

**AGENDA: 6:30 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: November 18 and 25<sup>th</sup>, 2024

Reports from Trustee Special Committees:

7. Program – November 14, 2024
8. Finance & Facilities – November 26, 2024
9. Governance – December 2, 2024

Reports from Legislated Committees:

10. Parent Involvement Committee – November 12, 2024
11. Special Education Advisory Committee – November 27, 2024

Reports from Community Advisory Committees:

12. Human Rights & Equity – November 27, 2024
13. Faith Community Advisory Committee – December 3, 2024

14. Report from:

- A. Standing Committee – November 25, 2024
- B. Committee of the Whole (Private) – December 16, 2024

15. 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)

16. Oral Reports from:

- A. Student Trustees' and Shakowennakara:tats Report
- B. Director's Report
- C. Chair's Report

17. Adjournment

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**Trustees:** Kathy Archer\*, Becky Buck, Sabreina Dahab, Dawn Danko\*, Amanda Fehrman, Maria Felix Miller, Graeme Noble\*, Paul Tut, Todd White<sup>(R)</sup>, Elizabeth Wong\*. Student Trustees Oluwafikunayomi (Fikun) Alabi, Victoria Li, and Shakowennakara:tats Daunte Hillen.

\*electronic participation, <sup>(R)</sup> regrets

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#### 1. Call to Order

Sheryl Robinson Petrazzini, Director of HWDSB, called the meeting to order at 6:03 pm. A moment of silence was observed to honour Late Justice Murray Sinclair.

#### 2. Approval of the Agenda

Trustees Dahab/Miller moved that the agenda be approved.

**CARRIED**

#### 3. Election of the Chair

**RESOLUTION #24-138:** Trustees Dahab/Miller moved: That Heather Miller and Matthew Gerard be appointed as scrutineers.

**CARRIED**

The Director called for nominations for the Chair of the Board. Trustee Tut nominated Trustee Miller for the position of Chair of the Board.

The Director called three times for nominations and no further nominations were received.

**RESOLUTION #24-139:** Trustees Buck/Fehrman moved to close nominations.

**CARRIED**

**RESOLUTION #24-140:** Trustees Tut/Fehrman moved that Trustee Miller be appointed as Chair of the Board.

The motion was **CARRIED** on the following division:

In Favour (7): Trustees Buck, Miller, Fehrman, Tut, Wong, Danko and Archer

Opposed (1): Trustee Dahab

Abstain (1): Trustee Noble

Trustee Miller thanked Trustee Tut for nominating her and all trustees who supported her election and took over as Chair.

#### 4. Election of the Vice-Chair

The Chair called for nominations for the Vice-Chair of the Board. Trustee Fehrman nominated Trustee Tut as Vice Chair of the Board.

The Chair called three times for nominations and no further nominations were received.

**RESOLUTION #24-141:** Trustees Buck/Danko moved to close nominations.

**CARRIED**

**RESOLUTION #24-142:** Trustees Fehrman/Buck moved that Trustee Tut be appointed Vice-Chair of the Board. The motion was **CARRIED** on the following division:  
In Favour (7): Trustees Buck, Miller, Fehrman, Tut, Wong, Danko and Archer  
Abstain (2): Trustees Dahab and Noble

Trustee Tut thanked Trustee Fehrman for nominating him and all trustees who supported his election and assumed the Vice-Chair position.

#### **5. Greetings from Pat Daly, Chair, Hamilton-Wentworth Catholic District School Board**

On behalf of Hamilton-Wentworth Catholic District School Board, Chair Pat Daly congratulated both Trustees Miller and Tut for their re-election as Chair and Vice-Chair of the Board and thanked them for their collaboration over the past year. Chair Daly commended each of the Trustees and Student Trustees noting that the work being done wouldn't be possible without their commitments and willingness to step up and give their time to the positions held on the Board.

#### **6. Appointments to Board Mandated Committees**

**RESOLUTION #24-143:** Trustee Tut/Danko, moved that the appointments of the following Board Mandated Committees be approved.

- A. Standing Committee - All Trustees
- B. Suspensions Appeals & Expulsion Hearings - All Trustees
- C. Trustee Code of Conduct Review - First Alternate Trustee Noble & Second Alternate Trustee Buck
- D. Parent Involvement Committee (PIC) - Trustee Fehrman
- E. Supervised Alternate Learning Committee (SAL) - Trustees Archer, Fehrman, Miller, Wong
- F. Special Education Advisory Committee (SEAC) - Trustees Danko, Miller

**CARRIED**

#### **7. Appointments to Trustee Special Committees:**

**RESOLUTION #24-144:** Trustee Fehrman/Tut moved that the appointments to the following Trustee Special Committees be approved.

- A. Audit Committee - Trustees Danko, Tut, White
- B. Finance and Facilities - Trustees Archer, Danko, Fehrman, Miller, Tut
- C. Governance- Trustees Buck, Dahab, Miller, Tut
- D. Human Resources - Trustees Danko, Fehrman, Wong
- E. Policy - Trustees Archer, Dahab, Miller, Noble
- F. Program - Trustees Archer, Buck, Dahab, Fehrman, Wong

**CARRIED**

#### **8. Election of Committee Chairs for Trustee Special Committees:**

**RESOLUTION #24-145:** Trustee Archer/Noble moved that the appointments of the following Chairs for Special Committees be approved.

- A. Finance and Facilities – Trustee Tut  
Trustee Fehrman nominated *Trustee Tut* for Chair of Finance & Facilities.  
The Chair called three times for nominations and no further nominations were received.
- B. Human Resources – Trustee Danko  
Trustee Tut nominated *Trustee Danko* for Chair of Human Resources.  
The Chair called three times for nominations and no further nominations were received.
- C. Policy – Trustee Dahab  
*Trustee Dahab* nominated herself for Chair of Policy.  
The Chair called three times for nominations and no further nominations were received.

D. Program – Trustee Fehrman

Trustee Tut nominated *Trustee Fehrman* for Chair of Program.

The Chair called three times for nominations and no further nominations were received.

**CARRIED**

**9. Appointments to HWDSB Community Advisory Committees:**

**RESOLUTION #24-146:** Trustee Buck/Tut, moved: That the appointments to the following HWDSB Community Advisory Committees be approved.

- A. Faith Community - Trustee Buck
- B. French as a Second Language - Trustee Noble
- C. Human Rights and Equity - Trustee Dahab
- D. Rural Schools - Trustees Fehrman, Noble

**CARRIED**

**10. Appointments as Liaison/Representatives to Associated Agencies:**

**RESOLUTION #24-147:** Trustee Danko/Wong, moved: That the appointments to the following Liaison/Representatives to Associate Agencies be approved.

