

# HWDSB

**Board Meeting**  
Monday, October 16, 2023  
Trustee Board Room

Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, ON L8N 3L1

## **AGENDA: 7:15 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: October 2, 2023](#)
7. [Correspondence: J. Weresch re: School Year Calendar consultation](#)

### Reports from Trustee Special Committees:

8. [Audit – September 26, 2023](#)
9. [Program – September 21, 2023](#)
10. [Human Resources – September 28, 2023](#)

### Reports from Legislative Committees:

11. [Special Education Advisory Committee – September 27, 2023](#)

### Reports from Community Advisory Committees:

12. [French as a Second Language Advisory Committee – September 27, 2023](#)

### Reports from Staff:

13. Hamilton-Wentworth Student Transportation Services (HWSTS) – no copy
14. Report from Committee of the Whole (private) – October 16, 2023
15. 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/>

**curiosity • creativity • possibility**

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Trustees: Kathy Archer (electronically), Becky Buck, Sabreina Dahab, Dawn Danko, Amanda Fehrman, Maria Felix Miller, Ray Mulholland, Graeme Noble, Paul Tut, Todd White and Elizabeth Wong. Student Trustees Thomas Lin and Harry Wang.

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**1. Call to Order**

Dawn Danko, Chair of the Board, called the meeting to order at 6:36 p.m. and recited the land acknowledgement.

**2. Approval of the Agenda**

Additional items added to the agenda included a return to private session and Rise and Report – October 2, 2023 (to follow item 14 on the agenda)

**RESOLUTION #23-111:** Trustees Tut/Wong moved: **That the agenda be approved as amended.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

**3. Declaration of Conflict of Interest**

None.

**4. Confirmation of the Minutes: September 11, 2023**

The minutes of September 11, 2023, were confirmed.

**5. Correspondence – Thames Valley DSB re: GSN Insufficiencies and Special Education Shortfalls**

**RESOLUTION #23-112:** Trustees Tut/Buck moved: **That the Correspondence Thames Valley DSB re: GSN Insufficiencies and Special Education Shortfalls be received and filed.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

**Report from Trustee Special Committees**

**6. Governance Committee – September 12, 2023**

**RESOLUTION #23-113:** Trustees White/Buck moved: **That the Governance Committee Report – September 12, 2023, be approved including that the Trustee Code of Conduct be affirmed.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

**7. Policy Committee – September 13, 2023**

**RESOLUTION #23-114:** Trustees Miller/White moved: **That the Policy Committee Report – September 13, 2023, be approved including the Advertising Expenditure Policy and the Privacy Policy.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

**8. Finance and Facilities Committee – September 19, 2023**

**RESOLUTION #23-115:** Trustees Danko/Noble moved: **That the Finance and Facilities Committee Report – September 19, 2023, be approved including:**

- That the Board approve the 2023 Capital Priorities Projects (Appendix A) for submission to the Ministry of Education for funding considerations, as per Memorandum 2023:B08 – Launch of 2023-24 Capital Priorities Program (Appendix B).
- That the Board pause posting a competitive process for the new build; investigate the changing conditions due to activity at the GFL Stoney Creek Regional Facility with respect to the impacts to the health and well-being of students, staff, families and interested parties at the future school site over the expected lifespan of the school; to explore alternate options for accommodation of students; that the Chair of the Board and the Ward Trustee engage with City and Provincial officials as part of the investigation; and report back to Trustees prior to posting a competitive process for this project.

**CARRIED**

Student Trustees Lin and Wang voted in favour.

#### Report from Legislated Committees

##### 9. Parent Involvement Committee – September 12, 2023

**RESOLUTION #23-116:** Trustees Fehrman/Wong moved: **That the Parent Involvement Committee – September 12, 2023, be received.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

#### Reports from Staff

##### 10. Multi-Year Strategic Plan 2023-2028

Director Robinson Petrazzini walked through the process and thanked all the many people providing their input/feedback, particularly the trustees.

