

AGENDA: 6:45 pm

1. Call to Order and Land Acknowledgement
2. O Canada
3. Meeting Roll Call
4. Approval of the Agenda
5. Declarations of Conflict of Interest
6. [Confirmation of the Minutes: January 16, 2023](#)

Reports from Trustee Special Committees:

7. [Policy Committee – Jan. 11 2023](#)
8. [Finance & Facilities – Jan. 12 2023](#)

Reports from Legislated Committees:

9. [Parent Involvement Committee – Jan. 10 2023](#)

Reports from Community Advisory Committees:

10. [Faith Community Advisory Committee – Jan. 10 2023](#)

11. Reports from: Committee of the Whole (private) – January 30, 2023

12. Oral Reports from:

- A. Student Trustees' Report – Local Activities & Ontario Student Trustees' Association (OSTA) Report
- B. Director's Report
- C. Chair's Report

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: Kathy Archer (electronically), Becky Buck, 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 6:51 p.m.

2. Delegation: Evan Ubene: Kilometers for Public Healthcare re: Temporary Universal Mask motion

Mr. Ubene spoke in favour of masking and shared his research and the data that he has discovered in his research.

3. Approval of the Agenda:

RESOLUTION #23-01: Trustees Tut/Buck moved: **That the Board agenda be approved.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

4. Declaration of Conflict of Interest

None.

5. Confirmation of the Minutes: December 19, 2022

The minutes of December 19, 2022 were confirmed.

Report from Trustee Special Committees

6. Policy Committee – December 7, 2022

RESOLUTION #23-02 Trustees Noble/Tut moved: **That the Student Attendance and Safe Arrival (formerly Arrival Check) return to the Policy Committee for further discussion.**

The motion **CARRIED** on the following division of votes:

In Favour (9): Trustees Archer, Buck, Dahab, Danko, Fehrman, Mulholland, Noble, Tut and White. Student Trustees Li and Mahmoud

Opposed (1): Trustee Miller

RESOLUTION #23-03 Trustees Miller/Tut moved: **That the remainder of the Policy Committee Report – December 7, 2022 be approved including:**

- **That the last intended outcome from the Student Achievement and Safe Arrival 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.**
- **That the Accommodation of Staff – Disability Policy be approved.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

7. Finance & Facilities Committee – December 15, 2022

RESOLUTION #23-04: Trustees Tut/Buck moved: **That the Finance & Facilities Committee Report – December 15, 2022 be received including the Capital Projects Construction Update and the Development of Budget Priorities to guide 2023-24 Budget Development**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

8. Human Resources – December 13, 2022

RESOLUTION #23-05: Trustees White/Miller moved: **That the Human Resources Committee Report – December 13, 2022 be received including the Employee Attendance Monitoring Report: September 2022-October 2022.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

9. Governance – December 12, 2022

RESOLUTION #23-06: Trustees White/Noble moved: **That the Governance Committee Report – December 12, 2022 be approved including:**

1. 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
2. That staff review the options available to develop a trustee newsletter and return to Governance for further discussion.
3. That under the pillar of trustee-community engagement, the 2023 work plan include trustee newsletter, communication standards from school councils and ward engagement opportunities.
4. 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.

CARRIED

Student Trustees Li and Mahmoud voted in favour.

Report from Legislated Committees

10. Parent Involvement Committee – December 13, 2022

RESOLUTION #23-07: Trustees Fehrman/Tut moved: **That the Parent Involvement Committee Report – December 13, 2022 be received.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

11. Special Education Advisory Committee – December 13, 2022

RESOLUTION #23-08: Trustees Dahab/Buck moved: **That the Special Education Advisory Committee Report – December 13, 2022 be received.**

CARRIED

Student Trustees Li and Mahmoud voted in favour.

Report from Staff

12. Temporary Universal Mask motion – update on Resolution #22-168

Staff shared an update with the Board and answered questions that were raised during the open discussion. The presentation can be found at: <https://www.hwdsb.on.ca/wp-content/uploads/meetings/Board-Appendices-1673917990.pdf>

The Chair moved to Vice Chair Miller at 8:50 p.m.

Chair Danko resumed the role as Chair at 9:00 p.m.