- A. City/School Board Liaison Committee - Trustees Danko, Miller, Tut
- B. Hamilton-Wentworth Council of Home & School Associations - Trustee Danko
- C. Hamilton Foundation for Student Success - Trustee Fehrman

**CARRIED**

**11. Director's Remarks**

Director Robinson Petrazzini extended congratulations to Chair Miller and Vice Chair Tut and thanked all Trustees for their continued service in support of HWDSB students, staff and families. A special thank you was extended to Chair Daley for his kind and thoughtful greetings and the continued collaboration between both boards. The Director noted that the work done together has a lasting impact on generations to come, rooting everything we do in our powerful new mission to ensure that every student experiences a sense of belonging and engages in dynamic learning to reach their potential and build their own future. The Director asked that we remain bold in our thinking, unwavering in our commitment to equity and unrelenting in our pursuit of excellence together.

**12. Chair's Remarks**

Chair Miller thanked Trustees and Executive Council for their support and looks forward to collaborating with everyone through the upcoming year. Chair Miller thanked the Director for her leadership both at the board table and in the community and praised Director Robinson Petrazzini as being a dignified and compassionate leader, and truly someone who exemplifies joy.

Chair Miller thanked Chair Daly for his kind words and agreed that the first step to service is by showing up. She is excited and energized to keep moving forward for the students that we serve as a Board of Trustees.

The Meeting adjourned at 6:54 pm

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

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**Trustees:** Kathy Archer\*, Becky Buck, Sabreina Dahab, Dawn Danko\*, Amanda Fehrman, Maria Felix Miller, Graeme Noble\*, Paul Tut, Todd White, Elizabeth Wong\*. Student Trustees Oluwafikunayomi (Fikun) Alabi, Victoria Li, and Shakowennakara:tats Daunte Hillen.

\*electronic participation, <sup>(R)</sup> regrets

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**1. Call to Order**

Chair Miller called the meeting to order at 7:02 p.m.

**2. Approval of the Agenda**

**RESOLUTION #24-148:** Trustees Fehrman/Tut moved that the agenda be approved as amended (to defer item #10 Audit Committee report to the November 25<sup>th</sup> Board Meeting).

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

**3. Confirmation of the Minutes**

**RESOLUTION #24-149:** Trustees Archer/Fehrman moved that the Minutes from October 28, 2024, be confirmed.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

**4. Program Committee**

**RESOLUTION #24-150:** Trustees Fehrman/Tut moved that the Program Committee report from October 21, 2024, be approved including the scope of the review of the Elementary Program Strategy, including Elementary French Immersion and Secondary Program Strategy.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

**5. Finance & Facilities Committee**

**RESOLUTION #24-151:** Trustees Buck/Tut moved that the Finance & Facilities Committee report from October 22, 2024, be received.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

**6. Human Resources Committee**

**RESOLUTION #24-152:** Trustees Danko/Tut moved that the Human Resources Committee report from October 29, 2024, be received.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

**7. Community Advisory Committees – Membership**

**RESOLUTION #24-153:** Trustees Fehrman/White moved that the membership appointments to the following Community Advisory Committees be approved:

- Faith Advisory Committee
- French as a Second Language Advisory Committee
- Human Rights & Equity Advisory Committee
- Rural Schools Advisory Committee

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

**Resolution #24-154:** Trustees Tut/White moved that the Board move into private session as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

The meeting resumed in Public Session at 8:26 pm. Trustees Archer and White did not return to the public session.

#### **8. Report from Committee of the Whole (Private) – November 18, 2024**

**RESOLUTION #24-155:** Trustees Tut/Buck moved that the Committee of the Whole report be approved including:

- *That the Finance & Facilities Committee report from October 22, 2024, be received.*
- *That the Human Resources Committee report from October 29, 2024, be received.*
- *That the Audit Committee report from November 12, 2024, be approved including the 2023-24 Consolidated Financial Statements of the Hamilton-Wentworth District School Board for the Year Ended August 31, 2024.*

#### **9. City/School Board Liaison Committee**

Chair Miller noted that the committee met in October and considered a motion put forward from a city councillor related to the "[Analysis of Hamilton Schools with Adequate HVAC Systems](#)". The motion also requested that HWDSB staff work in collaboration with Hamilton Public Health in terms of the scope of the monitoring report. The committee requested that this motion be presented to both City Council and the Board of Trustees for ratification. Once approved, the summative report prepared by the City is to return to the liaison committee in the first quarter of 2025.

**RESOLUTION #24-156:** Trustees Danko/Tut moved that staff be directed to share a summary of their monitoring of adequate HVAC system activity and collaborate with Public Health on the report.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

#### **10. Ontario Public School Boards' Association (OPSBA)**

Trustee Buck shared the following update:

- OPSBA launched their new website which is streamlined, user-friendly and features a modern design.
- Public Education Symposium (January 24 – 25, 2025) registration is open. The theme for the conference this year is "The Time is Now."
- Last week, Minister of Education Jill Dunlop held a virtual meeting with school board chairs and directors of education to discuss accountability, transparency, and expectations related to upcoming audits of school boards' discretionary funding.
- OPSBA and the Alberta School Boards Association (ASBA) are to co-host a virtual learning session on Tuesday, November 26, from 12 to 1 p.m. ET. The session will focus on the state of federal politics and connections to provincial education priorities

The meeting adjourned at 8:40 p.m.

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

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**Trustees:** Kathy Archer\*, Becky Buck, Sabreina Dahab, Dawn Danko\*, Amanda Fehrman, Maria Felix Miller\*, Graeme Noble\*, Paul Tut, Todd White, Elizabeth Wong<sup>(R)</sup>. Student Trustees Oluwafikunayomi (Fikun) Alabi, Victoria Li, and Shakowennakara:tats Daunte Hillen.

\*electronic participation, <sup>(R)</sup> regrets

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## 1. Call to Order

Chair Tut called the meeting to order at 7:28 p.m.

## 2. Approval of the Agenda

**RESOLUTION #24-157:** Trustees Buck/Fehrman moved that the agenda be approved as amended to include the addition of a Committee of the Whole report.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

## 3. Audit Committee

**RESOLUTION #24-158:** Trustees White/Buck moved that the Audit Committee report from November 12, 2024, be received.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

## 4. Policy Committee

**RESOLUTION #24-159:** Trustees White/Buck moved that the Policy Committee report from November 7, 2024, be received.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

## 5. Special Education Advisory Committee (SEAC)

**RESOLUTION #24-160:** Trustees Miller/Danko moved that the SEAC Committee report from October 30, 2024, be received.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

## 6. Human Rights & Equity Community Advisory Committee

**RESOLUTION #24-161:** Trustees Dahab/Miller moved that the Human Rights & Equity Community Advisory Committee report from October 30, 2024, be received.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

## 7. Rural Schools Community Advisory Committee

**RESOLUTION #24-162:** Trustees Noble/Dahab moved that the Rural Schools Advisory Committee report from October 30, 2024, be received.