**RESOLUTION #23-117:** Trustees White/Buck moved: **That the Multi-Year Strategic Plan 2023-2028 be approved.**

**Vision** – Growing Together

**Mission** – Every student experiences a sense of belonging and engages in dynamic learning to reach their potential and build their own future.

**Values** – Our values of Compassion, Dignity, Trust, and Joy guide our daily work and ensure that we honour the unique identities and needs of all.

- Compassion: Leading with peace, friendship and love creates space for compassionate accountability, where we are responsible to one another in creating a culture of care.
- Dignity: Reciprocity, anti-racism and anti-oppression lead to a just and equitable learning community, where every person is included, respected and valued.
- Trust: Humility and transparency build the trusted relationships, connections and education system necessary for growth, change and evolution.
- Joy: Curiosity, play and fun are catalysts for meaningful student learning outcomes and support joyful and enriching experiences.

#### Strategic Directions

1. Upholding Human Rights, Safety and Well-being – We will support all students and staff to feel safe and secure in our classrooms and school communities.
2. Providing Equitable Quality Education – We will offer equitable quality educational opportunities to improve student engagement, learning and achievement for future-readiness.
3. Collaborating with Students, Families & Communities – We will build reciprocal relationships and partnerships to enhance access and engagement for students, families and communities.

4. Building a Sustainable Education System – We will adapt to a rapidly changing world through responsible fiscal management, investing equitably in accessible and sustainable facilities, and supporting a robust workforce.
5. Reinforcing Indigenous Educational Wellness & Reconciliation – We will honour our commitment to Truth and Reconciliation by nurturing respectful and reciprocal relationships among Indigenous Peoples and Treaty Partners, and by cultivating intergenerational healing and wellness in a restorative education system.

**CARRIED**

Student Trustees Lin and Mahmoud voted in favour.

#### **11. Fall 2023 School Year Calendar Holiday Consultation Framework**

Superintendent Goodacre provided a report outlining Ministry guidelines and requirements and consultation process. A One-Year Process (Option A) and a Two-Year Process (Option B) were outlined, noting both options would engage in regular consultation. Trustees expressed the value in continuing to engage Ministry in conversation.

**RESOLUTION #23-118:** Trustees White/Dahab moved: **That staff engage in a two-year process for Fall 2023 School Year Calendar Holiday Consultation Framework (Option B) to further investigate options be approved.**

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

**In Favour (8): Trustees Archer, Dahab, Danko, Miller, Noble, Tut, Wong and White**

**Opposed(3): Trustees Buck, Fehrman, Mulholland**

Student Trustees Lin and Wang voted in favour.

#### **12. Translating Reports and Materials**

Superintendent Stephanian presented the report to Trustees. Superintendent Denomme confirmed that the guides for suspension and expulsion process would require updating prior to being translated.

**RESOLUTION #23-119:** Trustees White/Dahab moved: **That staff update the suspension and expulsion guides and then proceed with both guides being translated in the top 10 non-English languages.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

**RESOLUTION #23-120:** Trustees Dahab/Miller moved: **That a discussion take place at Program Committee on how the date from the Disproportionality Report will be communicated with families most impacted.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

**RESOLUTION #23-121:** Trustees Buck/Tut moved: **That the Board move into Private session under section 207.2 B of the Education Act 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; (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2) this being done at 9:05 p.m.**

**CARRIED**

Student Trustees Lin and Wang voted in favour.

Board public session resumed at 10:00 pm. Trustee Mulholland and Student Trustees Lin and Wang did not return to the meeting.

**Reports from:**

**13. Committee of the Whole (private) – October 2, 2023**

**RESOLUTION #23-122:** Trustees Miller/Fehrman moved: **That the Committee of the Whole Report – October 2, 2023 be received including the Finance & Facilities Committee report from September 19, 2023.**

**CARRIED**

**14. Oral Reports from:**

**A. Hamilton-Wentworth Council of Home & School Associations**

Trustee Danko noted that the initial meeting of the school year took place on September 21, 2023. The Association wished to extend support to the families that were affected by the school threats recently and to advocate for clear communication going forward. The committee is also looking forward to being included in the consultation related to the Fundraising policy.

