

AGENDA: 6:45 pm REVISED

1. Call to Order and Land Acknowledgement
2. O Canada
3. Meeting Roll Call
Delegation(s):
 - Evan Ubene, Kilometers for Public Healthcare re: Temporary Universal Mask motion (5 mins)
4. Approval of the Agenda
5. Declarations of Conflict of Interest
6. [Confirmation of the Minutes: December 19, 2022](#)

Reports from Trustee Special Committees:

7. [Policy – December 7, 2022](#)
8. [Finance & Facilities – December 15, 2022](#)
9. [Human Resources – December 13, 2022](#)
10. [Governance – December 12, 2022](#)

Reports from Legislated Committees:

11. [Parent Involvement Committee – December 13, 2022](#)
12. [Special Education Advisory Committee – December 13, 2022](#)

Reports Staff:

13. Temporary Universal Mask motion – update on Resolution #22-168 – no copy
14. Reports from:
 - A. [Standing Committee – December 19 2022](#)
 - B. Committee of the Whole (private) – January 16, 2023
15. Oral Reports from Liaison Committees:
 - C. City/School Board Liaison Committee
 - D. Hamilton-Wentworth Council of Home & School Associations
 - E. Hamilton Foundation for Student Success
 - F. Ontario Public School Boards' Association (OPSBA)

16. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.

<http://www.hwdsb.on.ca/trustees/meetings/>

Trustees: Kathy Archer (electronically), Becky Buck (electronically), Sabreina Dahab, Dawn Danko, Amanda Fehrman, Maria Felix Miller, Ray Mulholland, Graeme Noble, Paul Tut and Todd White. Student Trustees Gloria Li and Aisha Mahmoud.

Regrets were received from Trustee Wong

1. Call to Order

Dawn Danko, Chair of the Board, called the meeting to order at 5:37 p.m.

2. Approval of the Agenda:

RESOLUTION #22-172: Trustees Fehrman/Dahab moved: **That the Board agenda be approved.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

3. Declaration of Conflict of Interest

None.

4. Confirmation of the Minutes: December 5, 2022

The minutes of December 5, 2022 were confirmed.

5. Correspondence

A. Kawartha Pine Ridge DSB re: Bus Safety

B. Waterloo Region DSB re: Capital Funding

RESOLUTION #22-173: Trustees Fehrman/Noble moved: **That the correspondence be received and filed.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

Report from Trustee Special Committees

6. Program Committee – November 22, 2022

RESOLUTION #22-174: Trustees Noble/Dahab moved: **That the Program Committee Report – November 22, 2022 be received including the Positive Culture & Well-Being Report.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

7. Finance & Facilities Committee – November 24, 2022

RESOLUTION #22-175: Trustees Tut/White moved: **That the Finance & Facilities Committee Report – November 24, 2022 be approved including that the Chair of Finance and Facilities Committee write a letter endorsing the previously submitted submissions for the 2023-24 Education Funding.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

Report from Legislated Committees

8. Parent Involvement Committee – November 8, 2022

RESOLUTION #22-176: Trustees Buck/Tut moved: **That the Parent Involvement Committee Report – November 8, 2022 be received.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

Trustee Miller assumed the role as Chair.

9. Special Education Advisory Committee – November 30, 2022

RESOLUTION #22-177: Trustees Danko/Tut moved: **That the Special Education Advisory Committee Report – November 30, 2022 be approved including:**

- **That the representative update for The Association for Bright Children of Ontario be approved.**
- **That Centre for Diverse Learners be approved as a member of SEAC.**
- **That Inclusion Action in Ontario be approved as a member of SEAC.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

Trustee Danko resumed the role as Chair.

Report from Community Advisory Committees

10. Faith Community Advisory Committee – November 10, 2022

RESOLUTION #22-178: Trustees Buck/White moved: **That the Faith Community Advisory Committee Report – November 10, 2022 be received.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

11. French as a Second Language Advisory Committee – November 30, 2022

RESOLUTION #22-179: Trustees Buck/White moved: **That the French as a Second Language Advisory Committee Report – November 30, 2022 be received.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

12. Oral Reports from:

A. City/School Board Liaison Committee

There is nothing to report at this time.