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

## 8. Report from Community of the Whole (Private)

**RESOLUTION #24-163:** Trustees Buck/Fehrman moved that the Committee of the Whole report be approved including *that the tentative Collective Agreement between the Hamilton-Wentworth Occasional Teacher Local, Elementary Teachers Federation of Ontario (HWOTL-ETFO), and Hamilton-Wentworth District School Board (HWDSB) for the term of September 1, 2022, to August 31, 2026, be approved and amended as per the School Boards Collective Bargaining Act.*

**CARRIED**

**RESOLUTION #24-164:** Trustees Buck/Fehrman moved that the Committee of the Whole report be approved including that a personnel matter be approved.

The motion was **CARRIED** on the following division:

In Favour (8): Trustees Buck, Miller, Fehrman, Noble, Tut, Wong, Danko and Archer

Opposed (2): Trustees White/Dahab

## 9. Student Trustees' and Shakowennakara:tats Report

Student Trustees Alabi and Li provided a verbal update:

- Attended the OSTA-AECO conference November 7-10, 2024, for a great time of learning and sharing ideas.
- Trustee Alabi had the pleasure of meeting with Kathy MacDonald and Michelle Rodney and had the privilege of sharing her role as a liaison between the caucus and OSTA.
- Currently working on an initiative charity event across HWDSB where high schools would donate 40% of their food donations to a children's charity. Deadline for collecting is December 10.

Shakowennakara:tats Hillen provided a verbal update:

- Today, November 25, 2024, is International Day for the Elimination of Violence against Women and this marks 16 days of activism against gender-based violence and ends on Human Right's Day – December 10, 2024. Every student deserves a safe place to learn, and we were challenged do our part to offer support and share awareness to end gender-based violence.
- Collaborating with a local artist, Alex Jacob Bloom to create our logo design.
- During the OSTA-AECO Fall general meeting, had the opportunity to connect with other student trustees on the Indigenous Student Trustee Council (ISTC) about our shared goals and incredible work being done by Indigenous student trustees province-wide. Honour to serve as the ISTC Secretary and share in this important work.
- Distinct honour of cutting the ribbon at the Sherwood Secondary School grand re-opening.

## 10. Director's Report

Director Sheryl Robinson Petrazzini presented the [Director's Report](#) which highlighted the following:

- Power of a Changed Life gala – to build, foster and maintain relationships within the Hamilton community.
- Thanked all who attended the Liberty For Youth – their work offers invaluable support to students by connecting them with caring adults in our community
- ACCA's 45<sup>th</sup> Anniversary – incredible to listen to founding members
- SCORE – a Hamilton initiative aimed at improving physical activities and self advocacy for newcomer children ages 5 to 11 years old.
- Sherwood's' official Open House – opening its door to the community to showcase the renewed and refurbished facility.

## **11. Chair's Report**

Chair Miller brought forth her report and shared her excitement regarding the collective bargaining update and to be able to support this work. She wanted to recognize our occasional staff for the work they do across so many different communities. A shout out to the Sherwood community; excited for the next chapter as they have a beautiful new space to exist and exceed in. She encouraged Trustees to register for the 2025 Public Education Symposium conference (PES) on January 23-25, 2025. She thanked Trustees and Vice Chair Tut for their support in her re-election noting that the support at the table has been incredible this past year and looks forward to the year ahead.

The meeting adjourned at 8:20 p.m.

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

## COMMITTEE REPORT

Presented to: Board

Date of Meeting: December 16, 2024

From: Program Committee

Date of Meeting: November 14, 2024

The committee held a hybrid meeting on November 14, 2024, at 6:02 pm with Trustee Amanda Fehrman presiding.

Members: Trustees Kathy Archer\*, Sabreina Dahab<sup>(R)</sup>, Dawn Danko<sup>(\*)</sup>, Amanda Fehrman and Elizabeth Wong<sup>(R)</sup>.

\* electronic participation, <sup>(R)</sup>regrets

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### MONITORING ITEM(S):

#### A. Update on RESOLUTION #24-93 (EQAO Strategy)

Staff shared a [presentation](#) which summarized HWDSB's current achievement outcomes in Grades 3, 6, 9 Reading, Writing and Mathematics EQAO assessments, including the Grade 10 Ontario Secondary School Literacy Test (OSSLT), and outlined the strategies being implemented to improve literacy and numeracy outcomes for every student.

#### Some Highlights of HWDSB's Performance

- Gr. 3 Reading, Writing increased by 5% and 7% while the provincial level decreased
- Gr. 3 Math increased by 9% while the province only increased by 1%
- Gr. 6 Math increased by 2% while the province did not improve
- Gr. 9 Math increased by 2% while the province only increased by 0.6%
- OSSLT achievement by students in applied programming increased by 6%

Staff observed that schools that demonstrated improved results in EQAO, in literacy, numeracy, or both, share common practices including but not limited to:

- Direct involvement and clear expectations by the Principal,
- Focus on two or three specific high-impact instructional practices,
- Ongoing collaborative professional development,
- Ensuring teachers, Education Workers and students have a good understanding of the EQAO assessment, and
- Create a positive learning community, especially with respect to building student confidence in math and their comfort with completing EQAO assessments.

As such, staff will continue to embed what has been observed as impacting students in future professional development sessions with teachers and principals.

#### Next Steps: EQAO Strategy 2024-2025

Staff will continue to focus on:

- Provide additional professional development to support achievement on Grade 6 EQAO Writing,
- Ensure every secondary school receives resources to implement Tier 3 reading supports to close the reading gaps for students who require more intensive support,
- Implement the 2024-2025 Math Achievement Action Plan. This plan will allow for greater monitoring of Grade 3 and 6 student progress in Math Priority Schools. For non-math priority schools, all Grade 3 and 6 teachers will participate in a professional learning series to enhance their understanding of key concepts and develop their use of high impact instructional practices.
- Ensure professional learning will extend to include Grade 10 teachers to complement the support that Math Facilitators provided Grade 9 teachers and students.