**B. Ontario Public School Board Association (OPSBA)**

Trustee Wong noted that the OPSBA Leader's Academy workshop series will continue on October 18 and November 22 in the same virtual format over the lunch hour. Registration is required and if participate is not possible, OPSBA has uploaded the sessions to their YouTube channel.

The meeting adjourned at 10:06 p.m.

Reference:

Board Meeting Recording – [Part 1](#) and [Part 2](#)

Letter to HWDSB Trustees  
Received October 6, 2023 via email

6 October 2023

To the trustees of the HWDSB:

Good evening. Hope this finds you well. I write as a parent to 4 students in one of the Board's elementary schools. I write as a life-long Christian.

I am writing regarding the decision of the HWDSB's trustees, as published in the Hamilton Spectator on 5 October 2023, to consider and consult on recognizing one or more non-Christian religious observances as holidays, either by re-organizing non-instructional time or by removing Easter Monday as a holiday. I write in support of this consideration and consultation with communities and neighbours. I write, too, to ask that, instead of re-organizing non-instructional time, Easter Monday be removed as a holiday. I write, finally, to endorse the staff report that seeks a Ministry standard on religious observances and a robust religious accommodation procedure: there is no reason that the pathways forward in the report as well as the consultation process cannot happen in tandem with one another. I hope that the HWDSB can chart a good way forward through these deliberations.

Consideration of and consultation with communities and neighbours is absolutely crucial for good ways forward to be found for any institution that works in and for the public interest. Such consultation can be organized and facilitated well in spaces that are welcoming to all abilities and aware of and responsive to the various needs of cultures and communities. I believe the Board is uniquely suited and able to facilitate such consultation and has done well, in large measure, with it in days past. These decisions of faith and its resonance in the public sphere are challenging ones, to be sure, and they are decisions that need to be made together; as an African proverb runs, If you want to go fast, go alone, but if you want to go far, go together.

As a life-long Christian, Easter forms the heart of faith, much more so than the holiday of Christmas, for it is in the death of Jesus' crucifixion and the life of that Easter resurrection that we as Christian people stand. With only love, for our neighbour as ourselves, in hand, we bear a love that demands not the sacrifice of others and their identities but our own sacrifice of ourselves for others. It is with this in mind I believe that Christianity and Christian faith is not at all diminished by giving away time and space for other faiths to flourish and thrive and is the reason that Easter Monday should be given away, instead of re-structuring and -organizing non-instructional time, as that non-instructional time is valuable to educators and to students.

The Ministry also has a role to play here in the support for a secular democracy that is robust in its pluralism, for religious accommodations. Students and educators do not leave their religious identities behind when they enter in schools but bring those identities into conversation with all the other relationships and identities they encounter and are encouraged to encounter in thoughtful, respectful, and convivial education worthy of its name. It is certain that the Ministry of Education must develop a standard for religious observances, a standard that seeks to reflect both the world in which we live in now as well as point a way toward a world in which our and others' children, educators, and students thrive in their relationships and religious identities. To that end, religious observances must continue and be welcomed in public schools, however those observances must also exist in the shadow cast by the

provincial Human Rights Code and the tenets of a pluralistic and secular democracy; these tenets must be, borrowed from Miroslav Volf's book, *Allah: A Christian Response*, that there is no identity between religion and the state, that there is no complete separation between religion and the state, and that the state is impartial to all religions. Religious accommodations testify to that impartiality of the state toward all religions, to the reality that religious identities are integral to many students and educators' identities.

Thank you for reading and considering. I am pleased to write in support of a pluralism that is enriched by encountering others and I hope the HWDSB and its trustees are, too. I look forward to the conversation in days to come.

Respectfully  
Joshua Weresch, M. Div.

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: October 16, 2023

From: Audit Committee

Date of Meeting: September 26, 2023

The committee held a hybrid meeting from 6:05pm to 6:30pm on September 26, 2023, with Trustee Todd White presiding.

Participating Members were Trustees Dawn Danko and Todd White.