B. Hamilton-Wentworth Council of Home & School Associations

There is nothing to report at this time.

C. Hamilton Foundation for Student Success

Trustee Buck shared that there is a great need at this time for financial support. The families in need is great at this time and has doubled over the past year. If anyone is able to donate it would be greatly appreciated.

D. Ontario Public School Boards' Association (OPSBA)

There is nothing to report at this time. Trustees are updated via email on a regular basis. The Public Education Symposium will be taking place on January 26-28, 2023.

13. Oral Reports from:

A. Student Trustees' Report

Student Trustees shared:

- They have had a few meetings with the Elementary and Secondary Senate. Superintendent Denomme was able to attend the last meeting.
- They have been sharing the results from last year's student survey.
- They are promoting the upcoming Student Trustee elections with the support of our Communications Department.

- The Student Trustees shared that they thought it would be beneficial for students who are not well to have support through a tutoring program.

B. Director's Report

The Director shared the following:

- That the Ministry require that the Director share an annual report. Director Robinson Petrazzini shared that this has been a year of transitions. We have moved through the height of the pandemic and are now moving into a normal routine. The Director shared a PowerPoint presentation outlining 2021-2022. <https://www.hwdsb.on.ca/about/seniorteam/directors-annual-report-2021-22/>
- The Director extended wishes of the best Holiday Season and for the year 2023.

C. Chair's Report

The Chair shared the following:

- That this is the first time that students will be back in school after the Holiday Season since 2021.
- She wished everyone a safe and wonderful holiday season with family and friends.

The meeting adjourned at 6:31 p.m.

The recording of the Board meeting can be found here: <https://hwdsb.info/boardstndcmt-Dec192022>

COMMITTEE REPORT

Presented to: Board

Date of Meeting: January 16, 2023

From: Policy Committee

Date of Meeting: December 7, 2022

The committee held a meeting from 5:30 p.m. to 7:41 p.m. on December 7, 2022, with Trustee Miller presiding.

Members present were: Trustees Kathy Archer, Sabreina Dahab, Maria Felix Miller and Todd White.

ACTION ITEMS:**A. Student Attendance and Safe Arrival (formerly Arrival Check)**

The Committee considered the Student Attendance and Safe Arrival Policy. Staff shared that a few small changes have been made with the biggest change being the name of the policy to ensure that student attendance and safe arrival aligns with the PM from the Ministry.

On motion of Trustee White, the Policy Committee recommends that: **the last intended outcome from this Policy be referred to the Program Committee for discussion and consideration in an existing or future report. The intended outcome states:**

- **Culturally responsive supports, intervention strategies and best practices to encourage regular attendance and punctuality by all students who are enrolled in a school or program operated by the Board are established and implemented.**

CARRIED

On motion of Trustee White, the Policy Committee recommends that **the Student Attendance and Safe Arrival Policy be approved.**

CARRIED

B. Accommodation of Staff – Disability

The Committee considered the Accommodation of Staff – Disability Policy. This policy is up for its four-year cyclical review. Staff have updated language throughout the policy for consistency and alignment with the recently passed Human Rights policy.

On motion of Trustee Archer, the Policy Committee recommends that **the Accommodation of Staff – Disability Policy be approved.**

CARRIED

MONITORING ITEMS:**C. Whistleblower – Post Consultation**

The Committee considered the Whistleblower Policy – Post Consultation. Staff reviewed the feedback provided and updated the policy. There were 560 respondents to the survey of which 58% were parents, guardians and caregivers. Just over 30% were staff and 10% were students. The overall themes that were heard were that bullying, human rights violations, criminal or legal activities were the main reasons that people suggested it would constitute a whistleblower complaint. The biggest barrier to filling out a complaint was the lack of being anonymous or the fear of reprisal. The Committee recommended that this policy come back to the Committee after recommended changes are added to the policy.

