

AGENDA: 6:00 pm

1. Call to Order and Land Acknowledgement
2. O Canada
3. Meeting Roll Call
4. Approval of the Agenda
5. Declarations of Conflict of Interest
6. [Confirmation of the Minutes: September 9, 2024](#)
7. [Correspondence Toronto Catholic DSB re: Bill 98](#)

Reports from Legislated Committees:

8. [Parent Involvement Committee – September 10, 2024](#)

Reports from Staff:

9. [Trustee Vacancy](#)

10. Oral Reports from:

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

11. Adjournment

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

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

*electronic participation, (R) denotes regrets

1. Call to Order

Chair Miller called the meeting to order at 6:32 p.m.

2. Approval of the Agenda

Trustees Danko/Buck moved that the agenda be approved.

CARRIED

3. Confirmation of the Minutes

RESOLUTION #24-115: Trustees Wong/Buck moved that the Minutes from June 24, 2024, be confirmed.

CARRIED

4. Finance & Facilities Committee

RESOLUTION #24-116: Trustees Tut/Buck moved that the Finance & Facilities Committee report from August 27, 2024, be approved.

- the 2024 Capital Priorities Projects for submission to the Ministry of Education - Janet Lee Public School – addition of 6 classrooms or 138 pupil places and 5 new licensed childcare rooms or 88 spaces.

CARRIED

5. Faith Community Advisory Committee

RESOLUTION #24-117: Trustees Buck/Danko moved that the Faith Community Advisory Committee report from June 18, 2024, be received.

CARRIED

Trustee White left for the remainder of the meeting

6. Rural Schools Advisory Committee

RESOLUTION #24-118: Trustees Fehrman/Tut moved that the Rural Schools Advisory Committee report from June 12, 2024, be received.

CARRIED

7. Trustee Code of Conduct

The Trustee Code of Conduct was recently updated under Ontario Regulation 312/24 Member of School Boards – Code of Conduct. School Boards are required to review and update current codes of conduct to ensure compliance with the regulation.

RESOLUTION #24-119: Trustees Tut/Buck moved that the Trustee Code of Conduct be approved.

CARRIED

8. Committee of the Whole (Private Session)

RESOLUTION #24-120: Trustees Tut/Buck moved that the Committee of the Whole (Private Session) Report from September 9, 2024, be approved including that Trustees received the resignation from Trustee Mulholland, Ward 4, effective immediately.

CARRIED

The Board of Trustees shared fond memories of their time working with Trustee Mulholland and wished him well in retirement.

9. Hamilton Foundation for Student Success

Trustee Archer provided an update on the meeting schedule for the coming year.

10. Ontario Public School Boards' Association (OPSBA)

Trustee Buck provided an update including:

- A new Minister of Education being appointed
- During the July OPSBA/CSBA conference, a new president of OPSBA was elected.
- Local Government Week is planned for October 20th to 26th, 2024

The meeting adjourned at 7:23 p.m.

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



Office of the Chair of the Board

September 11, 2024

SENT BY EMAIL

Dear Chairs,

The importance of local democracy in education has been a cornerstone of the many successes achieved at Ontario's publicly funded schools. Local advocacy through the work of school board trustees in partnership with the families they represent is essential.

The recent memorandum from the Ministry of Education includes changes to the core operations of school board governance, as follows:

- Ontario Regulation 312/24: Trustee Code of Conduct Directives
- Ontario Regulation 306/24: Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct
- Ontario Regulation 311/24: Honoraria for Board Members
- Ontario Regulation 313/24: Electronic Meetings and Meeting Attendance

At a recent Toronto Catholic Board Meeting, the Board of Trustees passed a motion requesting that a communication be sent to all Ontario School Boards to consider asking their Trustee Association's to challenge Bill 98.

I look forward to your consideration of this request. It is only through collective action that we can better serve our local school communities. For this reason, it is important that your Board and respective Trustee Associations review all options to challenge some of the regulations outlined in the Better Schools and Student Outcomes Act, including but not limited to Boards bearing the financial cost of the required Integrity Commissioner.

As always, I am available to discuss this matter with you.

