

# HWDSB

PIC Meeting  
 May 12<sup>th</sup>, 2026  
 Minutes

**Members Present (18):** Mohamed Khamis, Heather Lambert-Hillen, Amanda Levesque, Amanda Lloyd, Tim Louks, Amanda, Neale-Robinson, Heidi Oglesby, Meghana Oza, Mike Palma, Michele Quinn, Leora Sas Van Der Linden, Danielle Schwalm, Meagan Shanahan, Emma Simpson, Cindy Stranak, Leigh Ann Sutherland, Lisa Veloce and Terry-Ann Virtue. Trustees Kathy Archer, Amanda Fehrman and Abby Zaitley.

**Regrets (12):** Matthew Adams, Adriana Baker, Mani Bhandari, Kristina Collier, Kailey Crowther, Kruti Desai, Andrea Hamilton-Coulson, Cheryl Hue, Sue-Anne MacQuarrie, Vanessa Ozer, Christine Sandor, and Damian Kalu Ude.

| Agenda Item   | Decision/Action Taken  | Person(s) Responsible |
|---|--|-----------------------|
| Call to Order   | The meeting was called to order at 6:32 PM.  | Amanda Lloyd          |
| Land Acknowledgment   |  | Paul Denomme          |
| Approval of the Agenda  | <p>The Chair to provide a Board update, adding item 7(a) to the agenda.</p> <p>Tim Louks/ Amanda Levesque moved that the amended agenda to be approved.</p> <p style="text-align: right;"><b>CARRIED.</b></p>  | Heidi Oglesby         |
| Declaration of conflict of interest   | None.  | Amanda Lloyd          |
| Jamie Nunn, Associate Director, School Improvement, Learning Services- An Overview of the Student Achievement Action Plan | Associate Director Nunn provided an overview of the Boards Student Achievement Action Plan and outlined the following goals: improving literacy and numeracy achievement, increasing preparedness, enhancing engagement, and supporting the well-being of every student across HWDSB. The Associate Director spoke about the “momentum” occurring within HWDSB, which has also been recognized throughout schools and local media. He also highlighted the board’s culture of continuous improvement, noting that school performance is improving across multiple measures, including higher EQAO results in Grades 3, 6, 9, and 10; increased graduation rates and Grade 10 readiness; and greater student participation in senior math and science courses as well as job skills | Jamie Nunn            |

|   |  |                          |
|---|--|--------------------------|
|   | <p>programs. Attendance rates are also rising, particularly among primary students. He further referenced the Ministry framework and the five goals mentioned above. Finally, he invited PIC members to participate in a feedback activity. Members were asked to respond to four questions, and a printout of these questions, along with the Student Achievement Plan for the 2024–2025 academic year (snapshot), was provided. The Associate Director also encouraged everyone to participate in the survey on the Engage platform (<a href="http://www.engagehwsb.ca/bip2025-2026">www.engagehwsb.ca/bip2025-2026</a>), which is open until the end of June 2026.</p> <ol style="list-style-type: none"> <li>1. Please have a look our progress reports and in the Progress Reports section. How well are we meeting your expectations of how we’re advancing our goals to increase literacy, numeracy, future preparedness, engagement and well-being?</li> <li>2. Are there other opportunities to support and improve student learning, engagement and well-being that we should consider?</li> <li>3. Do you see any challenges that we may overlooked?</li> <li>4. Do you have suggestions for additional ways we can engage with the community?</li> </ol> |                          |
| <p>Reshma Kalifullah- General Manager, Hamilton Wentworth Student Transportation Services- An Overview of Transportation Services</p> | <p>Manager Kalifullah provided an overview of the Transportation services as follows:<br/> <b>What is HWSTS and the scale of operations?</b></p> <ul style="list-style-type: none"> <li>• HWSTS coordinates student transportation for both the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board.</li> <li>• Supports a large, complex system serving approximately 30,000 thousand students daily across Hamilton with primarily 3 contracted carriers.</li> <li>• Currently, the HWSTS manages 177 (HWDSB/HWCDSB) schools, approximately 475 bus routes covering about 39,000 km each school day.</li> <li>• Different types of vehicles: large yellow school buses and other purpose-built school vehicles, including minibuses, adapted vehicles, and minivans.</li> <li>• Works collaboratively with schools, families, and transportation providers.</li> <li>• Oversees routing safety, communication, and operational coordination.</li> </ul>   | <p>Reshma Kalifullah</p> |

# HWDSB

|  |  |  |
|--|--|--|
|  | <p>Further, the Manager discussed <b>student safety as a shared responsibility</b>.</p> <ul style="list-style-type: none"><li>• Student transportation is a shared responsibility requiring collaboration among parents, students, the transportation carriers, drivers and schools as we all work together to meet students' safety needs.</li></ul> <p>In addition, the Manager talked about the <b>incident/accident management process: Concern Reported, Review, Follow-Up with Carrier, Action Taken and Communication</b>.</p> <ul style="list-style-type: none"><li>• HWSTS follows established procedures when transportation concerns or incidents are reported.</li><li>• Some actions taken are visible to families, while others are internal steps carried out in partnership with carriers to ensure the safety and quality of transportation services.</li><li>• This process may include input from relevant parties, such as school administration, families, transportation coordinators, or external agencies, if required.</li></ul> <p>Lastly, the Manger talked about <b>safety concerns and accountability</b>. Student safety concerns are taken very seriously, with immediate escalation when necessary. Schools and transportation providers are actively involved in follow-up, and external agencies such as police or CAS are engaged when required. In some cases, drivers may be removed from service pending the outcome of an investigation. Students are expected to follow the Code of Conduct while on the bus. Finally, she talked about the <b>school bus cameras and emerging technology</b>. There has been discussion regarding emerging transportation safety technologies, including video technology and other transportation safety systems on the school bus vehicles. Currently, these technologies are nonoperational and under a review with legal team and privacy officers. At the end of the presentation, a</p> |  |
|--|--|--|