Trustees Dahab/Noble moved: **To extend the temporary universal masking requirement from December 5, 2022 until the February 13, 2023 Board meeting at which time it may be reviewed.**

The motion FAILED on the following division of votes:

In Favour (5): Trustees Dahab, Miller, Noble, Tut and White. Student Trustee Mahmoud

Opposed (5): Trustees Archer, Buck, Danko, Fehrman and Mulholland. Student Trustee Li

Staff verified that the motion from November 2022 still stands: it is strongly recommended that staff and students continue to mask in all HWDSB schools and facilities. Staff shared that they will continue with the messaging and making masks available.

Reports from:

13. Standing Committee – December 19, 2022

RESOLUTION #23-09: Trustees Miller/Buck moved: **That the Standing Committee Report – December 19, 2022 be approved including:**

- That the Effective Communications Report be received.
- That the Transportation Report be received.

CARRIED

Student Trustees Li and Mahmoud voted in favour.

14. Committee of the Whole (private) – January 16, 2023

RESOLUTION #23-10: Trustees Miller/Fehrman moved: **That the Committee of the Whole Report – January 16, 2023 be approved including:**

- That the Human Resources Committee report from December 13, 2022 be received.
- That the Finance & Facilities Committee report from December 15, 2022 be received.

CARRIED

Student Trustees Li and Mahmoud voted in favour.

15. Oral Reports from:

A. City/School Board Liaison Committee

The Chair met with the Mayor to speak about meeting set up and tracking outstanding items.

Counsellors will be appointed in February 2023 and a meeting will be held once the committee has been established. A meeting may be held in March or April 2023.

B. Hamilton-Wentworth Council of Home & School Associations

The first meeting will be held on Thursday, January 19, 2023.

C. Hamilton Foundation for Student Success

Trustee Buck shared that there has been no meeting since the last update. She did reiterate that the needs of our students and community are great at this time and if anyone is able make a donation it

would be greatly appreciated. The Showcase of heARTS will be held on March 30, 2023. For further details please see: <https://app.kambeo.io/event/showcase.of.hearts1>

D. Ontario Public School Boards' Association (OPSBA)

The Legislative Assembly will be returning on February 21, 2023. Trustees are updated via email on a regular basis. The Public Education Symposium will be taking place on January 26-28, 2023.

The meeting adjourned at 9:52 p.m.

The recording of the Board meeting can be found here:

<https://hwdsb.info/boardjan162023pt1>

<https://hwdsb.info/Boardjan162023pt2>

COMMITTEE REPORT

Presented to: Board

Date of Meeting: January 30, 2023

From: Policy Committee

Date of Meeting: January 11, 2023

The committee held a meeting from 6:00 p.m. to 9:32 p.m. on January 11, 2023, with Trustee Miller presiding.

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

ACTION ITEMS:**A. Whistleblower Protection Policy**

The Committee considered the Whistleblower Protection Policy. Staff shared that the requested changes had been made to the previous version of the policy. The Committee reviewed the policy in detail in light of hearing from the two delegates. Further changes were requested to the policy including that an in-camera report come to the Board twice a year and that the term of the policy be two years instead of a four-year review. The requested changes will be made to the policy and reviewed by the Committee prior to coming to the Board for final approval.

On motion of Trustee White, the Policy Committee recommends that: **The Whistleblower Protection Policy be approved.**

The motion **CARRIED** on the following division of votes:

In Favour (3): Trustees Archer, Miller and White

Opposed (1): Trustee Dahab

B. Employee Attendance Management

The Committee considered the Employee Attendance Management Policy. This is the second Human Resource Services Policy that is forthcoming to the Policy Committee this year that aligns with the Human Rights and Anti-Black Racism Policy. The title of the policy has changed as it was previously known as the Employee Attendance Management Policy.

On motion of Trustee White, the Policy Committee recommends that **the Employee Attendance Management Policy be approved.**

CARRIED

MONITORING ITEMS:**C. Bullying Prevention & Intervention – post-consultation**

The Committee considered the Bullying Prevention & Intervention Policy – Post Consultation. Staff shared that there is a Ministry PPM 144 in addition to a variety of sections of the Education Act that connects to this policy. The draft policy was approved for consultation in March 2022 and has undergone an extended consultation process because of the work of the Safe Schools Action Plan panel report that was completed. Phase one of the consultation focussed on having conversation with those who were most impacted by bullying as well as SEAC, PIC and consultation with the organization advisory table which included labour partners as well as a number of leads within HWDSB. Phase two of the consultation was open to the broader community to provide feedback via the online website. All of the information was then reviewed and updated by staff and a working group that consisted of parents in addition to staff who were making the final changes. It was then reviewed with advisory groups a second time.