D. Staff Presentation – Policy Consultation

Staff shared a proposal for a more expanded and more transparent means of conducting public consultation. They presented an online place Engage HWDSB that was built for public sector organizations and is widely used in municipal governments across Canada. The platform includes multiple ways for people to engage and receive feedback. Language translation functionality is built into the program. Participants can choose the language in which they wish to engage and the wording used in the platform is friendly, accessible and jargon free. This make each step transparent in the policy planning process including project timelines. It provides a one stop shop and archive for all public consultations as well as other projects and initiatives. Engage HWDSB is ready to launch and staff would like to go live and use it for the Naming of Schools, policy consultation.

Respectfully submitted,
Maria Felix Miller, Chair of the Committee



Student Attendance and Safe Arrival

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to the implementation of their obligations for student attendance under the Education Act and the Ministry of Education Policy/Program Memorandum No. 123 guidelines for safe-arrival programs in elementary schools.

GUIDING PRINCIPLES:

- Safe arrival and regular attendance are essential to the academic success and well-being of all students.
- Safe-arrival programs are developed and implemented by schools with advice and cooperation from school councils, Home and School Associations (where they may exist), parents/guardians, volunteers, and other community members.
- It is the legal responsibility of students and their parent(s)/guardian(s) to ensure attendance and punctuality.
- Parents/guardians have responsibility for ensuring their child's safe arrival at school
- The design of specific procedures will reflect local needs and the particular circumstances of the school and the community.
- All schools have procedures in place that are conducted in conjunction with daily school attendance-taking procedures and that aim to account for any student's unexplained failure to arrive at school through reasonable efforts to make timely contact with parents, guardians, or caregivers

Safe-arrival programs are designed to be flexible, with a view to achieving overall effectiveness, efficiency, and economy

INTENDED OUTCOMES:

- Safe arrival and attendance taking procedures are developed and implemented with advice from School Council, Home and School Associations (where they may exist), parents, and school staff.
- The roles and responsibilities of parents, guardians, caregivers, students, the school, school council, Home and School Associations (where they may exist), and others are identified, documented and communicated to families no later than the end of the first week of each school year.
- Digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures are maintained and retained.
- Culturally responsive supports, intervention strategies and best practices to encourage regular attendance and punctuality by all students who are enrolled in a school or program operated by the Board are established and implemented.



Student Attendance and Safe Arrival

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 3

RESPONSIBILITY:

Director of Education
Members of Executive Council
School Principals

TERMINOLOGY:

Parent/guardian: may include parent(s), guardian(s) or any other caregiver legally recognized as acting in place of the parent

Safe Arrival: Safe Arrival refers to procedures which are performed together with daily school attendance taking and which are designed to account for any student's unexplained failure to arrive at school or their course-related off-site learning location. By using a system of daily attendance-taking, schools can make reasonable efforts to contact parents, guardians, or caregivers.

If the school has not received notice of lateness or absenteeism, the school will try to contact the parent/guardian, or person(s) whose name has been given to the school as a person to contact in an emergency.

ACTION REQUIRED:

Schools are required to implement attendance taking and safe arrival procedures . Attendance taking and safe arrival procedures at the school level shall be reviewed annually by the Principal, or when circumstances change that would affect the program, to confirm the effectiveness and to update student information. The school council and Home and School Association (where they exist) shall be invited to review the program.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Safe arrival and attendance taking procedures are developed and implemented with advice from School Council, Home and School Associations (where they may exist), parents, and school staff.	Principals engage with their school communities in the fall to review the policy and confirm any feedback with school superintendents.