Respectfully submitted,  
Amanda Fehrman, Chair of the Committee

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: December 16, 2024

From: Finance and Facilities Committee

Date of Meeting: November 26, 2024

The committee held a hybrid meeting on November 26, 2024, at 6:00 pm with Trustee Paul Tut presiding.

Members: Trustees Dawn Danko, Amanda Fehrman, Kathy Archer\*, Maria Felix Miller<sup>(R)</sup>, and Paul Tut.

\*Electronic participation, <sup>(R)</sup>Regrets

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**ACTION ITEM**

**A. 2024-2025 Capital Budget Update**

In June 2024, the 2024-2025 Capital Budget was approved for an estimated total of \$47.9 million. Staff recommended the use of Proceeds of Disposition (POD) to fund a new 8-room portapak at Eastdale Elementary School and funds to address shortfall associated with the Capital Plan and projects allocated for the 2024-25 school year.

On the motion of Amanda Fehrman, the Finance and Facilities Committee **RECOMMENDS that the revised 2024-2025 Capital Budget be revised to a total of \$59.4 million from \$47.9 million, as described as:**

- **\$3.5 million for the Eastdale Elementary School portapak**
- **\$8.0 million for capital renewal project (attached Appendix)**

**MONITORING ITEMS**

**B. Average Elementary Class Size**

Staff provided an update on HWDSB’s submission to the Ministry of Education related to Average Class Sizes for elementary students as of September 30, 2024. HWDSB is in compliance with all Ministry elementary average class size requirements for 2024-2025.

**C. Final Financial Report – August 31, 2024**

Staff presented the Financial Statements for the period ending August 31, 2024. These were previously presented at Audit Committee and Board. The Board filed an in-year surplus of \$1.5 million. Revenues increased in comparison to the budget by \$118.5 million as a result of an increase in enrolment of 546.1 average daily enrolment (ADE). Bill 124 remedies and collective agreement settlements also increased revenues in comparison to the budget. The decrease in capital debt revenue is a result of remaining service life review that increased the life of building and land improvements that had capital asset additions since 2019-2020. An offsetting decrease in amortization expense is also reflected in the financial statements.

Respectfully submitted,  
Paul Tut, Chair of the Committee

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

## CAPITAL BUDGET UPDATE

1	Mary Hopkins	HVAC and ceiling renovations
2	Ancaster High	Hospitality and Tourism program, cafeteria, washroom and changeroom renovations
3	Glendale	Washroom and changeroom renovations
4	Norwood Park	Corridor ceiling, gymnasium and washroom renovations
5	GL Armstrong	Gymnasium, washrooms, corridor ceilings, learning commons, music and science renovations
6	Janet Lee	Gymnasium, washrooms, art, science, and music renovations
7	Westdale	Emergency stair replacement
8	Central	Washroom renovations
9	W. H. Ballard	HVAC renovations
10	Buchanan Park	Roof replacement
11	Glendale	Roof replacement
12	Hill Park	Roof replacement
13	Richard Beasley	Roof replacement
14	Yorkview	Window and door replacement, accommodation Request
15	Helen Detwiler	Parking lot paving
16	Balaclava	Parking lot paving
17	Strathcona	Roof replacement
18	Dundas Central	Roof replacement
19	Westview	Window and door replacement, accommodation request
20	Millgrove	Washroom renovations
21	Sir Isaac Brock	Cond Ed. / Alt. Ed. Program renovations
22	Waterdown	Washrooms
23	Glendale	HVAC replacement
24	Highview	HVAC replacement - Phase 2
25	Hess Street	Gymnasium and washrooms renovation
26	Sir Winston Churchill	Accessibility ramp
27	Adelaide Hoodless	Corridor ceiling renovation
28	Sir Winston Churchill	Manufacturing and shop renovation
29	Ancaster High	Dust collector project
30	Parkdale	Gymnasium and main entrance accessibility
31	Orchard Park	Washroom and changeroom renovation
32	A.M. Cunningham	Gymnasium and accessible washroom renovation
33	Pauline Johnson	Washroom renovation
34	Sir Allan MacNab	Corridor ceiling and locker renovation
35	Dundas Valley	Dust collector
36	Westmount	Dust collector

37	Viola Desmond	Parking lot expansion
38	Hill Park	Elevator repair
39	Westdale	Dust Collector
40	Viscount Montgomery	Washroom renovations
41	W. H. Ballard	Elevator repair
42	Flamborough Centre	Septic bed replacement
43	Queen Mary	Playground renovation
44	RAAC Reports	RAAC Assessment & Inventory
45	Eastdale	Washroom / Changeroom renovations
46	Dalewood	Stage lift
47	Eastdale	Parking lot and asphalt expansion
48	Hess Street	Pylon sign
49	Westdale	Locker repair

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: December 16, 2024

From: Governance Committee

Date of Meeting: December 2, 2024

The committee held a hybrid meeting on December 2, 2024, at 6:10 pm.

Members: Trustees Becky Buck, Sabreina Dahab, Maria Felix Miller and Paul Tut\*. Also in attendance: Trustee White\*

\*electronic participation, <sup>(R)</sup>regrets

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**ACTION ITEM(S):**

**A. Electronic Meetings and Meeting Attendance – updates per O. Reg. 463/97**

Staff noted for the committee that the Electronic Meetings and Meeting Attendance legislation (Ontario Regulation 463/97) was updated in July, with the implementation of the changes taking effect September 1, 2025. The amendments to the Regulation include physical attendance requirements and circumstances that may prohibit physical attendance at meetings where a Trustee may seek approval to participate in meetings electronically. The committee reviewed the proposed revisions and provided feedback to staff, asking that effective September 1, 2025, information be included in meeting notifications to Trustees on how to request electronic participation.

On the motion of Trustee Dahab, the Governance Committee **recommends that the revised 5.1 Electronic Meetings and Meeting Attendance report be approved and updated in the Board of Trustee Governance Manual.**

**CONSENT**

**MONITORING ITEM(S):**

**B. Election of Committee Chair**

The election of the Governance Committee Chair is held at the first meeting following the Organizational Board Meeting per O. Reg. 83/24 where the committee members are responsible for electing a committee Chair.

Trustee Buck self-nominated for the position of Governance Chair and there was consent from the committee.

**C. Trustee Code of Conduct – Procedure – updates per O. Reg. 306/24**

The Trustee Code of Conduct was updated (July 29, 2024) under Ontario Regulation 312/24 Member of School Boards – Code of Conduct. A second and related regulation is Ontario Regulation 306/24: Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct effective January 1, 2025. Staff noted for the committee that the procedural change that is effective January 1, 2025, is related to the formal process, which is invoked if a board is not able to resolve a complaint locally within twenty days using an internal process. The committee shared concerns that the proposed revisions to the procedure are not clear on whether or not a complainant can direct an allegation directly to the formal process and how a formal procedure decision from an Integrity Commissioner panel is reported back to a Board of Trustees and what the role of the Board is following that process.