Sincerely,

Nancy Crawford

Chair of the Board of Trustees, Toronto Catholic District School Board (TCDSB)

CC: TCDSB Trustees
 Ontario Catholic School Trustees' Association (OCSTA)
 Ontario Public School Boards' Association (OPSBA)
 Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
 Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)

Committee Report

Presented to: Board

Meeting date: September 23, 2024

From: Parent Involvement Committee

Meeting date: September 10, 2024

The committee held a PIC meeting on September 10, 2024, from 6:30 p.m. to 8:19 p.m. with Chair Amanda Lloyd presiding.

Members Present: (Online) Nicole Carter, Mohamed Khamis, Nancy Kucic (In-Person) Amanda Levesque, Erin Copeland, Alissa Fairley, Andrea Hamilton Coulson, Adriana Harris, Emma Haslam Topping, Cheryl Hue, Heather Lambert Hillen, Celine Link, Amanda Lloyd, Tim Louks, Laura Mulder, Heidi Oglesby, Vanessa Ozer, Michele Quinn, Christine Sandor, Cindy Stranak, Lisa Veloce, Trustee Becky Buck, Trustee Amanda Fehrman

Regrets: Matthew Adams, Kristina Collier, Jennifer Csele Lynne, Anita Fonseca Becar, Lorraine Lowry, Danielle Schwalm, Meaghan Shanahan, Alissa Shuker, Lisa Zhao

MONITORING ITEMS:

A. Elections

Amanda Lloyd was elected as PIC Chair and Heidi Oglesby was elected as PIC Vice-chair.

B. Old Business

School Banners

Staff secured new school banners sponsored by PIC for 41 schools who did not have them.

PRO Grant Funds

Superintendent Goodacre provided an overview of the PRO Grant funding, how it is distributed and the purpose of these funds according to the Ministry guidelines. The funds are now available earlier than in previous years. PIC asked that staff bring an update of all PRO funding applications and initiatives after the initial application process.

PIC Terms of Reference

The last Terms of Reference for PIC were approved in 2016. PIC will form a subcommittee to review and create the new TOR.

C. New Business

Mentor Teams

Chair Lloyd shared that new PIC members will be teamed up with an existing member of PIC over the next few weeks.

PIC Meeting Dates 2024-25

PIC approved the following meeting dates for the 2024-25 school year:

- September 10th, 2024
- November 12th, 2024
- December 10th, 2024
- February 11th, 2025
- April 8th, 2025
- May 13th, 2025
- June 10th, 2025

School Council Start-Up Session

The chair shared an overview of the session that will be held October 15th, 2024. All PIC members, school chairs and Principals are invited.

Board Improvement Plan

Superintendent Goodacre shared highlights of the Board Improvement Plan and shared where the committee can find the BIP and updates related to it on the website.

D. Trustees Report

Trustee Becky Buck shared that the first board meeting of the year took place at which Trustees received the resignation of Trustee Ray Mulholland who served for 56 years. Trustees will begin the process to fill the vacancy and Chair Felix Miller will cover any concerns from the ward during this time.

Trustee Amanda Fehrman shared that capital project approved this year is for Janet Lee school and the submission of this funding request was approved by the board of Trustees.

Trustee Buck shared the provincial government has a life skills survey currently open for participation.

Trustee Amanda Fehrman provided an update about school start-up including bussing challenges.

E. Reports from other Committees

Hamilton-Wentworth Council of Home & School

Heather Lambert Hillen shared that the first meeting of the year has not yet happened, and that Executives will be selected at that time. HWCHS is committed to transportation, safe areas around schools, and recognizes the fear of reorganization. They also extend thanks to Trustee Mulholland for his length of service to his community. There will be many events held for the September PA Day and the National day for Truth and Reconciliation on September 30th, 2024.

Rural Schools Community Advisory Committee

Vice-Chair Oglesby shared that the committee met in June and did not have participation from key presenters, so it did not proceed. There has been no meeting set yet for this year.

F. General Information and Updates

Safe Schools

Superintendent Goodacre shared that Superintendent Smith will return to PIC this year to provide further updates to the committee regarding Safe Schools.

2023-24 Financial Update

An update of the final 2023-24 will be shared with PIC members.

Ministry Life Skills Consultation

Superintendent Goodacre encouraged participation in the Ministry Life Skills Survey that is currently open and shared that the HWDSB will communicate this survey to the community.