Student Attendance and Safe Arrival

Date Approved: XXXX

Projected Review Date: XXXX

Page 3 of 3

<p>The roles and responsibilities of parents, guardians, caregivers, students, the school, school council, Home and School Associations (where they may exist), and others are identified and documented and communicated to families no later than the end of the first week of each school year.</p>	<p>A yearly review of randomly selected schools by school superintendents.</p>
<p>Digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures are maintain and retained.</p>	<p>Regular review through student enrollment and student register procedures.</p>
<p>Culturally responsive supports, intervention strategies and best practices to encourage regular attendance and punctuality by all students who are enrolled in a school or program operated by the Board are established and implemented.</p>	<p>Annual review of attendance supports and intervention strategies by Executive Council.</p>

REFERENCES:

Government Documents

Education Act:

Part X111: Safe Schools

Section 265: Duties of a Principal to register students, record attendance, collect information

Section 21: (1) Compulsory Attendance;

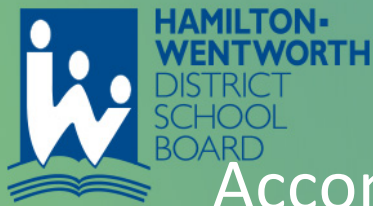
(2) Where attendance excused;

(5) Duty of parent to cause child to attend school

Policy/Program Memorandum No. 123 (Safe Arrivals)

Freedom of Information and Protection of Privacy Act (FIPPA)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)



Accommodation of Staff - Disability

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to providing learning and working environments that are welcoming, respectful, accessible, barrier-free and free from discrimination and harassment. HWDSB believes in supporting all employees with disabilities in the performance of their job duties and to foster the development of trustful and respectful relationships.

GUIDING PRINCIPLES:

- Through the accommodation process, respecting:
 - The dignity of all employees
 - Individualization of accommodation
 - Integration and full participation
- Protecting the safety of all employees and students.
- Maintaining employees' right to privacy.
- Supporting employees in a flexible and reasonable manner as need arises.
- Responding appropriately to support each employee by providing reasonable and appropriate accommodation in alignment with the Ontario Human Rights Code to the point of undue hardship.

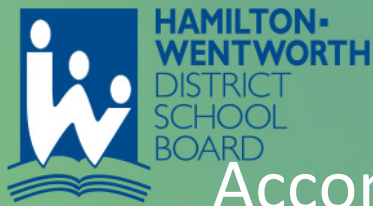
INTENDED OUTCOMES:

HWDSB will:

- Engage employees in a collaborative and inclusive process to meet their specific accommodation needs;
- Provide employees with reasonable and appropriate accommodations in alignment with the Ontario Human Rights Code to ensure a safe return to work or remain at work plan to the point of undue hardship.

RESPONSIBILITY:

Director of Education
Members of Executive Council
Principals and Managers



Accommodation of Staff - Disability

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 3

TERMINOLOGY:

Accommodation: A means of preventing and removing barriers that impede staff with disabilities from participating fully in their employment through modifications or supports that address the barriers staff are experiencing so they can fully participate in their employment.

Barrier: Anything — including anything physical/environmental, architectural, technological, informational, or attitudinal that is based on information or communications or anything that is the result of a policy or a practice — that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairments or a functional limitation (Accessible Canada Act, 2022).

Disability: This term “covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, mental health disabilities and addictions, environmental sensitivities, and other conditions.” (Ontario Human Rights Commission).

A disability “may be the result of combinations of impairments and environmental barriers, such as attitudinal barriers, inaccessible information, an inaccessible built environment or other barriers that affect people’s full participation in society.” (Ontario Human Rights Commission).

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

Equity: A condition or state in which access to opportunities and resources are distributed fairly, justly and equitably. Everyone receives resources and supports based on their needs.

HWDSB Leadership: Executive Council, Principals, Vice-Principals, Managers, Supervisors) and any person placed in a position of added responsibility within HWDSB.

Undue Hardship: Circumstances involving cost, outside source of funding, or health or safety requirements, that would make it impossible or excessively difficult for an employer or service provider to meet the duty to accommodate. Organizations covered by the *Ontario Human Rights Code* have a duty to accommodate to the point of undue hardship.