Committee Chair Buck noted that OPSBA would be providing a template for the Trustee Code of Conduct Procedure that boards can review and consider adopting. The committee requested that staff review the template once it is made available and return with revisions to the procedure at the appropriate time.

The committee also requested that Chair Miller write to the Ministry of Education related to recent legislative updates (Bill 98, *Better Schools and Student Outcomes Act, 2023*) highlighting the lack of clarity and financial support related to Trustee Code of Conduct Directives (O. Reg. 312/24).

**D. Board of Trustee Self-Assessment Survey – Year 2**

Staff noted for the committee that Trustees will be invited to participate in the second year of the Board of Trustee Self-Assessment beginning December 6, 2024, with the survey closing on January 3, 2025. The survey results will be aggregated with open responses summarized in themes and provided to the Governance Committee in the new year showing a year-over-year progression from the initial self-evaluation.

**E. Board Improvement Plan 2024-25**

Director Robinson Petrazzini presented to the committee the Board Improvement Plan for 2024-2025. The multi-year strategic plan was launched in January 2024, and the operational plan, the Board Improvement Plan was launched in March 2024. Staff have been deliberately implementing new programs and initiatives that support the Pillars (Strategic Directions) of our [Multi-Year Strategic Plan](#), centre the needs of every student, and refine how we approach our work.

Goals for the 2024-2025 Board Improvement Plan include:

- Improve literacy achievement for every student
- Improve numeracy achievement for every student
- Improve preparedness for the future of every student
- Improve well-being for every student
- Increase engagement for every student

The committee provided feedback to staff noting that the current measurements of the goals are EQAO-related and inquired what other measurements could be used beyond EQAO/standardized testing, that are unique to HWDSB. Staff noted that other measurements are being used, however, they are reviewing how this data can be summarized and presented for future reports.

Trustees will receive updates on the progress of the goals through reports to the Program Committee in March, April, May, June and October of 2025.

Respectfully submitted,  
Trustee Buck, Chair of the Committee

Reference: [Committee Package](#), [Recording](#), [Presentation](#)

## 5.0 Governance & Accountability

### 5.1 Electronic Meetings and Meeting Attendance

(O. Reg. 463/97, *Electronic Meetings and Meeting Attendance*)

1. At the request of any trustee, including a student trustee, the Board shall provide the trustee and student trustee with electronic means for participating in meetings of the Board (regular or special) or of a committee of the board, including a Committee of the Whole Board (regular or special).
  - a. Student trustees may always participate in these meetings by electronic means and do not require approval to do so.
2. If a trustee proposes to participate in a meeting by electronic means, the trustee shall submit a request in writing and the reasons for the request to the Chair of the Board in advance of the scheduled meeting.
  - a. Trustees shall endeavour to submit their request for electronic participation no later than:
    - i. Friday at 12 noon prior to the scheduled Board meeting.
    - ii. Three (3) business days prior to the scheduled Committee meeting.

*In the event of extenuating circumstances, the trustee shall submit their request for electronic participation as soon as they are able to do so.*

3. If the trustee requesting electronic participation is the Chair of the Board, the Chair shall submit the request and reasons to the Vice-Chair of the Board, or if the Board has no Vice-Chair, to another trustee of the Board.
4. The Chair, Vice-Chair, or other trustee, as applicable, may approve a request if they are satisfied that one or more of the circumstances exist.
5. The electronic means provided for shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.
6. When participating electronically, trustees are reminded of the following:
  - a. During roll call, trustees must be visible on camera to be counted as present in the meeting and part of quorum;
  - b. Trustees are reminded to immediately inform the Chair and Minute Recorder when they have stepped away from the meeting/returned to the meeting;
  - c. Trustees shall be visible on camera to speak in a meeting of the board/committee;
  - d. Trustees are strongly encouraged to be visible on camera at all times during a meeting so that they are visible and accountable to committee members and the public.

*Note: Resolution #22-143, November 7, 2022*

#### Circumstances for requesting electronic participation

7. Effective July 29, 2024, the circumstances are:
  - a. the distance from the trustee's primary place of residence within the area of jurisdiction of the board to the meeting location is 125 kilometres or more;
  - b. weather conditions do not allow the trustee to travel to the meeting location safely;
  - c. the trustee cannot be physically present at a meeting due to health-related issues;

- d. the trustee has a disability that makes it challenging to be physically present at a meeting;
  - e. the trustee cannot be physically present due to family responsibilities in respect of:
    - i. the trustee's spouse;
    - ii. a parent, step-parent, or foster parent of the trustee or the trustee's spouse;
    - iii. a child, step-child, foster child, or child who is under legal guardianship of the trustee or the trustee's spouse;
    - iv. a relative of the trustee who is dependent on the trustee for care or assistance;
    - v. a person who is dependent on the trustee for care or assistance and who considers the trustee to be like a family member.
8. The Chair shall in good faith, be supportive when reviewing and approving requests for electronic participation, recognizing that Trustees prioritize attending meetings to the best of their abilities.
  9. The Chair shall not approve a request for a trustee to participate by electronic means in a regular board meeting or regular committee of the whole board meeting if the request would result in fewer than one trustee of the board, in addition to the Chair of the Board or their designate, being physically present in the meeting room.
  10. The Vice-Chair or other member of the board shall not approve a request for the Chair of the Board to participate by electronic means in a regular board meeting or regular committee of the whole board meeting unless the Chair's designate will be physically present in the meeting room.
  11. The chair of a committee of the board, other than the chair of a committee of the whole board, or their designate shall be physically present in the meeting room of every regular meeting of a committee of the board. The committee chair or designate may participate by electronic means, if approved, provided that at least one other member of the committee, who is also a trustee of the board, is physically present in the meeting room.

#### Attendance

12. A trustee who participates in a meeting through electronic means in accordance with *Ontario Regulation 463/97* is deemed to be present at the meeting.
13. Effective September 1, 2025, if a trustee fails to be physically present at a regular meeting of the board or a regular meeting of the committee of the whole board unless their request to attend electronically is approved as set out above and in accordance with *Ontario Regulation 463/97*, the trustee's seat is vacated (s.228(1) (e) of the *Education Act*).

