

HWDSB

PIC Meeting
 March 10th, 2026
 Minutes

Members Present (23): Adriana Baker, Kristina Collier, Kailey Crowther, Andrea Hamilton-Coulson, Mohamed Khamis, Heather Lambert-Hillen, Amanda Levesque, Amanda Lloyd, Tim Louks, Amanda Neale-Robinson, Heidi Oglesby, Meghana Oza, Vanessa Ozer, Mike Palma, Michele Quinn, Christine Sandor, Leora Sas Van Der Linden, Danielle Schwalm, Meagan Shanahan, Emma Simpson, Cindy Stranak, Lisa Veloce, and Terry-Ann Virtue. Trustees Kathy Archer, Amanda Fehrman and Abby Zaitley.

Regrets (7): Matthew Adams, Mani Bhandari, Kruti Desai, Cheryl Hue, Sue-Anne MacQuarrie, Leigh Ann Sutherland, and Damian Kalu Ude.

Agenda Item	Decision/Action Taken	Person(s) Responsible
Call to Order	The meeting was called to order at 6:30 PM.	Amanda Lloyd
Land Acknowledgment	Bellmoore video.	Paul Denomme
Approval of the Agenda	<p>The Chair informed members that the meeting would pause at 7:15 PM for a 15-minute Iftar break to accommodate those observing the fast. The pause took place at 7:16 PM and the meeting resumed at 7:30 PM.</p> <p>Heather Lambert-Hillen added a moment of acknowledgment for Susan Pretula to the agenda. A moment of acknowledgment was held for a former Hamilton-Wentworth Council of Home and School Associations member Susan Pretula, who devoted 30 years as a parent volunteer and contributed greatly through her work. Her dedication positively impacted many schools' communities, including Westmount and Delta, and her service was deeply appreciated.</p> <p>Mike Palma/Amanda Levesque moved that the amended agenda be approved.</p> <p style="text-align: right;">CARRIED.</p>	Heidi Oglesby
Jennifer Burleigh- System Principal, Program, Equity and Innovation- AI Guidelines	<p>Principal Burleigh provided an overview on:</p> <ul style="list-style-type: none"> • Adaption using Educational Collaboration Network of Ontario (ECNO) framework. • Guidance from the Modern Learning Policy and Procedures. • Grounding in Board commitments to Human Rights, Equity, and Indigenous Educational Wellness, anchored in our values and multi-year strategic plan, directives and system goals. 	Jennifer Burleigh

The Principal talked about privacy obligations referencing Bill 194- The Strengthening Cybersecurity and Building Trust in the Public Sector Act, 2024 and the Enhancing Digital Security and Trust Act (EDSTA). The Principal emphasized that there is still much to learn about and additional concrete guidance from the Ministry and the Privacy Commissioner of Ontario is expected. She then discussed the do's and don'ts for staff and students when using Canva, Copilot and Copilot 13+ viewed through a privacy lens. Principal Burleigh reviews a graph comparing Copilot for staff versus Copilot 13+ for students, explaining which features are available and which are restricted for each group. Please note that Copilot 13+ will be available April 13, 2026.

Copilot supports learning by responding to questions, helping students brainstorm ideas, explaining concepts, and generating draft content.

Copilot 13+ will provide students with access to AI tools without compromising privacy or exposing sensitive information.

In addition, a detailed breakdown of AI access and focus for grade divisions K-3, 4-6, 7-8 and 9-12 was provided.

The Principal empathized the importance of keeping the human in the loop, noting that artificial intelligence should support not replace human. Further, she provided the AI Guidelines for Students:

- Build AI literacy and critical thinking skills
- Use AI ethically and honestly
- Use AI appropriately for learning
- Always cite the use of generative AI
- Protect personal privacy and data

The Principal also noted that the Fostering Innovation: Teaching, Learning, and Thinking with AI in HWDSB Draft Framework is a living document available to students. It will continue to evolve as AI practices, tools, and guidelines develop. She further outlined the classroom norms, including learning integrity, the critical and ethical use of AI, and human centred- growth, providing detailed explanations for each category. Lastly, she walked us through the HWDSB Roadmap for implementing AI in classrooms.