Accommodation of Staff - Disability

Date Approved: XXXX

Projected Review Date: XXXX

Page 3 of 3

ACTION REQUIRED:

Meet the Board’s duty to accommodate persons based on disability as a protected ground, up to the point of undue hardship, in accordance with the *Code* and other applicable legislations; fostering principles or dignity, independence, inclusion and full participation.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Engage employees in a collaborative and inclusive process to meet their specific accommodation needs;	Plans are agreed to during return-to-work meetings with employees their immediate supervisor and employee group representative.
Provide employees with reasonable and appropriate accommodations in alignment with the Ontario Human Rights Code to ensure a safe return-to-work or remain-at-work plan to the point of undue hardship.	Employees successfully return- to-work and remain at work. Feedback from accommodated employees and HWDSB leadership about the success of any accommodation. Accommodations meet the restrictions and limitations identified by registered health care provider.

REFERENCES:

Government Documents

Ontario Human Rights Code
 Workplace Safety and Insurance Act
 Occupational Health and Safety Act
 Accessible Canada Act
 Accessibility for Ontarians with Disabilities Act
 Canadian Charter of Rights and Freedoms
 Education Act
 Collective Agreements and Terms and Conditions of Employment
 Employment Standards Act

COMMITTEE REPORT

Presented to: Board

Date of Meeting: January 16, 2023

From: Finance and Facilities Committee

Date of Meeting: December 15, 2022

The committee held a virtual meeting from 5:38pm to 6:28pm on December 15, 2022 with Trustee Paul Tut presiding.

Members participating were: Trustees Dawn Danko, Paul Tut and Todd White. Regrets were received from Trustees Maria Felix Miller and Elizabeth Wong.

MONITORING ITEMS:

A. Capital Projects Construction Update

Staff presented the quarterly report that provides an updated summary of all the capital projects in various phases. The project status updates are current as of December 7, 2022. In addition, all CVRIS funded ventilation projects are now complete.

B. Development of Budget Priorities to guide 2023-24 Budget development

In the past number of years, the Board has approved budget priorities to assist in the development of the next year's budget and often the Board has done a public consultation to affirm the budget priorities. Committee members thought it would be beneficial not to engage in a public consultation at this time since the Board is doing a public consultation relating to the strategic plans. Budget priorities will be developed with support from the strategic plan consultation, keeping a focus on COVID learning recovery as one of the budget priorities to guide the development of the 2023-24 budget.

Respectfully submitted,
Paul Tut, Chair of the Committee

COMMITTEE REPORT (Public)

Presented to: Board

Meeting Date: January 16 2023

From: Human Resource Committee

Meeting Date: December 13 2023

The committee held a meeting December 13, 2022 - from 5:37 p.m. – 6:23 p.m. via MS Teams, Hamilton, Ontario, with Elizabeth Wong presiding.

Members present were: Trustees Elizabeth Wong (Chair), Sabrina Dahab Maria Felix Miller, Graham Noble and Todd White.

MONITORING ITEM(S):

A. Employee Attendance Monitoring Report: September 2022 – October 2022

For the first two months of the 2022-23 school year, September 1 to October 31, 2022, permanent Board employees on average utilized 2.37 personal illness days. Relative to September 1, 2020 to October 31, 2021, this is increase of 0.29 days.

Staff shared with the committee factors that have led to the increase in the overall usage of personal illness days including but not limited to COVID-19 pandemic coupled with the increased activity of other respiratory illnesses in the community (e.g. Influenza A, RSV).

This fall, the Board introduced a new Employee and Family Assistance Provider (EFAP), Homewood Health. In addition, a system Staff Wellness Advisory Committee has been established with representation across all employee groups to support the implementation of our Staff Wellness initiative.

Respectfully Submitted,
Elizabeth Wong, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: January 16, 2023

From: Governance Committee

Date of Meeting: December 12, 2022

The committee held a meeting from 5:36 p.m. to 8:20 p.m. on December 12, 2022 at 20 Education Court, Hamilton, ON, virtually through MS Teams, with Trustee Todd White presiding.