The Committee made some suggested changes and requested that this Policy come back next month for further review.

DELEGATIONS:

1. Andrea Purnell (on behalf of Equity Network) shared her perspective on the Whistleblower Protection Policy. She indicated that they did some community consultation with parents, caregivers, students, teachers and professionals well beyond and well before the winter break. They came forth with four recommendations:

- a. Provide the whistleblower with a list of advocacy groups that they can access at the initial state of the reporting process.
- b. An evaluation form to be completed by the whistleblower to be reviewed by the third-party investigators, Hamilton-Wentworth District School Board staff and trustees to evaluate if the safety, integrity, and the dignity of the whistleblower was prioritized during and after the process.
- c. A transparent criterion for hiring a third party that would be in line with the Human Rights Code and the Board's own Equity and Human Rights Policies.
- d. Should the whistleblower choose to appeal the decision the project committee will anonymize the report and send it to the whistleblower committee, which the board needs to form from the community, for a final review and decisions.

2. Key Straughan shared their perspective and their own personal journey of being a whistleblower.

Respectfully submitted,
Maria Felix Miller, Chair of the Committee



Whistleblower Policy

Date Approved: XXXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton Wentworth District School Board (HWDSB) will provide supports and protections from unfair disciplinary actions or reprisals to those who come forward under the Whistleblower Policy if they have reasonable information or concerns with respect to human rights violations, poisoned environment, conflicts of interest, child protection, violence, harassment, bullying, alleged illegal practices, questionable financial or operational transactions or any breach of Board policy or procedure.

HWDSB is committed to providing learning and working environments that are welcoming, respectful, accessible, and free from discrimination and harassment.

GUIDING PRINCIPLES:

HWDSB:

- Values an organizational environment that is open and transparent and conducts operations with integrity;
- Considers all reasonable information it may receive about wrongdoing;
- Protects the identities of whistleblowers. Exceptions will be made if the issue requires investigation by law enforcement or if disclosure is required by law;
- Acknowledges that it may be difficult for a member of the HWDSB community to come forward as a whistleblower given the hierarchy of the organization;
- Encourages disclosures of wrongdoing to be made sooner, rather than later, to reduce harm to the HWDSB community;
- Demonstrates commitment to maintaining high professional ethical standards.

INTENDED OUTCOMES:

- Support HWDSB community members to report suspected wrongdoing by any member of the HWDSB Community;
- Ensure that there is no reprisal against an individual reporting a suspected wrongdoing under this policy;
- Provide all whistleblowers with access to a post-report and investigation feedback and/or complaint process for all.

RESPONSIBILITY:

Director of Education

All members of the HWDSB Community are responsible for exercising diligence in preventing and for reporting in good faith all suspected wrongdoing.



Whistleblower Policy

Date Approved: XXXXX

Projected Review Date: XXXX

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TERMINOLOGY:

Conflict of Interest: A potential, apparent, or actual conflict where an employee or trustee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the Board, or with the participation in any recommendation or decision pertaining to hiring within the Board.

Conflict of Interest – Relationship: Relationship means any relationship of the employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Good Faith: A sincere belief or motive without any malice or the desire to defraud others.

HWDSB Community: Students, staff, parents, guardians, caregivers, trustees, community advisory committee members, school council members, permit holders, vendors, service providers, contractors, volunteers, visitors, all other persons who are invited to, access or provide services, or attend Board and school events. It also includes any person or organization who enters into an agreement with HWDSB or uses school board property.

HWDSB Environment: Board property, schools, school buses, virtual or digital learning and working environment, social media, school or work-related events or activities, before- and after-school programs, extracurricular activities, co-instructional activities, excursions, and may include any other locations outside HWDSB that may have an impact on the school or work climate.

Ontario Human Rights Code (OHRC): The Code prohibits actions that discriminate against people based on a protected ground in a protected social area.