Respectfully submitted,
Amanda Lloyd, Chair



BOARD REPORT

Monday, September 23, 2024

Trustee Vacancy, Ward 4 – Options for Filling a Vacancy

Submitted By: Sheryl Robinson Petrazzini

Prepared By: Heather Miller, Officer of Trustee Services

Recommendation:

That the Board receive the report on options for filling the Trustee vacancy in Ward 4 and determine the next steps to fill the vacancy.

Background:

All vacancies on the Board are required to be filled, under the Education Act, unless the vacancy is within one month of the next Municipal Election [s. 224(a)]. The Board of Trustees will have 90 days to decide how to fill the vacancy whether it be by appointment or by holding a by-election.

Previously, the Board of Trustees has engaged in an appointment process to fill vacancies – most recently, in 2022*. The vacancy was filled by inviting interested persons to submit a letter of interest. Before this, in 2019, the vacancy was filled by appointment of the runner up in the 2018 Municipal Election.

* Attached as Appendix A is the posting from 2022 to fill the Trustee vacancy in Wards 1 & 2.

Status:

Filling a Vacancy: Municipal By-Election

A resolution may be passed by the Board to fill a vacancy through a by-election which is held in accordance with the *Municipal Elections Act, 1996*.

If the Board decides to hold a by-election, the municipal clerk is responsible for conducting the by-election. The Board is not responsible for determining the dates for nominations or the election date. The clerk will set the nomination day within 60 days after the resolution is passed by the Board for a by-election and the voting day will take place 45 days after nomination day.

As outlined in Section 65 of the *Municipal Elections Act*, the clerk shall conduct the by-election in a similar manner as the regular election.

According to the *Municipal Elections Act*, subsection 7 (2), municipalities bear the cost of a regular election, but local boards bear the cost of by-elections.

Filling a Vacancy: By Appointment

The resolution may be passed by the Board to fill a vacancy through the appointment process within 90 days of the position becoming vacant (by December 8, 2025).

The legislation does not set out any criteria and it is up to the Board to determine how they will decide whom to appoint. It is up to the Board to determine how they will decide who to appoint. Different approaches include:

- Appointing the candidate who came in second in the 2022 Municipal Election
- Offering the appointment to a member of the community
- Inviting interested persons to apply for the position

Regardless of the options outlined above, it is the responsibility of the person seeking to fill the vacancy to determine whether they are qualified to be elected and hold office. Once selected, the person must remain qualified throughout the remainder of the term of office.

Eligibility Requirements:

- Must be at least 18 years old
- Must be a Canadian citizen
- Must reside within the City of Hamilton
- Must be a designated public school (English) elector
- Must not be disqualified by any legislation from holding the office of trustee

More information can be found in section 219 of the [Education Act](#), 1990 or by reviewing information about [Becoming a School Board Trustee](#), posted prior to the 2022 Municipal Elections.

Option 1 – Appointing the candidate who came in second in the 2022 Municipal Election

- [2022 Municipal Election results, City of Hamilton, Ward 4](#)

Option 2 – Offering the Appointment to a member of the community

- The Board could generate a list of names on their own and request staff to confirm eligibility and willingness to hold the position of Trustee for the remainder of the term of office and report back to the Board on next steps

Option 3 - Invite interested persons to apply for the position

- The Board could invite those interested in filling the vacancy to submit a letter of interest that outlines their qualifications to hold the position of Trustee
 - *Note: Interested persons are to be advised that by submitting their letter of interest, personal information such as name, address and the contents of their letter of interest may be posted to the HWDSB Board website as part of a meeting package of materials and discussion of candidates would take place in a public forum.*

- Once all letters of interest are received, the Board could select one of the following next steps:
 - Invite **all** qualified candidates to a public meeting to present to the Board their interests and qualifications and then vote, by secret ballot, for the person to fill the vacancy

OR

 - Invite a **short list** of qualified candidates, based on selection criteria, to a public meeting to present to the Board their interests and qualifications and then vote, by secret ballot, for the person to fill the vacancy

OR

 - From the letters of interest, **appoint** an eligible candidate by conducting a random lottery for the person to fill the vacancy

Selection Criteria – used in 2021

The following selection criteria were used by Trustees when hearing from those interested candidates in filling the Ward 1 and 2 vacancy during a board meeting:

- Passion for K-12 Public education
- Interest and sights into Ward 4 community
- Commitment to Truth and Reconciliation & Equity, Diversity, Inclusion
- Diverse lived experience to represent the changing diverse lived experiences of the Hamilton Community
- Experience with Boards of governance in the public or school setting would be an asset.