Members present were: Trustees Becky Buck, Dawn Danko, Todd White and Amanda Fehrman. Regrets from Trustee Maria Felix Miller.

ACTION ITEMS:**A. Board of Trustee Annual Development Strategy Plan**

The Board of Trustees Annual Development Strategy is split into three categories:

- i. Continuous Learning
- ii. Ward Representation
 - a. School Engagement
 - i. Initiative: Ward Trustee Newsletter
 - b. School Council Engagement
 - i. Initiative: Trustee-School Council Communication Standards
 - c. Community Engagement
 - i. Initiative: Ward Engagement Nights
 - ii. Event Opportunities/Protocols
- iii. Political Advocacy

1. Continuous Learning

Staff shared topics for consideration for trustee development and possible timelines associated with the learning sessions. The committee will review additional topics and hope to plan out development opportunities for the remainder of the term at a future governance meeting.

Moved by Trustee Danko, the Governance Committee **recommends that the following priorities (in alphabetical and unranked order) for trustee development for early 2023 as:**

- **Equity/Human Rights (to include ARAO) workshop**
- **Governance workshop**
- **Indigenous Education workshop**
- **Strategic Directions workshop**
- **Ward Trustee workshop**

CONSENT*2. Ward Representation*

The committee noted that the topic of trustee engagement (specifically related to constituency work) is not truly covered in the Trustee Policy Manual and expressed some challenges in connecting with their school communities. It was also noted that other school boards use a number of different practices to communicate and engage with their communities, a consideration that HWDSB could also review.

a. School Engagement

- i. Initiative: Ward Trustee Newsletter

Explore options for trustees to communicate with their specific school communities on a regular basis where the newsletter aligns with board messages going out and adding an individual message from the Ward Trustee

- Message from Ward Trustee
- Learning Update(s)
- Facilities Update(s)

Moved by Trustee Buck, the Governance Committee **recommends that staff review the options available to develop a trustee newsletter and return to Governance for further discussion.**

CONSENT

b. School Council Engagement

- i. Initiative: Trustee-School Council Communication Standards

Creating a standard regarding communication to trustees about chair and/or co-chair contact emails, meeting schedules and general information on what school councils are working on

c. Community Engagement

- i. Initiative: Ward Engagement Nights
- ii. Event Opportunities/Protocols

- Further discussion to be had on how Trustees can engage with their communities at different events
- Being invited to school events, being acknowledged and making themselves available at the event to connect with their constituents
- Ward Engagement Nights

The topic will be revisited in January for further discussion of what is possible.

Moved by Trustee Fehrman, the Governance Committee **recommends that under the pillar of trustee-community engagement, the 2023 workplan include trustee newsletter, communication standards from school councils and ward engagement opportunities.**

CONSENT

3. Political Advocacy

The topic of political advocacy will return to a future committee meeting when the trustee policy manual is planned for discussion.

B. Trustee Annual Review/Assessment Tool

Chair Danko provided an update for the committee noting that the purpose of the assessment tool was to be used by the Board of Trustees as a self-assessment tool on the effectiveness of the board as a collective, not as individual trustees.

The assessment, once completed, would return to the Governance Committee for recommendation to the Board summarizing what is what is going well and noting any areas of opportunities that can be added to the Trustee Annual Plan for further exploring.

Moved by Trustee Danko, the Governance Committee **recommends that the Chair of the Board and Staff explore opportunities for a self-assessment tool based on the tool used by TDSB and the Governance Health Check tools to develop a framework/option for HWDSB to utilize.**

CONSENT

MONITORING ITEMS:**C. Committee Workplan**

Staff reviewed the committee workplan for the remainder of the school year. The committee requested that additional meeting dates be found for January 2023 and March 2023 to be added to the schedule.

D. Strategic Directions

Trustees received an update from the Director on the milestones related to work for the planned Strategic Directions review, noting that staff are currently exploring options for hiring a consultant to complete this project.