External Member participating was Divya Iyengar.

Regrets received from Trustee Paul Tut and External Committee Member Angela Zehr.

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**ACTION ITEMS:**

**A. Annual Reports to the Board of Trustees and Ministry for 2022-23**

Staff presented the two annual reports that are required under Regulation 361/10.

On motion of Trustee Dawn Danko, the Audit Committee **RECOMMENDS** that the “Annual Report to the Board of Trustees for the year ended August 31, 2023” be forwarded to the Board of Trustees for information.

**CARRIED**

On motion of Trustee Dawn Danko, the Audit Committee **RECOMMENDS** that the “Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31, 2023” be sent to the Ministry.

**CARRIED**

**B. External Member Recruitment**

Staff informed the committee that an external member recruitment process would need to be conducted, as one of the external committee member’s terms will be expiring in March 2024.

On motion of Trustee Dawn Danko, the Audit Committee **RECOMMENDS** that staff commence the external recruitment process.

**CARRIED**

**MONITORING ITEMS:**

**C. Review of Audit Committee Work Plan and Audit Committee Terms of Reference**

Committee members reviewed both items.

**D. Update on School Board Sector Issues**

Staff shared high-level information relating to Bill 98 and the effects it will have on the school board sector.

**E. Update from Regional Internal Audit Team**

Andrea Eltherington reviewed the continuing professional development done by the Regional Internal Audit Team.

Respectfully submitted,  
Todd White, Chair of the Meeting

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

## **Annual Report to the Board of Trustees For the year ended August 31, 2023**

This report summarizes the audit committee's actions for the year ending August 31, 2023.

### **Audit Committee Members**

The audit committee consisted of 5 members listed below:

- Trustee Paul Tut- Chair
- Trustee Becky Buck (until November 21, 2022)
- Trustee Dawn Danko
- Trustee Todd White (effective November 21, 2022)
- Divya Iyengar and Angela Zehr - External representatives

In addition, regular attendees at the Committee meetings were:

- Andrea Eltherington – Regional Internal Audit Manager
- David Marks – Partner, Audit, KPMG LLP
- Rodrigo Ruezga Gutierrez, KPMG LLP
- Sheryl Robinson-Petrazzini – Director of Education HWDSB
- Matthew Gerard – Associate Director, Support Services HWDSB (effective November 21, 2022)
- Denise Dawson – Senior Manager, Business Services HWDSB

### **Administrative Tasks**

At the beginning of the year and in accordance with recommended good practice various administrative tasks were completed. These included:

- Annual review of the Audit Committee's Terms of Reference;
- Developing a work plan;
- Developing a meeting schedule and agenda for the year; and
- Signing off on the Declaration of Conflicts of Interest form

### **Meetings**

It was agreed to hold three meetings throughout the year with a fourth meeting, from December to May, if necessary. All meetings have been held as planned.

The members in attendance at each meeting were as follows:

<i>Member's Name</i>	<i>Sept 22, 2022</i>	<i>Nov 10, 2022</i>	<i>March 23, 2023</i>	<i>June 5, 2023</i>
<i>Paul Tut</i>	X	X	X	X
<i>Becky Buck</i>	X	X	<i>n/a</i>	<i>n/a</i>
<i>Dawn Danko</i>	X	X	X	X
<i>Todd White</i>	<i>n/a</i>	<i>n/a</i>	X	X
<i>Divya Iyengar</i>	X	X	<i>absent</i>	<i>absent</i>
<i>Angela Zehr</i>	X	X	X	X

## **Governance**

The audit committee operated throughout the fiscal year ending August 31, 2023. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

## **External Auditors**

The relationship with the external auditors has been satisfactory and private meetings were held during the year. The external auditors *KPMG* presented the scope and extent of their work to the committee, which the committee reviewed and recommended for approval at the September 22, 2022 meeting. The external auditors confirmed their independence in the letter dated December 5, 2022. The audit committee reviewed and recommended the approval of the annual audited financial statements on November 10, 2022. The audit committee supported the reappointment of the external auditors for the next fiscal year during the meeting held March 23, 2023.