*Effective September 1, 2025, the following attendance requirements are revoked:*

- a. *the Chair of the Board or designate shall be physically present in the meeting room of the board for at least half of the meetings of the board during each 12-month period beginning November 15, 2022; and*
- b. *a trustee shall be physically present in the meeting room of the board for at least 3 regular meetings of the board during each 12-month period beginning November 15, 2022 (and pro-rated for trustees elected or appointed to fill a vacancy on the board in*

*accordance with ss. 7(9) and ss.11(2) of Ontario Regulation 463/97).*

14. A trustee vacates their seat if they absent themselves without being authorized by resolution of the board entered in the minutes, from three consecutive regular meetings of the board (s.228(1)(b) of the *Education Act*).
15. The Director of Education or their designate must be physically present in the meeting room for each meeting of the board and each meeting of a committee of the board, including a committee of the whole, except when all schools of the board are closed.
16. If all schools of the board are closed under an order made in accordance with *Ontario Regulation 463/97* then the requirement for physical attendance at any meetings by a trustee or the Director of Education is not required in accordance with that Regulation and all trustees and student trustees may participate electronically. In those circumstances, the meeting room of the board or a committee of the board will not be open to permit physical attendance by members of the public.
17. Except those committee meetings from which the public has been excluded, the meeting room of the Board or of a committee of the Board, as the case may be, shall be open to permit physical attendance by members of the public at every regular meeting of the Board or of the committee of the Board, regardless of whether one or more trustees (including the student trustees) participate at such meetings electronically, unless all schools of the board are closed.
18. The Board shall provide members of the public with the ability to connect electronically to a meeting of the Board or of a committee of the Board. The electronic means used shall permit the public to hear the meeting, and where permitted by the Board (for example, a delegate), to participate in a meeting then all participants in the meeting shall be able to communicate with each other simultaneously and instantaneously.
19. At all meetings at which a trustee, including a student trustee, participates by electronic means, it is the responsibility of those trustees to comply with the requirements of the *Municipal Conflict of Interest Act*, including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as is necessary to comply.
20. The Board shall ensure that appropriate processes are put in place to ensure the security and confidentiality of electronic participation in proceedings held during meetings that are closed to the public, including ensuring student trustees who participate through electronic means do not participate in any proceedings that are closed to the public under clause 207(2)(b) of the *Education Act* (subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a trustee of the board or member of a committee, an employee or prospective employee of the board or a pupil or their parent or guardian).
21. Where a meeting or part of a meeting is to be held in closed session, the trustee participating electronically shall confirm that they are in a private location where an unauthorized individual can not hear the trustee or meeting participants.
  - a. Trustees shall be visible on camera when participating in closed meetings (Board and/or committee meetings)

*Note: Resolution #22-143, November 7, 2022*

22. A trustee who has received written approval for electronic participation shall be responsible for correcting technical problems including disruptive noise and accidental disconnections that occur as a result of problems with their environment or equipment.
23. The record of the meeting shall indicate that the trustee was present and participated by electronic means.

### Committee Report

Presented to: Board

Meeting date: December 16, 2024

From: Parent Involvement Committee

Meeting date: November 12, 2024

The committee held a PIC meeting on November 12, 2024, from 6:30 p.m. to 8:02 p.m. with Chair Amanda Lloyd presiding.

**Members Present:** (Online) Kristina Collier, Adriana Harris, Mohamed Khamis, Heidi Oglesby (In-Person) Matthew Adams, Amanda Levesque, Erin Copeland, Alissa Fairley, Heather Lambert-Hillen, Amanda Lloyd, Tim Louks, Laura Mulder, Vanessa Ozer, Mike Palma, Michele Quinn, Christine Sandor, Danielle Schwalm, Cindy Stanek, Lisa Veloce, Lisa Zhao. Trustee Amanda Fehrman.

**Regrets:** Nikki Carter, Jennifer Csele Lynne, Anita Fonseca Becar, Andrea Hamilton-Couslson, Emma Haslam Topping, Cheryl Hue, Celine Link, Lorraine Lowry, Meaghan Shanahan, Alissa Shuker

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#### MONITORING ITEMS:

##### A. Old Business

###### Engage HWDSB

Superintendent Goodacre shared there are different options that can be used for Engage HWDSB relating to comments. There is verification for some surveys.

##### B. New Business

###### Reading Screener

Superintendent Goodacre shared that the province requires all boards to implement a reading program, for HWDSB it is Acadience. SK-2 just finished the first session. Parents will be getting a reading screener progress of each student on progress reports. First year of rollout.

###### PPM 128 Updates

Superintendent Gerry Smith provided an update related to PPM 128 including the three major components, student access to social media, vaping and prohibited items brought to school. The PPM slides will be shared via email with PIC members.

###### Parent Engagement Event

Principal Angela Ayeni shared a Parent Engagement Event(s) Proposal with PIC. The Idea is to compliment the impactful work that the parent involvement committee is already doing with an event or a series of parent engagement events that seek to involve parents in their children’s learning in ways that are relatable and meaningful to parents. Principal Ayeni engaged the group in brainstorming activities related to the event.

###### Terms of Reference

Chair Lloyd shared the PIC terms of reference need to be updated and that members interested on joining the TOR subcommittee should email PIC@hwdsb.on.ca.

##### C. Trustees Report

Trustee Amanda Fehrman shared that the organizational board meeting is coming up where the Trustee assignments will be decided.

**D. Reports from other Committees**

Hamilton-Wentworth Council of Home & School

Heather Lambert Hillen shared that the executives met virtually and currently have a rep on the SYC committee. Helping to ensure school councils are able to access home and school associations in school. Many questions about school nutrition programs. What happens when poor weather comes and how other schools can be supported with warm weather accessories, some associations are doing drives or recommending donations to the foundation.

Rural Schools Community Advisory Committee

Heidi Oglesby shared that the advisory committee met virtually in October. It was well attended; minutes have not been approved yet. Will provide further update at the next meeting.

Respectfully submitted,  
Amanda Lloyd, Chair

## Committee Report

Presented to: Board

Meeting Date: Monday, December 16, 2024

From: Special Education Advisory Committee (SEAC)

Meeting Date: Wednesday, November 27, 2024

The Committee held a meeting on Wednesday, November 27, 2024, in room 308 at the Education Centre, beginning at 5:38 pm, ending at 7:09 pm, with Chair Judy Colantino presiding.

### Present

Jessica Malcew, VOICE for Hearing Impaired Children, 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, Lynn Vanderbrug, Lynwood Charlton Centre, Melanie Roberts, The Association for Bright Children of Ontario, Nancy Silva Khan, Autism Ontario (Central West Chapter), Sarah Pennington, Community Living Hamilton, Susi Owen, CNIB Hamilton and Niagara.

