

**AGENDA: 7:00 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 29, 2024](#)

Reports from Trustee Special Committees:

7. [Governance – January 22, 2024](#)
8. [Finance & Facilities – January 23, 2024](#)

Reports from Legislated Committees:

9. [Special Education Advisory Committee – December 20, 2023](#)
10. Report from Committee of the Whole (private) – February 12, 2024
11. Oral Reports from Liaison Committees:
  - A. City/School Board Liaison Committee
  - B. Hamilton-Wentworth Council of Home & School Associations
  - C. Hamilton Foundation for Student Success
  - D. Ontario Public School Boards' Association (OPSBA)
12. Adjournment – move to Standing Committee

Meeting times and locations are subject to change. Please refer to our website for the latest information.  
<http://www.hwdsb.on.ca/trustees/meetings/>

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**Trustees (In Person):** Kathy Archer (electronically), Becky Buck (electronically) Sabreina Dahab, Amanda Fehrman, Maria Felix Miller, Ray Mulholland, Graeme Noble (electronically) Paul Tut, Todd White and Elizabeth Wong (electronically)

**Regrets:** Trustee Dawn Danko and Student Trustees Thomas Lin and Harry Wang

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**1. Call to Order and Land Acknowledgement**

Maria Felix Miller, Chair of the Board, called the meeting to order at 7:04 pm and recited the land acknowledgement.

**2. Approval of the Agenda**

**RESOLUTION #24-09:** Trustees Fehrman/Dahab moved that the agenda be approved.

**CARRIED UNANIMOUSLY**

**Trustee Archer was not online at time of the vote**

**3. Declarations of Conflict of Interest – None**

**4. [Presentation: Educational Development Charges \(EDC\)](#)**

An overview was presented by Cynthia Clark who is working as a consultant with HWDSB.

- EDCs pay for the costs to acquire and develop land necessary to accommodate additional pupil places generated by new housing development.
- EDCs may be imposed by school boards who qualify: Either average enrolment will exceed capacity over 5-year by-law period, or the board has a deficit in the EDC account the day prior to the successor by-law being enacted and has outstanding financial commitments.
- The Minister of Education must approve 15-year student enrolment projections; the # of school sites required and the permanent capacity available to accommodate enrolment growth generated by future housing development, before a school board can adopt a successor EDC by-law
- The EDC calculated rate is based on the total net education land costs divided by the 'net' new units and 'net' non-residential GFA (net of statutory exemptions).
- EDCs are paid at the time a building permit is issued and collected by the municipal building department, then forwarded to the Hamilton boards on a monthly basis.
- HWDSB and HWCDSB impose EDCs on both residential and non-residential development based on 85% of the net education land costs recovered from residential development and 15% from non-residential development.

**5. Confirmation of the Minutes:**

**RESOLUTION #24-10:** Trustees Buck/Fehrman moved that the minutes from January 15<sup>th</sup>, 2024 be approved.

**CARRIED UNANIMOUSLY**

**6. Correspondence: Elliot Biro re: how HWDSB is supporting and addressing antisemitism**

**RESOLUTION #24-11:** Trustees Buck/Fehrman moved that the correspondence be received, and referred to staff for follow-up.

**CARRIED UNANIMOUSLY**

**Reports from Trustee Special Committees:**

**7. Finance and Facilities Committee – December 19, 2023**

**RESOLUTION #24-12:** Trustees Tut/White moved that the Finance and Facilities Committee report from December 19, 2023 be approved including that staff report back on the Eastdale Accommodation Strategy.

**CARRIED UNANIMOUSLY**

**8. Policy Committee – January 10, 2024**

**RESOLUTION #24-13:** Trustees White/Tut moved that the Policy Committee report from January 10, 2024 be approved including the Fraud Prevention and Management Policy.

**CARRIED UNANIMOUSLY**

**Reports from Staff:**

**9. March 2024 Professional Activity Day – Date Change**

**RESOLUTION #24-14:** Trustees Fehrman/Tut moved that the March 1, 2024 Professional Activity Day date change to April 8, 2024 to accommodate student safety during the total solar eclipse be approved.