Protected Grounds:

- Age
- Ancestry
- Citizenship
- Colour
- Creed (includes religion)
- Disability (including mental, physical, developmental, or learning disabilities)
- Ethnic origin
- Family status (such as a parent-child relationship, elder relationships)
- Gender Identity and Gender Expression
- Marital status (including the status of being married, single, widowed, divorced, separated, or living in a conjugal relationship outside of marriage, whether in a same sex or opposite sex relationship)
- Place of origin
- Race



Whistleblower Policy

Date Approved: XXXXX

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- Sex (including pregnancy and breastfeeding)
- Sexual Orientation
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received) (applies to employment only)
- Socio-economic status (not a protected ground under the *code*, but protected under the HWDSB Human Rights policy)

Protected Social Areas:

- Accommodation (housing)
- Contracts
- Employment
- Goods, services and facilities
- Membership in unions, trade or professional associations

Poisoned environment: a negative, hostile, or unpleasant learning or work environment created due to comments or conduct or activities that harass or discriminate against a person or a group. It might not be directed at a specific individual. A poisoned environment may result from a series of incidents or a single serious incident. Allowing inappropriate behavior to continue and failing to adequately remedy and restore the environment following the incident(s) may result in poisoned environment.

Reasonable Information: Any information that is based on sound judgement and is fair and valid.

Reprisal: an action or threat that is intended as retaliation or punishment for making a report of wrongdoing.

Whistleblower: A person who brings forward information of suspected wrongdoing through the Whistleblower process.

Wrongdoing:

- Violation of laws, Acts, or legislation (e.g., *Ontario Human Rights Code, Criminal Code of Conduct*);
- Serious breach of the HWDSB Code of Conduct or existing HWDSB policies and procedures;
- Misuse of public funds or public assets;
- Mismanagement or abuse of positional power;
- Doing something that creates a significant danger to physical or mental health, safety, or the life of a person or persons;
- Time theft (e.g., An employee collects pay for time not actually worked);
- Knowingly directing, counseling, or pressuring a person to commit wrongdoing.

ACTION REQUIRED:

- Maintain a Whistleblower Procedure that is accessible to the HWDSB community. The procedure will establish and maintain a clear process for how to submit Whistleblower reports to the third party company contracted by the Board, how the third party

Whistleblower Policy

Date Approved: XXXXX

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company will process Whistleblower reports, , how reports of suspected wrongdoing about a member of the HWDSB community will be investigated, as well as how to provide feedback about the process:

- Address and remedy wrongdoing, as defined by the policy, appropriately and in an independent, transparent, fair, and timely manner;
- Ensure that a person who, in good faith, reports suspected wrongdoing and anyone associated with the report, including witnesses, are protected from reprisal, including harassment, retaliation, or adverse employment consequences;
- Maintain a post-report and investigation complaint process for any whistleblower;
- Provide information to all employees to make clear that this policy does not affect or replace any duty to make a report that is required or permitted under legislation;
- Communicate annually to the HWDSB Community about the Whistleblower Policy and Procedure, including details about how to make a report.

PROGRESS INDICATORS:

Intended Outcome	Assessment
To support HWDSB community members to report suspected wrongdoing by any member of the HWDSB community;	The Director of Education or designate will provide semi-annual reports to a Committee of the Board about the implementation of this policy, submissions data, and general findings.
Ensure that there is no reprisal against an individual reporting a suspected wrongdoing under this policy.	The Director of Education or designate will review the process regularly to ensure no reprisals have occurred through feedback received and the complaint process.
Provide all whistleblowers with access to a post-report and investigation feedback and/or complaint process.	The Director of Education or designate will receive all feedback or complaints about the process and review for potential action.

REFERENCES:

Government Documents

Canadian Criminal Code (R.S., 1985, c. C-46)
 Child, Youth and Family Services Act
 Education Act
 Ministry of Education Expenditure Guidelines
 Ontario Regulation 361/10: Audit Committees
 Ontario Human Rights Code
 The Criminal Code of Canada (RS., 1985, c. C-46)



Employee Attendance Support

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to providing learning and working environments that are welcoming, respectful, accessible, and free from discrimination and harassment, and where employees feel safe, supported and accepted to attend work regularly and to contribute to the priorities of the Board.