The milestones noted were:

- January - Kickoff with consultant. Approve consultation
- Jan-Feb - Thought Exchange and/or EngageHWDSB consultation
- Mar-April - Drafting stage
- April - Approve Draft Consultation
- May - Draft Consultation
- June – Finalize; Approve

The recorded meeting can be accessed here: <https://hwdsb.info/govcmtdec122022>

Respectfully submitted,
Todd White, Chair of the Committee

Committee Report

Presented to: Board

Meeting date: January 16, 2023

From: Parent Involvement Committee

Meeting date: December 13 2022

The committee held a joint PIC/SEAC hybrid meeting on December 13, 2022 from 6:30 pm. to 8:30 p.m. with Chair Mike Palma presiding.

PIC Members present: Adriana Harris, Amanda Fehrman, Amanda Lloyd, Cheryl Hue, Christine Scheewe, Cindy Stranak, Cindy Stewart, Corrie Ledgerwood, Emma Haslam Topping, Heather Harvey, Heather Lambert Hillen, Heather McCully, Jay Edington, Katrusia Marunchak, Kristina Collier, Leah Ferleyko, Melanie Roberts, Mike Palma, Natalie Rendall, Scott Dicker, Shelley Clemence, Stephanie Lostanaw Lavin

PIC Regrets: Alissa Shuker, Alyse Nishimura, Carley Casey, Christine Sandor, Cindy Bourassa David Campos, Heidi Oglesby, Janet Fairley, Laura Farr, Sumaira Khurshid, Wasan Mohamd

INFORMATION ITEMS:

A. Director

Director Sheryl Robinson Petrazzini brought greetings.

B. Special Education Advisory Committee

Trish Woehrle, Specialized Services Learning Consultant and Meredith Strongman, Specialized Services Learning Consultant presented Foundations in Universal Design for Learning to the committee. SEAC committee members joined the meeting.

C. Communications Update

Manager of Communications Shawn McKillop provided an update on the launch of Engage HWDSB and the PIC Connects outreach series designed to engage school communities in parent council.

D. School Naming Policy

Superintendent Simon Goodacre shared that the School Naming Policy is under review. The Policy Committee has approved the draft policy currently in consultation. Superintendent Goodacre provided a review of the proposed changes to the policy

E. Home & School Update

Heather Lambert Hillen provided an update on the snow-clearing letter presented to HWDSB Trustees that was approved. Updates were provided on the School Year Calendar, outreach, and support for new associations.

F. Trustee Update

Trustees Amanda Fehrman and Trustee Becky Buck updated the committee on the swearing in of the new trustees and wished the committee a Happy Holiday.

G. Parent Engagement Update

PIC Co-Chair Amanda Lloyd shared that the Parents Reaching Out grant applications went to school Principals for this school year and that next year PRO grants will go directly to school budgets. The application process will remain in place.

Respectfully submitted,

Mike Palma, Chair

12-1
Committee Report

Presented to: Board

Meeting Date: January 16, 2023

From: Special Education Advisory Committee (SEAC)

Meeting date: December 13, 2022

The Committee held a joint meeting with Parent Involvement Committee (PIC) on Tuesday, December 13, beginning at 5:37 pm ending at 7:50 pm, with Chair Judy Colantino presiding.

Present

Dawn Danko, HWDSB Chair, Trustee, Ward 7, Cecile Santos-Ayrault, The Association for Bright Children of Ontario, Julie Armstrong, Learning Disabilities Association of Halton-Hamilton, Judy Colantino, Down Syndrome Association of Hamilton, SEAC Chair, Lindsay Bray, McMaster Children’s Hospital Developmental Pediatrics and Rehabilitation Portfolio, Lynn Vanderbrug, Lynwood Charlton Centre, Mark Courtepatte, FASD Parent & Caregiver Support Group, SEAC Vice-Chair, Tracy Sherriff, Community Living Hamilton, Melanie Roberts, The Association for Bright Children of Ontario (Alternate)