### Regrets

Danielle Dion-Broadley, FASD Parent & Caregiver Support Group, Dawn Danko, Trustee Ward 7, Maria Felix Miller, HWDSB Chair, Trustee Ward 3.

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### **MONITORING ITEMS:**

#### **A. PPM 128 Code of Conduct, and Student Behaviour and Bias Free Discipline Policies**

Gerry Smith, Superintendent of Safe, Compassionate & Equitable Schools

- The two policies were presented to SEAC for their review and feedback – to be collected via MS Forms link
- Highlights of PPM 128 Code of Conduct Policy:
  - Managing student access to social media during the instructional day
  - Managing and curbing vaping and other smoking related activities by students
  - Handling prohibited items that have been brought onto school premises
- Highlights of the Student Behaviour and Bias Free Discipline Policy:
  - Policy outlines how school boards are to handle student behaviour
  - Progressive discipline
  - Bias free Update
  - Person Centered Approach/Trauma Informed
  - Human Rights Action Assessment
- **Transition Navigation**  
John Manzin, System Principal, Special Education, Inclusion & Equity: Transition Navigation
- Three post-secondary pathways were highlighted – Post Secondary Education, Workplace Placement, Community Supports
  - Post Secondary Education connects students with Accessible Learning Services at local colleges, which includes a tour and an information session to learn about programs and next steps as they consider becoming a college student
  - Workplace Placement includes supports from school to work transition like Project SEARCH internships and Transitional Work Experience Program (TWEP)
  - Community Supports involves various partners to share information for students transitioning from youth to adult services, to discover community organizations and supports available – every year Community Transition Network (CTN) hosts a Pathway to Transition for families highlighting supports available. This pathway is also connected to Developmental Services Ontario (DSO) who also provide resources and supports in the community
- Transition Navigation also connects with community partners to support students in the Entry to School pathway
- Piloting with Ontario Autism Program as a resource to families, to support with registration, funding etc.,

## **C. MEMBERS' UPDATE**

### **Julie Armstrong, Centre for Diverse Learners**

- CDL is offering various [virtual sessions](#)

### **Jamie Nunn, Associate Director, School Improvement, Learning Services**

- At the Board meeting on Nov. 18<sup>th</sup> Maria Felix Miller was elected to continue as Chair of the Board for the next year, and Paul Tut continues as Vice Chair. Trustees also selected committees for the next year. As SEAC is a four-year term for Trustee representatives, Trustees Maria Felix Miller and Dawn Danko continue as the Trustee representatives
- In the process of secondary second semester staffing decisions – not making any changes to special classes in secondary schools
- Todd Graves, Vice Principal of Glenwood retired November 1<sup>st</sup> – posted for Principal position to start February 1<sup>st</sup>
- For the 24-25 school year, we have added 88 EAs and 10 CYCPs – 95 casual educational assistants have been added since July 2024
- On November 13<sup>th</sup> Principal Vice Principal Learning, in partnership with Human Rights Officer, Julie Anderson led a presentation on the IEP and Duty to Accommodate and what that looks like and sounds like in schools
- The November 22<sup>nd</sup> professional activity day was subject specific for secondary schools – it provided opportunities for staff to connect for the day on like-minded curriculum areas

Respectfully submitted by  
Judy Colantino, SEAC Chair

## Committee Report

Presented to: Board

Meeting date: December 16, 2024

From: Human Rights & Equity Community Advisory Committee

Meeting date: November 27, 2024

The committee held a meeting on November 27, 2024, from 5:00 – 6:45 p.m. with Mesum Ali, presiding.

Members present: Mesum Ali, Jordan Fudge, Emily Geleyn, Penny McAndrews, Grey Sandilands, Sumayyah Satia, Joyce Maina, Inbal Chaimovitz and Trustee Sabreina Dahab.

Regrets: Haniyyah Ali, Gopal Banerjee, Rebecca Morikaw, Tehreem Zafar, Catlyn Abigail Erazo Maldonado

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### **MONITORING ITEMS:**

#### **A. Update: Policy Process: Human Rights Impact Assessment**

Yohana Otite, Human Rights & Equity Advisor shared with the committee the Human Rights Impact Assessment Tool that the Board approved to be embedded in the policy development process. The Committee discussed how they will use the tool to provide feedback on policies and procedures. In January, they will be consulted on Student Behavior and Bias Free Progressive Discipline Policy.

#### **B. Human Rights and Equity Action Plan**

Yohana Otite, Human Rights & Equity Advisor, lead a discussion on the Human Rights and Equity Action Plan focusing on the priority area “Inclusive Classroom Pedagogies and Learning Environments”.

#### **C. Trustee Update**

Trustee Dahab shared the Trustee reorganization of the committee representation, and that Trustee Maria Felix Miller and Trustee Paul Tut were re-elected as Chair and Vice-Chair for the next year. Trustee Dahab shared that reaching out to Trustees is also welcomed.

Respectfully submitted,  
Mesum Ali

13-1  
**Committee Report**

Presented to: Board

Meeting date: December 16, 2024

From: Faith Community Advisory  
Committee

Meeting date: December 3, 2024

The committee held a meeting at 20 Education Court, Room 308 on December 3rd, 2024, from 6:00-7:36 pm.

Members present were: Geoff Cameron, Meaghan Dummer, Rabbi Miriam Wajnberg, Mahendra Deonarian, Mishal Tahir and Lauraline Gardner and Trustee Buck.

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**MONITORING ITEMS:**

**A. Review of committee purpose, governance, Trustee Policy Manual & HWDSB Code of Conduct**

Superintendent Smith shared an overview of the Board of Trustees Policy Manual focusing on Community Advisory Committees and the HWDSB Code of Conduct to committee members, emphasizing the group's mandate and purpose.

**B. Terms of Office**

Superintendent Smith advised that communication will be going out to all members confirming their Term of Office and noting the importance of confirming Terms to ensure that the Committee has no lapses regarding representation in its membership.

**C. HWDSB Multi-Year Strategic Plan**

Superintendent Smith shared the vision, mission, and values of the multi-year strategic plan to reinforce the context of the board's priorities that continue to guide the system and this committee. In response to a query regarding the assessment of the Multi-Year Strategic Plan, Superintendent Smith advised that it is reported twice a year and he will make a point of sharing with the Committee.

**D. Religious Accommodation**

Superintendent Smith shared a copy of the Religious Accommodation Procedure and discussed the relevance of its content to the Committee and also highlighted the role the Committee can potentially play as an information source with regards to any Unresolved Accommodation Requests.