Some of the questions/suggestions/comments:

- How can students access Cope 13+?

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	<p>The Cope 13+ will be available on Monday, April 13, 2026. Cope 13+ will be integrated and connected to students' HWDSB account through IT and Microsoft.</p> <ul style="list-style-type: none"> • Do Educators have access to AI detection tools? No, they do not have access, and we do not have AI detection tools. The focus of assessment should be on process and product. Not just product alone. We are taking an approach that encourages students to be transparent and to share when they have used it. We would ask them to cite their source. • Do students have access to ChatGPT or other tools besides Copilot? No, these are blocked and not accessible through HWDSB. • Aside from collecting feedback from students, who else provided feedback? We received feedback from multiple groups, including system staff, HWPC, Business Services, the AI Steering Committee, and an educator group. Many groups contributed their input. • What was the most challenging question about AI from the educators? The most challenging question from Principals were related to plagiarism. • Were there considerations around using Copilot versus other tools? Copilot is a part of Microsoft, and because the Board uses Microsoft products, it was included as part of the overall package. 	
<p>David Hoy- Manager of Social Work Services and Mental Health Lead- Mental Health</p>	<p>Manager Hoy outlined PPM 169-Multi-tiered System of Support (Tier 1-3) as the framework for school based mental health.</p> <p>Tier 1: Belonging, Connecting and Mattering- Mental health and well-being are integrated throughout all key educational areas, contributing to supportive and equitable learning environments. Schools promote system-wide mental health, foster positive culture, and rely on educators to actively support student well-being.</p> <p>Manager Hoy emphasized that belonging cannot exist where students are forced to choose between who they are and being accepted and provide the below quote by Sheryl Robinson Petrazzini</p>	<p>David Hoy</p>

“Belonging isn’t passive. It’s mutual. It means giving as much as receiving, listening as much as speaking, supporting as much as being supported. When this dynamic takes hold in a classroom or school, something transformative happens. Students begin to trust – not only others, but themselves. They take more risks, share more freely, and engage more deeply. Their confidence grows. Their voices strengthen. And their potential, once unlocked by a sense of belonging, flourishes.”
- Sheryl Robinson Petrazzini

Tier 2: Early school-based intervention is crucial when students show emerging or escalating mental health concerns, and schools rely on educators, School Support Teams, and mental health professionals to respond effectively. School Social Work Services provide brief, evidence informed- interventions while collaborating with parents and caregivers, who are essential partners in supporting student well-being.

Tier 3: Students with significant or complex mental health needs may require intensive or urgent services, and schools help connect them to appropriate community supports such as agencies and hospitals. Crisis support provides short term, responsive assistance during acute distress and is grounded in a tiered, identity -affirming, -trauma informed- approach in collaboration with families and community partners.

He discussed the key points of the We Help, mental health and addiction strategy: belonging, connectedness, and mattering.

In addition, he spoke about the 2025-2026 Acton Plan and its three priority areas:

1. Student Leadership
2. Creating Conditions for Learning, Identity - Affirming Curriculum and Practices, and Responding to Student Needs (CIR)
3. Mental Health Promotion

He provided information on the Social Work Services and their areas of support, including: Mental health concerns, Adverse Childhood Experiences (ACE), Peer relationship concerns, Harm caused by oppression, racism, or discrimination, Disengagement from school and Support for students experiencing crisis.