GUIDING PRINCIPLES:

HWDSB:

- Protects the safety of all employees and students;
- Strives to maintain a healthy workplace where staff feel supported to attend work regularly;
- Promotes and encourages regular attendance at work by all employees;
- Seeks to understand individual challenges or barriers employees are experiencing with regularly attending work;
- Provides individualized support and guidance to employees experiencing challenges with regularly attending work in a flexible and reasonable manner;
- Provide reasonable and appropriate accommodation in alignment with the Ontario Human Rights Code to the point of undue hardship;
- Provides training for supervisors to foster a healthy workplace; Administers attendance support in an equitable, fair and transparent manner across all employee groups.

INTENDED OUTCOMES:

HWDSB will:

- Promote a positive culture of staff well-being where staff report feeling supported and engaged in their efforts towards contributing to the Board's priorities.
- Provide individualized support to employees to regularly attend work and actively mitigate and/or eliminate obstacles to regular attendance at work.

RESPONSIBILITY:

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

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



Employee Attendance Support

Date Approved: XXXX

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experiencing so they can fully participate in their employment.

Attendance Support Program: The practice of offering Board support to employees to assist in early intervention to reduce obstacles that may be impacting attendance at work.

Healthy Workplace: One in which all employees collaborate to use a continual improvement process to protect and promote the health, safety and well-being of all employees. This includes physical and psycho-social health and safety, personal health and commitment to the internal and external community.

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

Engagement: Engagement is present in the work environment where employees feel connected to their work and are motivated to do their job.

Equity: A condition or state in which access to opportunities and resources are distributed fairly, justly and equitably. Equity involves treating some people differently or giving them what they need so they may meet the same outcomes as others.

Supervisor: The person who has charge of a workplace or authority over an employee.

ACTION REQUIRED:

Maintain an Attendance Support Program, where HWDSB identifies obstacles that may be impacting staff ability to attend work regularly by promoting a positive culture of well-being.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Promote a positive culture of staff well-being where staff report feeling supported and engaged in their efforts towards contributing to the Board’s priorities.	Staff Wellness Survey Attendance Support Program data
Provide individualized support to employees to regularly attend work and actively mitigate and/or eliminate obstacles to regular attendance at work	Annual attendance report Attendance Support Program data Supports specific to individual employee circumstances are identified and communicated with the employee and implemented where appropriate.

REFERENCES:

Government Documents
Accessibility for Ontarians with Disabilities Act



Employee Attendance Support

Date Approved: XXXX

Projected Review Date: XXXX

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Charter of Rights and Freedoms
Municipal Freedom of Information and Protection of Privacy Act
Ontarians with Disabilities Act
Ontario Human Rights Code
Personal Health Information Protection Act
Workplace Safety and Insurance Act
Accessible Canada Act
Education Act
Employment Standards Act
Collective Agreements

COMMITTEE REPORT

Presented to: Board

Date of Meeting: January 30, 2023

From: Finance and Facilities Committee

Date of Meeting: January 19, 2023

The committee held a hybrid meeting from 6:02pm to 7:23pm on January 19, 2023 with Trustee Dawn Danko presiding.

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

ACTION ITEMS:

A. Key Parameters and Assumptions to Guide 2023-2024 Budget Development

Each year key parameters and assumptions are identified and are the basis to begin development of the next year's budget which needs to be approved by June 2023. Key steps and timelines were presented as were the preliminary budget assumptions related to enrolment projections, revenue and expenditures. Staff are on track to meet the presented timeline.

On the motion of Maria Felix Miller, the Finance and Facilities Committee **RECOMMENDS: That the Key Parameters and Assumptions to Guide 2023-2024 Budget Development be approved.**

CARRIED

MONITORING ITEMS:

B. Interim Financial Report – November 30, 2022

The interim financial status report as presented is based on information available and assumptions as of November 30, 2022. Budget to actual trends are reviewed in order to forecast the Board's August 31, 2023 year-end position from a financial, staffing and enrolment perspective. As the report shows, enrolment has increased over projections. As a result of the increased enrolment, our operating grants have increased. As a result, staff are projecting a balanced budget and no surplus or deficit is projected. As with all forecasts, as new information is received or as assumptions change, the resulting Interim Financial Reports will be updated accordingly.