## **Internal Auditors**

The relationship with the internal auditors has been satisfactory and private meetings were held during the year. The Committee reviewed the results of the risk assessment, as well as the annual audit plan for the 2022-23 fiscal year.

The internal auditors performed the following work during the year:

### **PLANNED AUDITS:**

- BAS 2000 Data Analytics
- IT Vulnerability
- Health and Safety
- Back-up, Disaster and Recovery
- Capital Projects
- Privacy Audit
- Staff Utilization

- Records Management
- Sparkrock O365 Logical Security Review

For all completed audits, the following is a summary of risks and findings made by the internal auditor:

<b><i>Audit</i></b>	<b><i>Risks</i></b>	<b><i>Findings</i></b>
BAS 2000 Data Analytics	<ul style="list-style-type: none"> <li>• <i>Zero high risk items open</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Three remaining open action items</i></li> </ul>
IT Vulnerability	<ul style="list-style-type: none"> <li>• <i>Six high risk items open</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Nine remaining open action items</i></li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• <i>One high risk item open</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Five remaining open action item</i></li> </ul>
Back-up & Disaster Recovery	<ul style="list-style-type: none"> <li>• <i>No rating provided</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Five remaining open action items</i></li> </ul>
Capital Projects	<ul style="list-style-type: none"> <li>• <i>Zero high risk items open</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>One remaining open action items</i></li> </ul>
Privacy Audit	<ul style="list-style-type: none"> <li>• <i>Five high risk items open</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Sixteen remaining open action items</i></li> </ul>

The audit committee endorsed each report, including management's action plan, and advised the board of trustees to accept it. Presentation of all audit reports were discussed in-camera.

The audit committee received reports from internal audit that assessed the progress toward management's implementation of action plans developed in response to previous audit findings. This enabled the audit committee to engage management in a discussion regarding findings not satisfactorily actioned, as well as encouraging renewed efforts on overdue action plans.

### **Summary of the work performed**

In addition to the items noted above, the following outlines further work performed by the audit committee in the last 12 months:

- Received a report from the internal auditors on their review of the effectiveness of controls across the school board;
- Confirmed that the external and internal auditors did not encounter any difficulties in the course of their work;
- Undertook a review of the external auditors' performance;

- Obtained confirmation from the Director of Education that the school board was compliant with all current federal and provincial Acts, Regulations and Statutes.
- Undertook an evaluation of the effectiveness of the internal audit function, including the performance of the regional internal audit manager and her team;
- Queried management on their approach to risk management as well as their strategy to manage such risks; and

By the signature noted below, we attest that we have discharged our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the audit committee,

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Audit Committee Chair

**Annual Report to the Board of Trustees and Forwarded  
To the Ministry of Education  
For the year ended August 31, 2023**

**District School Board Name:** Hamilton-Wentworth District School Board

**Fiscal Year:** 2022-2023

**Re:** Annual audit committee report to the Ministry of Education as per Ontario Regulation 361/10

During the 2022-2023 fiscal year, the following internal audits or other engagements were started by the regional internal audit team but not completed by August 31st:

- *Staff Utilization Audit*
- *Records Management*

In addition to those listed above, the following audits were completed in the 2022-2023 fiscal year:

- *Nil*

**AND**

Based on the internal audit plan, we are not expecting any enrolment audits to be performed.

_____	_____	<u>Audit Committee Chair</u>
Date	Signature	Title

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: October 16, 2023

From: Program Committee

Date of Meeting: September 21, 2023

The committee held a meeting through MS TEAMS from 6:02 p.m. to 8:05 p.m. on September 21, 2023, with Trustee Graeme Noble presiding.

Members present were: Trustees Kathy Archer (electronically), Becky Buck (Electronically), Amanda Fehrman, Graeme Noble and Todd White.