|                                   |   |               |
|-----------------------------------|---|---------------|
|                                   | <p>QR code was provided to gather parent feedback on video technology on school buses.</p> <p><b><u>Some of the questions/suggestions/comments:</u></b></p> <p><b>Q: Who educates the public regarding changes to school bus stopping procedures, such as the light system?</b></p> <p>A: Direction and guidance are provided by the (Ministry of Transportation) MTO. HWDSB sent communication to families regarding the change of lights on the buses.</p> <p><b>Q: Can you describe the process for establishing bus routes and timing for yellow buses?</b></p> <p>A: It is a very complex system that uses software to support route planning. School bus routes are aligned with each school’s bell times.</p> <p><b>Q: What about cameras on the outside of buses to catch offenders and issue tickets?</b></p> <p>A: There are no external cameras on the buses. Enforcing traffic violations, such as identifying offenders and issuing tickets, is the responsibility of police services.</p> <p><b>Q: Is there a process for carrier companies to report disciplinary action taken against a driver to the General Manager of Transportation?</b></p> <p>A: This is handled on a case-by-case basis. The Manager is informed of the outcome.</p> <p><b>Q: What is the process for addressing safety or bullying issues on the bus?</b></p> <p>A: Student behaviour on the bus is considered an extension of the school environment. Students are expected to follow the Code of Conduct. Schools work collaboratively with bus drivers, students, and parents to ensure the Code of Conduct is followed and that appropriate resolutions are implemented.</p> <p><b>Q: How many buses are not at full capacity?</b></p> <p>A: Busing is based on student needs, ensuring that routes align with geography, bell times, and other operational factors. Also, we utilize all seats by using courtesy transportation.</p> |               |
| Approval of Minutes               | <p>Cindy Stranak/ Mike Palma moved that the PIC Minutes from April 14, 2026, be approved.</p> <p style="text-align: right;"><b>CARRIED.</b></p>   | Heidi Oglesby |
| Business Arising from the Minutes | <p>The Chair informed members that the Bylaws and Membership Subcommittees have been formed. The meeting dates for the Bylaws Subcommittee will be provided shortly.</p> <p>The PIC Membership application is open until the end of May 2026, and the meeting will take place in mid-</p>   | Amanda Lloyd  |

# HWDSB

|         |   |              |
|---------|---|--------------|
|         | June. Once the application process closes, the list of applicants will be shared with the Membership Subcommittee. A reminder regarding the membership application will be sent to families.  |              |
|         | <p><b><u>Board updates:</u></b></p> <p>The Parent/Caregiver Survey will launch on May 19, 2026, and will remain open for two weeks. STAFF UPDATE: This survey has been paused until further notice.</p>   | Amanda Lloyd |
| Reports | <p>A) <b><u>Trustees- Trustee Fehrman and Zaitley</u></b></p> <ul style="list-style-type: none"> <li>• On April 22, 2026, a letter was sent to the Premier and the Minister of Education highlighting democratic governance, Indigenous representation, and the impact of proposed legislative changes on Student Trustees and student choice. The letter requested formal public consultation.</li> <li>• <b>Accommodation Strategies Update</b> – There are no projected boundary reviews for the 2026–2027 school year.</li> <li>• <b>2026/2027 Non-school based Staffing</b> – Non-school based staffing has been reduced by 44.08 FTE.</li> <li>• <b>New HWDSB Website</b> – The new HWDSB website is now live; feedback is welcome.</li> <li>• <b>Leadership Summit</b> – Organized by Student Trustees, Trustee Zaitley and Dahab led a seminar on leadership.</li> </ul> <p>B) <b><u>Hamilton-Wentworth Council of Home &amp; School Associations</u></b></p> <p>The President, Heather Lambert-Hillen provided the following updates:</p> <p style="padding-left: 40px;">At the AGM held on May 3, several policy statements were adopted and will proceed in the upcoming school year. This included the <i>Recess Adaptations</i> policy developed by HWCHSA, for which the President shared a brief rationale with PIC members.</p> |              |

|             |  |              |
|-------------|--|--------------|
|             | <ul style="list-style-type: none"> <li>• The President also highlighted new policy direction on allergies, recognizing they extend beyond nuts. An unanimously approved policy requires school boards to post signage identifying peanut- and nut-free environments and to clearly indicate specific allergies present in each school for the upcoming year. This will be brought forward to the Ministry.</li> <li>• HWCHSA will elect new executives during the upcoming virtual AGM.</li> </ul> |              |
| Reminders   | <p><b>PIC Meeting</b></p> <ul style="list-style-type: none"> <li>• June 9, 2026, 6:30-8:30 pm</li> <li>• Education Centre/MS Teams</li> </ul>  | Amanda Lloyd |
| Adjournment | <p>Heidi Oglesby/Amanda Levesque moved that the meeting be adjourned.</p> <p style="text-align: right;"><b>CARRIED.</b></p> <p>The meeting adjourned at 8:21 PM.</p>   | Amanda Lloyd |