C. Monitoring Temperature and Humidex in Learning Spaces

On October 17, 2022, the Trustees approved the Board and School Cancellation of Operations Policy. The policy outlines different reasons that the Board might cancel operations or an individual school cancellation of operations. Extreme temperature includes but not limited to extreme cold weather with wind chill or extreme hot weather with high humidex. Staff will initiate the supply and installation of locally monitored stand-alone thermometers within all learning spaces in schools that are not mechanically cooled, and installed in several locations within schools that have mechanical cooling, to measure high heat/humidity with a targeted installation completion of spring 2023.

Respectfully submitted,
Dawn Danko, Chair of the Meeting



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: January 19, 2023

PREPARED BY: Matthew Gerard, Associate Director, Support Services
Denise Dawson, Senior Manager, Business Services

RE: **Key Parameters and Assumptions to Guide 2023-2024 Budget Development**

Action x Monitoring

Recommended Action:

That the Key Parameters and Assumptions to guide the 2023-2024 Budget Development be approved.

Background:

In order to provide for the development of the 2023-2024 budget the following key steps and timelines have been identified:

- January Key Parameters and Assumptions to Guide Budget Development
- April School Based Staffing Recommendations
- Feb-May Executive Council and Finance and Facilities Committee develop/review budget
- May/June Public Finance and Facilities Committee Meeting and budget refinements to reflect new information if necessary
- By June 30 Approval of Budget

Preliminary Budget Assumptions:

Enrolment Projection:

	2022-2023 Revised Budget ADE	2023-2024 Projected Budget ADE	Increase (Decrease) ADE	Increase (Decrease) %
Elementary	37,009.00	37,240.00	231.00	0.6 %
Secondary	14,198.00	14,246.25	48.25	0.3 %
Total	51,207.00	51,486.25	279.25	0.5 %

The 2023-2024 preliminary enrolment projections are calculated based on historic enrolment trends and student retention rates on a school by school basis, and may be adjusted once the school principals provide validation and comment in early March 2023.

Revenues:

Grants for Student Needs (GSN) will be calculated to reflect changes in salary and benefit benchmarks for those unions who have ratified a Central Agreement with the Ministry. Remaining Grants for Student Needs (GSN) will be calculated to reflect a projected 0% change in the total grant base; subject to Ministry confirmation.

Expenditures:

- Salaries, benefits and staffing to reflect provincial legislation, and collective agreements in place.
- To provide for stability in the system and minimize in-year budget adjustments a contingency of \$1,000,000 will be set aside for unforeseen events that may arise.

Allocation Parameters:

- Ensure the allocation of resources supports the HWDSB's strategic and operational plans.
- The Ministry's revenue allocation framework will provide a useful reference for the allocation of Board resources on all major expenditure categories.
- Compliance with balanced budget requirement and Ministry basic enveloping requirements: Special Education, Board Administration and Governance and Accommodation. In addition, care will need to be exercised to ensure that funding associated with specific Ministry initiatives is allocated for the purpose designated.
- Where staff reductions are necessary, statutory positions are to be given priority for inclusion in the budget. Statutory positions to be calculated as the number required for Ministry class size requirements or collective agreement compliance.
- Where enhancements to the budget is possible, funding will be allocated to initiatives included in the Board's Priorities.

Conclusion:

The identification of parameters and assumptions to guide the development of the 2023-2024 budget are used to prepare the Preliminary Budget Scenario which is necessary for many staffing and expenditure decisions to be made in the next few months to prepare for a smooth startup of the 2023-2024 school year. As the budget development exercise continues, and key information including the 2023-2024 GSN funding announcement is provided, these parameters and assumptions will be reviewed and revised for inclusion in the final budget to be approved by June 2023.

Committee Report

Presented to: Board

Meeting date: January 30, 2023

From: Parent Involvement Committee

Meeting date: January 10, 2023

The committee held PIC meeting on January 10, 2023, from 6:44 pm. to 8:10 p.m. with Chair Mike Palma presiding.