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**MONITORING ITEM:****A. Summer Learning Programs 2022-2023 Report**

Staff shared a brief overview of the summer learning opportunities provided to students, from Kindergarten to Grade 12. Three HWDSB divisions provided summer learning opportunities in 2023:

Program Division

The Program Division provided programs that address the specific needs of students, Kindergarten to Grade 12, who receive special education supports and services. Camp Power and Camp Climb were held at three locations Hillcrest, Lawfield, and Queen Mary where there was a focus on Reading and Mathematics. In both programs, physical activity, music, and visual arts were used as vehicles for learning. Families were invited to join in the learning and attend sessions where they learned about how to support their child at home. Focus on Youth students also supported students in each classroom and acted as role models for the campers.

Specialized Services

Program offerings continue learning and supports that some students access during the school year. The overall goal of these programs is to prepare students for the new school year. The programs that were offered include:

- Skills for Success in Secondary School (GLE) Course
- Autism Spectrum Disorder (ASD)/Developmental Disability (DD) Summer Learning
- Empower August Summer Reading
- Lexia Core 5 Summer Reading
- AIM Transitions Summer Learning
- Centre for Success Summer Learning

Continuing Education

HWDSB Continuing Education provides summer learning opportunities for students to engage in credit or non-credit granting courses. Non-credit programs are literacy and numeracy-focused courses for students from Kindergarten through Grade 12. Continuing Education also offers credit courses that support grade 8 to 12 students and adult learners to earn credits towards the Ontario Secondary School Diploma (OSSD). Current secondary students and adult learners are eligible to earn compulsory or elective credits through eLearning.

The programs supported students in reading and improving graduation rates, two of HWDSB's main goals of learning and achievement.

The committee requested that a discussion topic on Middle Years Development Index (MDI) be added to the next committee meeting agenda (October).

On the motion of Trustee Fehrman, the Program Committee received the Summer Learning Programs 2022-2023 Report.  
CARRIED

**B. Report of disproportionality data**

The We All Count: HWDSB Student Census is a student demographic data collection that was launched in spring 2021 and concluded in winter 2022. The Anti-Racism Act, 2017 and Ontario's Education Equity Action Plan require that all school boards in Ontario collect student identity data which supports the need to identify and address systemic barriers to students.

The Equity, Human Rights and Research & Analytics Departments have been working on the disproportionality data for the 2022-2023 school year. This data was derived from the We All Count Student Census and linked to other datasets that are collected within the Board (e.g., suspension/expulsion, report card data and well-being data). There was a participation rate of 48% from the student population in the We All Count Student Census.

The Anti-Racism Data Standards, 2018 (ARDS) are to help public sector organizations meet their obligations under the Anti-Racism Act, to identify racial disparities and advance racial equity. The ARDS also provides guidance on how public sector organizations should communicate their findings. HWDSB engaged a group of community members to inform how to interpret and present the findings with the goal to present data in a way that provides context, deepens understanding of the student experience and minimizes potential negative and stereotypical depictions of certain communities.

The data confirms that there are disproportionalities in suspensions, attendance, achievement, and well-being. This indicates and confirms that systemic inequities exist both in opportunities and outcomes.

Next Steps:

- HWDSB new Strategic Directions will set the intention and purpose for all of HWDSB to actively work toward ensuring every student feels a deep sense of belonging and has joyful learning.
- Staff will monitor and evaluate the effectiveness of initiatives across the Board to eliminate barriers, in alignment with the Anti-Racism Data Standards.
- Staff will also dig deeper into data for intersectionalities to understand the experiences of students across multiple identity groups (e.g., students who identify as both disabled and racialized) as they work alongside students, families, and the broader community.

Staff shared that moving forward the Committee will not see another report on disproportionality but more about how this information is informing future programming and decisions. The Committee felt that in June they could touch base on the progress that has resulted from this report.

On the motion of Trustee Fehrman, the Program Committee received the Report of Disproportionality Data.

CARRIED

Respectfully submitted,  
Graeme Noble, Chair of the Committee

Reference: [Committee package](#) and [meeting recording](#).