Regrets

Michelle Campbell, Autism Ontario (Central West Chapter), Sabreina Dahab, Trustee, Ward 2, Susi Owen, CNIB Hamilton and Niagara, Lita Barrie, VOICE for Hearing Impaired Children, Jessica Malcew, VOICE for Hearing Impaired Children (Alternate)

INFORMATION ITEMS

A. Meeting Format

- Feedback from the survey indicated the majority have voted to have the meetings virtually from January to March, and in-person April to June
- Another possible option for future meetings is a hybrid model

On the motion of Julie Armstrong, seconded by Lynn Vanderbrug, the Committee recommends that the meeting format be as follows: January to March virtual via MS Teams, April to June in person CARRIED.

B. PIC/SEAC Joint Meeting: Foundations in Universal Design for Learning (UDL)

- Trish Woehrle, Specialized Services Learning Consultant, and Meredith Strongman, Specialized Services Learning Consultant presented an overview of the Foundations in Universal Design for Learning
- The Committee joined Parent Involvement Committee (PIC) for the presentation on UDL

C. MEMBERS’ UPDATE

Superintendent’s Update

Peggy Blair, Superintendent of Specialized Services

- Superintendent Laura Romano has retired from the Board, Adnan Shahbaz is now Superintendent for Family of Schools 2
- Julie Anderson, System Principal Specialized Services, updated an overview of the Transition to School process for students entering kindergarten September 2023 that have a disability and may require special education supports or services

Respectfully submitted by
Judy Colantino, SEAC Chair

COMMITTEE REPORT

Presented to: Board

Date of Meeting: January 16, 2023

From: Standing Committee

Date of Meeting: December 19, 2022

The committee held a meeting from 6:32 p.m. to 8:30 p.m. on December 19, 2022, with Trustee Maria Felix Miller presiding.

Members present were: Trustees Kathy Archer (electronically), Becky Buck (electronically), Sabreina Dahab, Dawn Danko, Amanda Fehrman, Maria Felix Miller, Graeme Noble, Paul Tut and Todd White. Student Trustees Gloria Lee and Aisha Mahmoud.

Regrets were received from Trustees Mulholland and Wong.

1. Approval of Agenda

On the motion of Trustees Tut/Danko, the Standing Committee **RECOMMENDS that the agenda be approved.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

2. Declarations of Conflict of Interest

None.

Reports from Staff**3. Effective Communications Report**

Staff shared the report with the Committee noting that the Effective Communication Report of 2018-2022 highlighted five priority areas that included:

- Leadership
- Staff Ambassadors
- Digital Engagement
- Student Outreach
- Partnerships

Staff reviewed each of the priorities with the Committee noting that Priority No. 5 (Partnerships) will be shared in the Partnerships Report. The Effective Communications Report presentation can be found at: <https://www.hwdsb.on.ca/wp-content/uploads/meetings/Standing-Committee-Appendices-1672949686.pdf>

On the motion of Trustees Tut/Buck, the Standing Committee **RECOMMENDS That the Effective Communications Report be received.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

4. Transportation Report

Staff shared the Transportation Report with the Committee. This report provided a preliminary overview of the start-up highlights for the 2022-2023 school year and the associated impacts on both consortium member Boards. The biggest challenge for the start of the school year was managing a chronic driver shortage. HWSTS continues to monitor weekly driver status with bus operators and is investigating best remedies to improve the shortage. This bus driver shortage has affected multiple School Boards/Consortiums more severely within southern Ontario.

Staff spoke to highlighted areas of the report including:

- Routing
- Incident Reporting
- Student Management Training
- 2021-2022 School Year Accomplishments
- Safety Initiatives
- Routing Efficiencies
- Procurement for Transportation Service

On the motion of Trustees Danko/Tut, the Standing Committee **RECOMMENDS That the Transportation Report be received.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

Respectfully submitted,
Maria Felix Miller, Chair of the Committee