PIC Members present: Adriana Harris, Alissa Shuker, Alyse Nishimura, Amanda Fehrman, Amanda Lloyd, Christine Sandor, Cindy Bourassa, Cindy Stewart, Cindy Stranak, Emma Haslam Topping, Heather Lambert Hillen, Heather McCully, Heidi Oglesby, Jay Edington, Katrusia Marunchak, Kristina Collier, Laura Farr, Leah Ferleyko, Melanie Roberts, Mike Palma, Natalie Rendall, Scott Dicker

Trustees Present: Amanda Fehrman, Becky Buck, Elizabeth Wong

PIC Regrets: Carley Casey, Cheryl Hue, Christine Scheewe, Corrie Ledgerwood, David Campos Heather Harvey, Janet Fairley, Shelley Clemence, Shelley Stacey, Stephanie Lostonaw Lavin, Sumaira Khurshid, Wasan Mohamd

INFORMATION ITEMS:

A. Pathways: Specialized Graduation

Superintendent of Program Bill Torrens shared an overview of secondary Pathways Programs.

B. Communications Update

Manager of Communications Shawn McKillop provided an update on upcoming school outreach PIC Connects events. He also provided an information update on kindergarten registration; Communications is seeking feedback on the registration process. Digital, print and social media Kindergarten advertising will continue in various languages.

C. Subcommittees

PIC Chair Mike Palma and Co-Chair Amanda Lloyd are seeking members to form subcommittees for Parents Reaching Out Grants and PPM166 Human Trafficking.

D. Trustee Update

Trustees Elizabeth Wong provided an update on the Director's Annual Report, the Whistleblower policy, Governance and the launch of HWDSB Engage. Trustee Wong also welcomed Associate Director Matthew Gerard and Superintendent Adnan Shahbaz to HWDSB.

E. French as a Second Language Advisory Committee

PIC Committee member Alissa Shuker shared that the Board made a presentation to the committee on the three-year French as a Second Language strategy and program model. An overview and update relating to the DELF exam and Canadian Parents for French was also provided.

F. Parent Engagement Update

PIC Co-Chair Amanda Lloyd shared that feedback from the HWDSB Engage launch has been low and they are encouraging increased feedback from the community.

Respectfully submitted,
Mike Palma, Chair

Committee Report

Presented to: Board

Meeting date: January 30, 2023

From: Faith Community Advisory
Committee

Meeting date: January 10, 2023

The committee held a meeting on January 10, 2023, 3:30 – 5:00 p.m. via MS Teams with Chair Madeleine Levy presiding.

Members present: Madeleine Levy, Deema Abdel Hafeez, Rev. Aaron Gerrard, Bonnie Cook, Tehahenteh, Georgina Hewitt, Sukhdeep Dhillon, Mahendra Deonarian.

MONITORING ITEMS:

A. Religious Accommodation

Committee members shared feedback they are hearing from their communities with regards to religious accommodation and any needs coming forward. The Advisory identified that accessibility of information could be improved. Members discussed how to raise awareness about the availability of religious accommodation in schools.

B. Membership

Members considered how to identify which voices are missing from the committee and if there is a need to determine criteria for a seat on the committee.

C. 2023-24 Calendar of Religious and Creed Observances

Members received a draft copy of the 2023-24 Calendar of Religious and Creed Observances developed by HWDSB staff to review and provide feedback.

D. Trustees' Update

Trustee Todd White is new to the committee and was introduced by Trustee Becky Buck. All Trustees will be introduced to their respective school communities via school newsletters. Focus on governance continues, as does work on the draft whistleblower policy. Two new members of the senior leadership team are Matthew Gerard, Associate Director of Business Services and Superintendent of Student Achievement for Family of Schools Two, Adnan Shabaz. The Director's Annual Report was released recently to the public. Negotiations continue with union groups. Strategic Directions initiative is underway to establish future Board priorities. Consultation with this committee regarding Strategic Directions will be forthcoming.

E. Superintendent Update

Human Rights and Anti-Black Racism policies are complete, and staff are currently working on procedures to be ready for Spring 2023. Staff work continues with developing PPM 166-Anti-Sex Trafficking Protocol and Procedure for HWDSB.

F. Review of Parent Guide: Religious and Creed-based Accommodations

Committee agreed to review the Parent Guide to see if the document needs an update.

Respectfully submitted by
Madeleine Levy, Chair