Some of the questions/suggestions/comments:

- **What happens in the Social Work Department in the summer?**

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	<p>Summer Programming: Since the Covid-19 pandemic, the Ministry has allocated funding to support summer programs delivering through Social Work Services. These programs are designed to continue supporting students during the summer months.</p> <p>Partnership Coordination: Work includes negotiating and coordinating with community partners to design and implement support initiatives.</p> <p>Staffing: Responsibilities involve hiring and onboarding staff.</p> <ul style="list-style-type: none"> Addressing Crisis at schools: All schools have assigned Social Workers. When a tragic event or crisis occurs within a school, an immediate response is activated. A Crisis Team is deployed to the school to address the immediate situation, with the primary goal of stabilizing the environment. Depending on the crisis, additional supports may also be provided, including additional Principal or Vice-Principals, Student Success, and clerical support. This initial response is short-term and focused on re-establishing stability. We can also redeploy additional Social Workers from other schools as needed. Some will work directly with staff to support the broader school community, while others may work individually with students based on their immediate needs. Once the initial crisis has been addressed, we assess the ongoing needs of the school community and determine what supports are required to help the school repair, recover and move forward. 	
Declaration of conflict of interest	None.	Amanda Lloyd
Approval of Minutes	Tim Louks/Cindy Stranak moved that the PIC Minutes from February 10, 2026, be approved. <p style="text-align: right;">CARRIED.</p>	Amanda Lloyd
Business Arising from the Minutes	<p>The Chair provided an update:</p> <ul style="list-style-type: none"> Bylaw Review Subcommittee The Chair proposed forming a subcommittee to review the bylaws and encouraged members to volunteer. Membership Committee Formation The Committee is also looking to establish a Membership Committee, with membership applications scheduled to be released to the community in April. 	Amanda Lloyd

	<ul style="list-style-type: none"> • Reapplication Requirement Members entering their second year will be required to reapply to serve on the Membership Subcommittee. 	
Reports	<p>A) <u>Trustees- Trustee Fehrman and Zaitley</u></p> <ul style="list-style-type: none"> • School Calendar 2026-2027 The School Calendar was approved at the last Board meeting and has been submitted to the Ministry for final approval. • Program Strategy The Program Strategy continues to move forward, with guiding principles approved at the last Board meeting. Those interested in reviewing the strategy may contact their local Trustee or the Program Committee. • Budget Consultation 2026-2027 The Budget Consultation is now available on the Engage website for community feedback. • Binbrook II Boundary Review The Board of Trustees approved the Binbrook II Boundary Review at the last Board meeting. • New School Opening- September 2027 Preparations are underway for a Transition Committee to support the opening of the new school scheduled for September 2027. <p>B) <u>Hamilton-Wentworth Council of Home & School Associations</u></p> <p>The President, Heather Lambert-Hillen provided the following updates:</p> <ul style="list-style-type: none"> • Budget Priorities Meeting The President reported that the Associations met and received a presentation on budget priorities from Associate Director Matthew Gerard. • Budget Priority Session Attendance She attended the Budget Priority Meeting held at Sir Winston Churchill School and encouraged all members to complete the 2026–2027 Budget Consultation Survey to provide feedback. Appreciation for Member Engagement Heather expressed appreciation for the participation and feedback shared across nine sessions, noting that the Members felt heard in the discussions from representatives, including elementary teachers, local members, and OSSTF District 21. • Upcoming Meeting – April 9, 2026 Superintendent Smith will attend the next meeting to speak about safe and secure schools. 	

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	<ul style="list-style-type: none"> • Ontario Associations Awards – Nominations Open Nominations are open until April 1, 2026, for several awards, including: <ul style="list-style-type: none"> ○ Student Citizenship Awards (Grades 5–12) ○ Educator Awards ○ Memorial Awards ○ Community Awards 	
Reminders	<p><u>PIC Meeting</u></p> <ul style="list-style-type: none"> • April 14, 2026, 6:30-8:30 pm • Education Centre/MS Teams 	Amanda Lloyd
Adjournment	<p>Amanda Levesque/Adriana Baker moved that the meeting be adjourned.</p> <p style="text-align: right;">CARRIED.</p> <p>The meeting adjourned at 8:29 PM.</p>	Amanda Lloyd