**CARRIED UNANIMOUSLY**

**10. HWSTS Update – no copy**

Associate Director Gerard shared that there are improvements in the number of open routes, the number of spare drivers and the number of drivers in training. Staff are currently waiting for next year's funding models, and are hopeful that the change in the funding model continues to provide HWDSB with the funds required to navigate transportation needs for students.

**11. Report from Committee of the Whole (private) – January 29, 2024**

**RESOLUTION #24-15:** Trustee Tut/Dahab moved that from the Committee of the Whole meeting that the finance and facilities report from December 19<sup>th</sup>, 2023, be received.

**CARRIED UNANIMOUSLY**

**12. Written Notices of Motion – Trustee Buck re: National School Food Program**

Whereas: Too many families in Hamilton are struggling to obtain enough nutritious food;

Whereas: A healthy diet in childhood is important to maintaining good health and well-being;

Whereas: Domestic and international evidence shows that school meal programs act as social equalizers;

Whereas: Food security is a nation-wide issue that is being keenly felt here in Hamilton;

Whereas: There is currently a federal Private Member's Bill (C-322 – National Framework for a School Food Program Act) that has gone through a second reading in the House of Commons;

Where: Development of a national school food program will require the collaboration of all levels of government with the federal government.

Whereas: The Ontario Public School Board Association and Canadian School Boards' Association have already been in collaboration and discussion supporting the inclusion of committed funding in the 2024 federal budget;

Whereas: HWDSB's values of dignity, compassion, trust, and joy should be reflected in our advocacy for the most basic needs of Hamilton students;

**RESOLUTION #24-16:** Trustee Buck/Tut moved that the Chair of the Board write a letter to be distributed to all local Hamilton Members of Parliament that supports the legislation and its passage in the House of Commons for a National School Food Program.

**CARRIED UNANIMOUSLY**

### 13. Oral Reports from:

#### A. [Director's Report](#)

The Director shared the following:

- A recap of the official launch of the 2023 – 2028 Multi Year Strategic Plan and Board Improvement Plan. The Director thanked all those that were involved in bringing the vision, mission and values to life and the continued support from HWDSB families and community to the Board of Trustees, Executive Council and the Communications and Community Engagement Team.
- January 17<sup>th</sup>, 2024 was the official launch event which showcased students from across the system performing and sharing their amazing talents and what is belonging to them. The new branding was also revealed Be You. Be Excellent, which is proudly displayed across all HWDSB schools, offices, website and social media. A big thank you to Student Trustees Lin and Wang for being amazing MCs and to Trustees that were able to attend the event.
- As we continue to do this great work with a renewed focus on the Board Improvement Plan which is specifically designed to see tangible gains in numeracy and literacy achievement, preparedness for the future, engagement and well-being for every student and every school. This also means we will be supporting and communicating with HWDSB students, families and communities consistently about opportunities, changes and initiatives that support their unique and differing needs.
- Thursday February 1<sup>st</sup> marks the start of Black History Month and will be recognized and featured system wide.

#### B. Chair's Report

- The MYSP launch was an incredible event, thank you to everyone who was a part of the planning. Staff from across the system were excited about the MYSP and are committed to the work.
- OPSBA held their annual Public Education Symposium conference this past weekend and appreciation was given to the Trustees that were able to attend and represent the board.
- Black History Month starts on Thursday February 1<sup>st</sup>. Trustees are reminded that the Rev JC Holland Awards ceremony is Saturday Feb 24<sup>th</sup>, and to confirm your attendance with the Director's Office.

The meeting adjourned at 8:36 pm.

Reference: [Agenda Package](#) and [Recording](#)

## COMMITTEE REPORT

Presented to: Board

Date of Meeting: February 12, 2024

From: Governance Committee

Date of Meeting: January 22, 2024

The committee held a meeting from 6:00 p.m. to 9:30 p.m. on January 22, 2024, at 20 Education Court, Hamilton, ON, , in person and through MS Teams, with Trustee Todd White presiding.