The Board may decide to use the above or may determine different selection criteria. The criteria determined will be made public so that those who are interested in submitting a letter of interest are aware of what Trustees would be evaluating their submissions against.

Proposed timelines for an appointment process

Depending on the decision of the Board related to which appointment process is selected, the following timelines could be considered as a general guideline*:

- Option 1 – Staff could return to the Board before the end of October with an update on the status of the decision from the second runner-up candidate from the 2022 Municipal Elections.
- Option 2 – The Board could engage in this process throughout October/November and decide in November or by the first week of December.
- Option 3 - Letters of interest could be submitted before October 18th, with qualified persons attending a board meeting in November/December. The Board could make their final decision in November or by the first week of December.

*exact dates will be determined once a decision on process is made by the Board of Trustees

Proposed Action

If the Board decides to *fill the vacancy through a Municipal By-Election*, the following recommended action is proposed:

- That the City of Hamilton be authorized to initiate a by-election under the Municipal Elections Act to fill the public school board trustee vacancy in accordance with Section 221(2), Optional Election, of the Education Act, and
- That staff be authorized to promptly notify the Clerk of the City of Hamilton of the Board's decision as outlined in Section 221(3) of the *Education Act*.

If the Board decides to *fill the vacancy through an appointment process*, a recommendation will need to be made by selecting one of the options outlined and the corresponding processes (or creating a different process from what is presented in the report).

Financial Implications:

There are no incremental financial implications to filling a vacancy through an appointment process.

The financial implications to filling a vacancy through a Municipal By-Election are approximately \$200,000. Annually, the board budgets \$1,000,000 of contingency funding, a Municipal By-Election would be funded from this source. Financial resources would need to be allocated from this contingency fund to support this expenditure.

Strategic Directions:

Upholding Human Rights, Safety & Well-Being

We will support all students and staff to feel safe and secure in our classrooms and school communities.

Providing Equitable Quality Education

We will offer equitable quality educational opportunities to improve student engagement, learning and achievement for future-readiness.

Collaborating with Students, Families & Communities

We will build reciprocal relationships and partnerships to enhance access and engagement for students, families, and communities.

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.

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.

Wards 1 & 2 Trustee Vacancy

The Board of Trustees at Hamilton-Wentworth District School Board (HWDSB) invites interested candidates to apply for the vacant position of Trustee for Wards 1 & 2.

Criteria:

- Passion for Kindergarten to Grade 12 public education.
- Interest and insights into Wards 1 & 2 community.
- Commitment to Truth and Reconciliation, as well as Equity, Diversity and Inclusion.
- Diverse lived experience to represent the changing, diverse lived experiences of Hamiltonians.
- Previous board or public sector governance experience is an asset.
- Declaration that you will not run in the fall 2022 Trustee election, to avoid any real or perceived unfair advantage in the next election.

Note: Candidates are responsible for determining whether they are qualified to be elected to and hold office. Once selected, the candidate must remain qualified throughout the remainder of the term of office. Review eligibility criteria in the Education Act at hwdsb.info/TrusteeQualification

How to apply:

1. Email a **letter of interest** to trusteevacancy@hwdsb.on.ca by **January 31, 2022**, stating your interest, experiences and qualifications related to the position.
2. Trustees will review applications, invite and interview a short list of qualified candidates, based on selection criteria, at a public Special Board meeting. Short-listed candidates will be informed of the time and date of their interview as soon as possible.
3. Trustees will then vote by ballot for the candidate to fill the vacancy.

Our Commitment:

We seek to build inclusive learning and working environments, where students see themselves reflected in the curriculum, staff population, physical surroundings and the broader community. We encourage applicants to apply from underserved communities, including:

- Indigenous Peoples (e.g., First Nations, Métis, and Inuit peoples).
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; (e.g., Black and racialized communities, immigrant communities, etc.).
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons of marginalized sexual orientations, gender identities and gender expressions. (i.e., Two-Spirit and LGBTQIA+).