**E. Advisory Discussion**

Updates on the Committee focus of ensuring the accuracy of the Days of Significance for the 2025-2026 school year were discussed and an update on the Code of Conduct Policy, specifically speaking to the Cell Phone, Social Media and Vaping changes were presented and discussed. The Human Rights and Equity Action Plan-2028 was discussed in reference to its importance in framing Religious Accommodation and members were invited to share potential areas of future discussion for the committee. Topics including the Curriculum pertaining to Learn, Disrupt and Rebuild and Gender Identity and Gender Expression as it pertains to various religious beliefs were brought forward and the suggestion that the Human Rights Office may attend a future Committee meeting was offered. The discussion also included the topic of Halloween celebrations in schools and 3<sup>rd</sup> party presentations and Superintendent Smith advised areas of concerns raised would be followed up with the appropriate Family of Schools Superintendent's Office.

**F. Trustee Update**

Trustee Buck provided an understanding of the role of the Trustee for the Committee emphasizing a learning stance focused on understanding and perspective to support her ongoing work with her Trustee colleagues.

**G. Election of Chair/Co-Chair**

The Election of the Chair/Co-Chair was deferred to the next meeting. The meeting structure and timing were determined and will be held in person.

Respectfully submitted by  
Superintendent Smith

## COMMITTEE REPORT

Presented to: Board

Date of Meeting: December 16, 2024

From: Standing Committee

Date of Meeting: November 25, 2024

The committee held a hybrid meeting on November 25, 2024, from 8:21 to 9:00 pm with Chair Tut presiding.

Members: Trustees Kathy Archer\*, Becky Buck, Sabreina Dahab, Dawn Danko<sup>(R)</sup>, Amanda Fehrman, Maria Felix Miller\*, Graeme Noble\*, Paul Tut, Todd White\*, Elizabeth Wong<sup>(R)</sup>.

Student Trustees: Oluwafikunayomi (Fikun) Alabi and Victoria Li. Shakowennakara:tats: Daunte Hillen.

\* electronic participation, <sup>(R)</sup>regrets

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### 1. Call to Order

Vice Chair Tut called the meeting to order at 8:21 pm.

### 2. Approval of Agenda

On the motion of Trustee Buck, the Standing Committee **RECOMMENDS that the agenda be approved.**

**CONSENT**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen also in consent.

### 3. Declarations of Conflict of Interest

None.

### Reports from Staff:

#### 4. 2025-2026 Draft School Year Calendars

Staff presented the Draft School Year Calendar 2025-2026 report. The 2025-2026 School Year Calendars (Elementary and Secondary) have been prepared in consultation with the School Year Calendar Advisory Committee and endorsed by Executive Council. The Draft School Year Calendar 2025-2026 will go out for public consultation (December 18<sup>th</sup>, 2024, to January 13<sup>th</sup>, 2025) following ratification at the December 16<sup>th</sup> Board Meeting. Staff highlighted that the Ministry of Education has communicated to school boards the pre-determined election dates for the federal and provincial elections (October 20<sup>th</sup>, 2025, and June 4<sup>th</sup>, 2026, respectively) and requested that boards schedule a Professional Activity Day where feasible. If the election dates change, school boards have a process to reschedule Professional Activity Days if needed. The PA Day scheduled on November 21<sup>st</sup>, 2025, in the Elementary draft calendar will be for family, caregiver, and guardian interviews.

On the motion of Trustee Buck, the Standing Committee **RECOMMENDS that the draft 2025-2026 School Year Calendars be approved for public consultation.**

**CARRIED**

Student Trustees Alabi, Li and Shakowennakara:tats Hillen voted in favour.

#### 5. HWSTS Transportation Consortium

Matthew Gerard, Associate Director of Business Services, brought forward the Transportation Consortium report for 2023-2024. HWSTS provides student transportation services to more than 30,500 students attending 177 schools throughout the district. A number of transportation modes are utilized including traditional yellow-and-black school buses, school-purpose vans, Taxi cabs and Hamilton Street Railway Transit (HSR). Our school-purpose routes total approximately 472 with vehicles travelling approximately 39,000 kilometers daily.

Highlights from 2023-2024 include:

- Routing Enhancements – to improve routing solutions
- Service Improvements – ongoing reviews to improve route efficiency and reduce delays
- Focus on Safety – review of bus stops, practices and roadway conditions
- GPS tracking app pilot

Objectives and Initiatives for 2024 – 2025

- Expanding polit of GPS technology
- Government reporting
- Collaboration with Operators and schools to create safe ridership experiences
- Implementation of the opt-in registration process
- Reintroduce the CAA Safety Patroller Program (fall 2025)

Staff continue to review targeted recruitment and retention strategies to address ongoing driver shortages, noting that this contributes to the total delays experienced yearly.

On the motion of Trustee Amanda Fehrman, the Standing Committee **RECOMMENDS that the Transportation Consortium report from November 25, 2024, be received.**

**CARRIED**

Student Trustees Li and Shakowennakara:tats Hillen voted in favour.  
Student Trustee Alabi had left for the evening.

Respectfully submitted,  
Paul Tut, Chair of the Committee

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

# School Year Calendar 2025 – 2026 (Elem)

**Legend** ↓ **H-** Statutory Holiday    **E** Scheduled Examination Day    **P** Professional Activity Day    **B-** Board Designated Holiday    Half Day



Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week					
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
August 2025								1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
September 2025	20	1		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				
October 2025	21	1				1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	
November 2025	19	1		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						
December 2025	15			1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			
January 2026	19	1					1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	
February 2026	19			2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27						
March 2026	16	1		2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				
April 2026	20					1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		
May 2026	20							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
June 2026	18	2		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				
July 2026						1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	
<b>TOTAL</b>	187	7		<b>Note:</b> The 2025-2026 calendar provides for 196 possible school days between September 1, 2025 and June 30, 2026. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																									

# School Year Calendar 2025 – 2026 (Sec)

**Legend** ↓ **H-** Statutory Holiday    **E** Scheduled Examination Day    **P** Professional Activity Day    **B-** Board Designated Holiday    Half Day



Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week									
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
August 2025								1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29					
September 2025	20	1		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30								
October 2025	21	1				1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31					
November 2025	19	1		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28										
December 2025	15			1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31							
January 2026	14	1	5				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30					
February 2026	19			2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27										
March 2026	16	1		2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31								
April 2026	20					1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30						
May 2026	20							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29					
June 2026	13	2	5	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30								
July 2026						1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31					
<b>TOTAL</b>	177	7	10	<p><b>Note:</b> The 2025-2026 calendar provides for 196 possible school days between September 1, 2025 and June 30, 2026. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days</p>																													