Members present were: Trustees Amanda Fehrman, Dawn Danko, Maria Felix Miller, Paul Tut (electronically) and Todd White. Also in attendance: Trustees Kathy Archer (electronically), Becky Buck (electronically), Sabreina Dahab, and Student Trustee Thomas Lin.

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### MONITORING ITEM:

#### **A. Update re: Bill 98 – Ministry of Education Revisions to Trustee Code of Conduct and Director’s Performance Appraisal**

Staff noted for the committee that there has not been any update provided by the Ministry related to when the sections of the Education Act related to Trustee Code of Conduct and Director’s Performance Appraisal will receive proclamation. Staff will continue to monitor both items and provide an update at the next meeting. In regard to the Director’s Performance Appraisal, if no update is provided by the Ministry, Trustees will utilize their own process until new guidelines are provided by the government.

#### **B. Board of Trustee Self-Evaluation – feedback review**

In December, the Board of Trustees approved the committee recommendation to undertake a Board of Trustee Self-Review exercise, noting that the purpose of the self-evaluation was to serve as a conversation starter to think about the future planning for growth and improvement of the Board of Trustees. A maturity model was used to indicate that the evaluation is not a judgement but a location along a continuum.

Staff noted for the committee that the average response is the average of all the entries for each item in the self-evaluation. It does not show the variability because the report is designed to communicate self-evaluation findings as a Board of Trustees unit. There was a fair amount of variability with most areas being scored across 1 to 4. Fiduciary Role section was the only section where there was some alignment as it contained no scores of 1.

When asked how the descriptive paragraphs for the open-ended questions were derived, staff stated they used a typical qualitative data analysis method that involves examining each statement and sorting according to general sentiment or subject matter. Those sorted statements are then aggregated into larger buckets or themes. A narrative is written to capture the nature of the theme and what it entails.

The governance committee reviewed each of the sections and identified the following areas of opportunity to further review during the March meeting:

- Developing the relationship between the Trustees and Labour Unions
- Developing the relationship between Trustees and Executive Council
- Student Voice and Opportunities for invitation into schools, engaging with students
- Annual committee workplans – how to communicate future agenda items with all trustees

The committee also noted that continued work will take place with workshops on governance, training and working with the Indigenous team as well as continued training on anti-racism and anti-oppression.

**C. Trustee Policy Manual – Feedback (carryover item)**

The committee members reviewed the revised proposed language provided for the additional section of the policy manual related to media requests. Staff will compile the feedback and changes requested by the committee into one document, highlighting (through tracked changes) the proposed changes for final consideration at the next Governance Committee.

Respectfully submitted,  
Todd White, Chair of the Committee

Reference: [Committee Package](#) and Meeting [Recording1/Recording2](#)

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: February 12, 2024

From: Finance and Facilities Committee

Date of Meeting: January 23, 2024

The committee held a hybrid meeting from 6:04pm to 6:54pm on January 23, 2024, with Trustee Paul Tut presiding as Chair.

Members participating were: Trustees Becky Buck, Maria Felix Miller, Paul Tut and Todd White  
Regrets were received from: Trustee Amanda Fehrman

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**ACTION ITEMS**

**A. Sir Isaac Brock Renewal Update**

Sir Isaac Brock was closed in June 2021 as a result of a Pupil Accommodation Review that led to the new Viola Desmond Elementary School. On October 3, 2022, Trustees approved resolution 22-132 which identified Sir Isaac Brock as a holding property. Staff considered options for the property and building, including alternate uses for the facility where staff could realize savings and expand its current service and program offering. Staff considered existing leased spaces that were coming up for renewal and determined that the Parkway Learning Centre, which supports the Adult English as a Second Language (ESL) and Language Instruction for Newcomers to Canada (LINC) programs, could be a potential occupant of the facility. The increased and available space at Sir Isaac Brock will allow the ESL and LINC programs to grow to support the community. The renewal work will be funded by School Condition Improvement (SCI) dollars. The revitalization work includes new ceilings and light fixtures, finishes (paint, flooring) washroom updates and accessibility components including a barrier free washroom and stair lift. CCE is expected to begin with less than 50% of the 28,000 square foot building. The remaining space could be available for opportunities to lease the remaining space to community partners.