**COMMITTEE REPORT (PUBLIC)**

Presented to: Board

Date of Meeting: October 16, 2023

From: Human Resource Committee

Date of Meeting: September 28, 2023

The committee held a hybrid meeting on September 28, 2023, from 6:00pm to 6:50pm with Elizabeth Wong presiding.

Members participating were Trustees: Elizabeth Wong (Chair) Maria Felix Miller, Todd White and Graeme Noble. Regrets: Trustee Sabreina Dahab

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**MONITORING ITEMS:**

**A. Employee and Staffing Update:**

Staff provided updates regarding our staffing levels, employee redundancy and our spring recruitment plan. Human Resource Services has recruited and onboarded 671 new employees for all employee groups since September 2022.

Human Resource Services continues to recruit and hire for occasional positions to maintain healthy pools of staff to call upon for daily positions.

Staff further reviewed our fill rates for the first three weeks of September.

**B. Employee Support Attendance Report: September 2022 – August 2023**

Staff have observed an increase in the average number of short-term sick leave days utilized per employee compared to the prior school year. This increase is observed in both absences due to personal illness and absences due to medical and dental appointments.

There has been an increase in overall employee absence rates related to personal illness dates in September 2022 – August 2023 compared to the same time period last year, September 2021 – August 2022. In September 2022 – August 2023, the average permanent Board employee utilized 16.31 personal illness days, whereas in September 2021 – August 2022, the average was 15.11 days. This data indicates an increase of 1.2 average days overall.

Respectfully submitted,  
Elizabeth Wong, Chair

Reference: [Committee package](#) and [meeting recording](#).

## Committee Report

Presented to: Board

Meeting Date: October 16, 2023

From: Special Education Advisory Committee (SEAC)

Meeting Date: September 27, 2023

The Committee held a meeting on Wednesday, September 27, 2023, in room 180 DE at the Education Centre, beginning at 5:33 pm ending at 6:51 pm, with Chair Judy Colantino presiding.

### **Present**

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), Susi Owen, CNIB Hamilton and Niagara, Tracy Sherriff, Community Living Hamilton

### **Regrets**

Dawn Danko, HWDSB Chair, Trustee, Ward 7, Jessica Malcew, VOICE for Hearing Impaired Children, Mark Courtepatte, FASD Parent & Caregiver Support Group, Sabreina Dahab, Trustee, Ward 2

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## **MONITORING ITEMS**

### **A. Introduction of Sharon Stephanian, Superintendent of Student Achievement, Specialized Services**

Sue Dunlop, Associate Director, School Improvement, introduced Sharon Stephanian. Sharon reflected on her vast knowledge and experience working at HWDSB and looks forward with excitement in her new role as Superintendent of Specialized Services.

### **B. Correspondence from Simcoe County District School Board – Special Education Funding and Thames Valley District School Board – Special Education Funding**

SEAC consented to receive and file the letters.

### **C. Use of Calming and Sensory Rooms Procedure**

Sue Dunlop, Associate Director, School Improvement provided an overview of the Procedure, outlining definitions, purpose and guiding principles for the Procedure. Training for staff will continue in the fall.

## **MEMBERS' UPDATE**

### **D. Trustees Update**

#### **Sue Dunlop, on behalf of Dawn Danko, HWDSB Chair, Trustee, Ward 7**

- The [Multi Year Strategic Plan 2023-2028](#) is out for consultation, SEAC members are encouraged to share their input.

### **E. Local Association Updates**

#### **Lynn Vanderbrug, Lynwood Charlton Centre**

- As of Jan. 1, 2024, Lynwood Charlton Centre will be taking over all access and service co-ordination functions related to children and youth requesting mental health services and supports. This will create a more seamless pathway to care for clients and families, reduce wait times for services, increase capacity of the system to provide more direct service to clients and families, and reduce the number of times a client and family need to repeat their stories. Contact Hamilton will continue to provide access and service co-ordination functions for children and youth with developmental concerns, FASD, and complex needs.
- As part of the intake process, funded by Ministry of Health, [One Stop Talk](#) is providing virtual counseling services for children 0-17 years of age.

