September 1, 2021 and ending August 31, 2029. The contract contains a possibility of two 1-year extensions. During the 2022-23 school year, the following bus operators supported a combined 472 school bus routes:

1. Attridge Transportation Inc. - 161 routes
2. First Student ULC - 160 routes
3. Sharp Bus Lines Ltd. - 151 routes

In the 2022-23 school year, the 472 routes are supported by the vehicles outlined below:

- 283 full sized buses
- 113 minibuses
- 70 minibuses (adapted)
- 4 mini vans

Route and Vehicle Information – Taxi Operators

Taxis provide differentiated, stable, and reliable transportation to students. HWSTS secured taxi transportation for the HWDSB and HWCDSB for a 3-year term starting September 1, 2022 and ending June 30, 2025. The contract has the option of two 1-year extensions. HWSTS has contracted with both Hamilton Cab and Blue Line Cab.

Routing Configuration

HWSTS employs a multi-tiered bus route system designed to enhance safety and operational efficiency through the following guiding principles:

- Adherence to the HWDSB's transportation policy
- Service multiple schools in close proximity
- Optimize resources by combining runs from different schools onto shared routes.
- Cost effective deployment of resources to minimize the number of vehicles on the road and required drivers
- Minimize overall drive time

(see Figure 1 illustrating marginal differences from the last school year)

Figure 1 – Key fleet and route statistics

Routing					
	2023-24	2022-23	2021-22	2020-21	2019-20
Fleet Size	472	472	471	477	499
Bus Routes servicing both Member Boards	239	231	197	126	186
Planned taxi students	299	251	258	257	254
Multi-Tier bus routes (overall)	77.54%	76.84%	72.83%	57.63%	69.90%
Single-Tier Regular bus routes (overall)	14.49%	14.84%	16.61%	26.09%	22.68%
Multi-Tier Regular bus routes	85.51%	85.16%	83.39%	73.91%	77.32%
Multi-Tier Special Needs bus routes	65.00%	63.69%	62.36%	61.35%	56.74%

September 2023 Start Up

HWSTS continues to tackle the persistent challenges arising from a shortage of drivers, a trend that has persisted for several years.

- As of the end of November 2023, HWSTS is reporting a total of 6 open routes.
- In November 2022, at the same time of the year, we had 28 open routes.

Figure 2, depicted below, illustrates a modest rise in the overall volume of calls. A noteworthy observation is that more than half of the calls were effectively addressed by the answering service.

September 2023-24 Start-Up Call Statistics:

Figure 2 – Phone calls received by category

	2023-24	2022-23	2021-22	2020-21	2019-20	Comments
PUBLIC COMPLAINTS:	9	21	12	10	16	General public complaints (i.e. bus speed, parking, stop locations)
FRENCH IMMERSION:	14	8	18	31	26	Improved public awareness French Immersion transportation
ISSUE VIA TRACS:	0	0	10	6	11	Removed for 2022-2023
LATE BUS	204	223				New for 2022-2023
HSR SERVICE	32	42				New for 2022-2023
ADDRESS CHANGES	134	115				New for 2022-2023
COURTESY SEAT:	188	200	81	57	307	
STOP CONCERNS:	569	605	991	377	575	
GENERAL INQUIRIES:	390	451	638	878	1,135	
PARENT PORTAL QUESTIONS:	530	591	209	319	107	Login enquiries
SERVICE COMPLAINTS:	1,074	1432	1,581	2,092	1,788	Delays, Complaints
TOTAL HWSTS ISSUES:	3,144	3688	3,540	3,770	3,965	Calls dealt with by HWSTS Staff Direct
TOTAL CALLS:	8,658	7699	8,584	9,530	9,053	Calls received by Answering Service

Reported Run Delay Posting Comparison First Full Month of School

Driver coverage delays experienced a notable reduction in September 2023. The primary causes for delays are illustrated in Figure 3 below.

Figure 3 – Reasons for bus delays

Date	Avg Delay (Min)	Break Down	Driver Coverage Late	Driver Assisting with another Route	Other /Misc	Student Issue	Traffic	Vehicle Collision - Bus Involved	Driver Absence	Dispatch Error	Driver Error	Parent No Show	School Caused Delay	Total Delays
15-Sep	20	49	145		37	19	47	6						303
16-Sep	19	76	412		92	41	179	7						807
17-Sep	17	86	1,061		108	34	169	9						1,467
18-Sep	20	74	1,525		98	45	343	8						2,093
19-Sep	21	82	1,438		134	50	166	3						1,873
20-Sep	37	77	2,144		535	5	14	2						2,777
21-Sep	16	107	594		117	20	326	0						1,164
22-Sep	21	68	1,980		32	9	227	3	395	3	24	8	35	2,784
23-Sep	21	98	210	396	52	15	451	2	527	10	37	4	24	1,826

HWDSB Transported Students

Figure 4 – HWDSB Ridership

Date	Eligible Riders
June 1, 2023	17,297
June 1, 2022	17,710
June 1, 2021*	14,234
June 1, 2020	17,690
June 1, 2019	16,733

Incident Reporting

The current established protocol for reporting inappropriate behaviors involves the driver completing a handwritten Incident Report form. Subsequently, the Principal investigates the reported behaviour(s) and communicates the outcome of the investigation to the bus operator and HWSTS. To streamline this process and enhance efficiency, HWSTS is actively working towards transitioning from traditional carbon-copy forms to an online reporting system. This advancement will enable HWSTS to track student behavior on buses.

2022-2023 School Year Safety Initiatives

Annually, HWSTS engages in various educational initiatives, including first rider education, on-site/virtual bus safety training, and the distribution of kindergarten identification tags. Figure 5 illustrates the participation in these programs over the past 5 years.

Figure 5 – Summary of safety initiatives and activities

Safety Initiatives

	2022-23	2021-22	2020-21	2019-20	2018-19
First Rider program for Kindergarten students and parents/guardians/care givers	300 students	0 students	0 students	372 students	360 students
On-site bus safety training sessions at HWDSB elementary schools	182 sessions	162 sessions	134 sessions	180 sessions	221 sessions
In collaboration with Hamilton Police Services, conducted CAA School Safety Patroller training	0 students	0 students	0 students	534 students	582 students
Identification tags to Kindergarten students	3919	3457	3501	4180	4130

Bus Driver Professional Development Session

HWSTS organized a bus driver appreciation event in the spring of 2023, a tradition that had been temporarily set aside following the pandemic. This initiative was designed to acknowledge and celebrate the essential contributions of bus drivers. HWSTS is committed to recognizing the dedicated efforts of bus drivers.

Initiatives

In the 2023-24 school year, HWSTS will uphold its commitment to supporting member Boards. The team will prioritize initiatives to meet changing service needs, incorporating GPS technology. HWSTS is currently piloting GPS applications, beginning with First Student's Firstview, which includes a District View dashboard for Consortia monitoring and a Parent View App for families to receive delay notifications.