On the motion of Becky Buck, the Finance and Facilities Committee **RECOMMENDS: that staff be directed to relocate the Community and Continuing Education (CCE) Parkway Learning Centre to Sir Isaac Brock upon completion of a capital renewal project.**

**CARRIED**

**B. Key Parameters and Assumptions to Guide 2024-2025 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 2024. 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 Becky Buck, the Finance and Facilities Committee **RECOMMENDS: that the Key Parameters and Assumptions to Guide 2024-2025 Budget Development be approved.**

**CARRIED**

**MONITORING ITEMS**

**C. Interim Financial Status Report – November 30, 2023**

The interim financial status report as presented is based on information available and assumptions as of November 30, 2023. Budget to actual trends were reviewed in order to forecast the Board’s August 31, 2024, 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. The revised budget and

forecast are balanced and no surplus or deficit is projected. The contingency is intact and is projected to remain intact until the end of the year. As with all forecasts, as new information is received or as assumptions change, the resulting Interim Financial Reports will be updated accordingly.

Respectfully submitted,  
Paul Tut, Chair of the Committee

## Committee Report

Presented to: Board

Meeting Date: February 12, 2024

From: Special Education Advisory Committee (SEAC)

Meeting Date: December 20, 2023

The Committee held a meeting on Wednesday, December 20, 2023, in person in room 180 A at the Education Centre, beginning at 5:54 pm ending at 7:18 pm, with Chair Judy Colantino presiding.

### **Present**

Dawn Danko, Trustee Ward 7, Judy Colantino, Down Syndrome Association of Hamilton, SEAC Chair, Julie Armstrong, Centre for Diverse Learners, Lindsay Bray, McMaster Children's Hospital Developmental Pediatrics and Rehabilitation Portfolio, SEAC Vice Chair, Nancy Silva Khan, Autism Ontario (Central West Chapter), Susi Owen, CNIB Hamilton and Niagara, Tracy Sherriff, Community Living Hamilton

### **Regrets**

Jessica Malcew, VOICE for Hearing Impaired Children, Lynn Vanderbrug, Lynwood Charlton Centre, Mark Courtepatte, FASD Parent & Caregiver Support Group, Melanie Roberts, The Association for Bright Children of Ontario

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## **INFORMATION ITEMS**

### **A. 2023-2028 Multi Year Strategic Plan**

Sheryl Robinson Petrazzini, Director of Education

- An overview of the 2023-2028 Multi Year Strategic Plan was shared, outlining our Mission, Goals, Objectives, and Strategies

### **B. Meeting Protocol (continuation from November)**

Judy Colantino, Chair of SEAC

- Meetings will be held in person, with a virtual option for those that are unable to attend

### **C. Roundtable (small groups)**

#### **What should Special Education Programming/Classes Look Like in HWDSB**

Sharon Stephanian, Superintendent of Specialized Services

- Committee participation in breakout group discussions to continue at every meeting

## **D. MEMBERS' UPDATE**

### **Trustees Update, Dawn Danko, Trustee Ward 7**

- Trustees continue to update policy manual
- Draft school year calendar is out for consultation
- Looking at piloting a GPS software in buses

### **Sharon Stephanian, Superintendent of Specialized Services**

- Our Post-Secondary Navigation team has set up tours with Mohawk College for students in grade 12 with an Individual Education Plan (IEP). The tour includes a helpful information session for prospective students to learn about programs and next steps as they consider becoming a college student. Students will be given the opportunity to connect with the Accessible Learning Services team who are committed to providing equal opportunity, individualized accommodation and supports. Students will discover their options, learn how to apply to college, and explore the campus, lab spaces and on-campus amenities through a guided tour. The first tour was December 12<sup>th</sup> with 45 students attending. The next tour is January 11<sup>th</sup>
- Entry to School plans are underway for students entering kindergarten who may require specialized services supports. Virtual parent information night will be held January 18<sup>th</sup>

Respectfully submitted by  
Judy Colantino, SEAC Chair