#### **Lindsay Bray, McMaster Children's Hospital Developmental Pediatrics and Rehabilitation Portfolio**

- Staff are being asked to wear masks at the hospital, and when visiting schools – clients and students do not need to wear masks.
- On Sept. 30<sup>th</sup> Ron Joyce Children's Centre will be holding an [All Abilities Fashion Show](#) fundraiser featuring children with disabilities. Other activities include a musical guest, Ron Joyce Cheer Team, a silent auction and vendors. Proceeds support recreation programs, autism services, developmental pediatrics, rehabilitation, mental health, prosthetics, orthotics and more.

**Judy Colantino, Down Syndrome Association of Hamilton**

- On Sept. 24<sup>th</sup> [Hamilton Walk for Down Syndrome](#) fundraising event raised over \$147,000. This will help to provide support, programming, social events, and other opportunities to individuals and their families.

**Tracy Sherriff, Community Living Hamilton**

- Reviewed the Equity Diversity Inclusion Access & Belonging (EDIB) and the Access & Inclusion Framework with staff and priority neighborhoods for childcare expansion. This included the City of Hamilton EDIB Policy draft that will be across all Early Years settings.
- Two staff attended the Early Childhood Resource Teacher Network Ontario Conference. The focus was Leading Change: Embracing Diversity & Inclusion.
- Supervisors attended the Inclusion Institute in the Spring – this was a up and close look at what qualifies as truly inclusive. Ableism – what is it? Recognizing ableist language and practices and how to make changes within ourselves.

**Judy Colantino on behalf of Jessica Malcew, VOICE for Hearing Impaired Children**

- The [2023 VOICE Conference](#) will be held on Oct. 13 & 14 in Oakville. Various speakers will share information on how to help young individuals with unique strengths and challenges attain their maximum potential in listening, spoken communication, academics, and life skills.

**F. Associate Director, School Improvement**

**Sue Dunlop, Associate Director, School Improvement**

- Ministry of Education introduced [B03 Better Outcomes for Students](#) legislation which focuses on core academic skills. We are creating a comprehensive reading strategy and increasing reading specialists in schools.

Respectfully submitted by  
Judy Colantino, SEAC Chair

## Committee Report

Presented to: Board

Meeting date: October 16<sup>th</sup>, 2023

From: French as a Second Language Advisory Committee

Meeting date: September 27<sup>th</sup>, 2023

The committee held a meeting on Wednesday, September 27<sup>th</sup>, 2023, from 6:00 to 8:00 pm, chaired by Jason Arsenault

Members present were: Jason Arsenault, Jeremy Galea, Alyssa Shuker, Nancy Abboud, and Robert Fraser. Also present were: Todd White, (Trustee), Bill Torrens (Superintendent of Program), and Lisa Reynolds (French as a Second Language (FSL) Special Assignment Teacher). Regrets: Chris Ezrin, Douglas Katembo, Christina McGill, and Becky Buck.

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### MONITORING ITEMS:

#### A. Review of Mandate and Terms of Reference for Advisory Committees.

Staff reviewed the Trustee Handbooks in relation to the mandate and operations of a community advisory committee.

#### B. Membership and Chair

Staff outlined the process for promoting committee membership and selecting new committee members. The committee choose Jason Arsenault to be the chair for 2023-24. As the committee has less than 13 members, additional members will be selected from the applications received in September, prior to the next meeting.

#### C. 2023-24 Work Plan

The committee discussed a variety of possible topics for advice. The tentative workplan for 2023-24 includes the following:

- November Meeting: HWDSB 3-Year FSL Plan and achievement data.
- January Meeting: The HWDSB Multi-year Strategic Plan as it relates to FSL.
- March Meeting: Inclusion in French Immersion.
- May Meeting: Grade One Application Process and DELF

#### D. Updates

- a) Trustee Todd White provided an update that include information on the new Multi-Year Strategic Plan.
- b) Canadian Parents for French provided an update on how to become a member and after-school programming.
- c) Staff provided an update on Grade One French Immersion enrollment (655 students).

Respectfully submitted,  
Jason Arsenault, Chair