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**ACCESSIBILITY STEERING COMMITTEE  
May 30, 2022 – 1:00 p.m.  
Teams Meeting**

**Members:** Scott Keys (Chair), Bill Chopp (Trustee), Leslie Brown, Dave Buist, Kerri Chartrand, Lou Citino, Mark Finocchio, Carlo Fortino, Lauren Freeborn, Angela Kelly, Andrew Kirkbride, Philip Kuckyt, Tom Laracy, Carmen McDermid, Rachel Moreau, Kerry Pomfret, Rita Raposo, Terre Slaght, Dianne Wdowczyk, Guo Wu, Linda Luciani (Recording Secretary)

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| <b>1. Prayer</b>  | Dianne Wdowczyk  |
| <b>2. Minutes / Items Arising from the February 28, 2022 Meeting (attached)</b> | Scott Keys       |
| <b>3. Additions to the Agenda</b>   | Scott Keys       |
| <b>4. Committee and Staff Updates</b>   |                  |
| 4.1 Presentation by Pretium Engineering re: AODA Accessibility Audit            | Andrew Kirkbride |
| • Anne Benninger, Project Manager   |                  |
| • Carleen Lawson, Project Coordinator   |                  |
| 4.2 Outcomes from AODA Compliance Desk Audit                                    | Scott Keys       |
| 4.3 Reputable Translation Services  | Scott Keys       |
| <b>5. Other Business</b>  |                  |
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**Upcoming Meetings:** TBD

Brant Haldimand Norfolk Catholic District School Board

**Accessibility Steering Committee Meeting  
Monday, February 28, 2022 – 1:00 pm  
MINUTES**

Present: Scott Keys (Chair), Dave Buist, Bill Chopp, Andrew Kirkbride, Angela Kelly, Carmen McDermid, Rachel Moreau, Rita Raposo, Dianne Wdowczyk, Linda Luciani (Recording Secretary)

Item #	Agenda Item	Action Required	Person Responsible
<b>1. LAND ACKNOWLEDGEMENT</b>			
<b>2. PRAYER</b>			
<b>3. MINUTES / ITEMS ARISING</b>			
3.	October 25, 2021 Minutes	<ul style="list-style-type: none"> <li>If there are any changes or revisions to the Minutes, please forward them to Linda.</li> </ul>	All
	Outdoor Playground Equipment & Structures Policy	<ul style="list-style-type: none"> <li>AODA concerns regarding Outdoor Playground Equipment &amp; Structures should be addressed when the revised policy is passed by the Board of Trustees.</li> </ul>	
	AODA Accessibility Audit	<ul style="list-style-type: none"> <li>The Audit is complete with the exception of one outstanding item.</li> <li>The audit firm has been asked to complete a summary spreadsheet, so that the Board is able to sort the document, i.e., from highest to lowest, all washrooms. etc.</li> <li>The findings from the Audit will be incorporated into work to be completed by Facility Services.</li> <li>Pretium Engineering will be invited to the May 30<sup>th</sup> meeting to present their findings to the Committee.</li> <li>The Audit examined all aspects of school / Board property, i.e., parking lots, the physical building, playground equipment, etc.</li> <li>Schools must incorporate a universal design when purchasing playground equipment.</li> <li>The Accessibility Audit will be presented to the Committee with a summary going to the Board of Trustees afterwards.</li> </ul>	Andrew / Linda  Scott / Linda
	Evac Chairs	<ul style="list-style-type: none"> <li>Schedule a meeting with Angela Kelly, Scott Keys and Deb King-Bonifacio to determine the status of purchasing more evac chairs.</li> <li>The Board currently is in possession of two evac chairs</li> <li>Schools have been very cooperative about moving the chairs from one school to another if they have students who require the use of the evac chairs.</li> <li>With the construction of more two-storey schools, the design creates a difficulty for students in wheel chairs.</li> </ul>	Linda
<b>4. ADDITIONS TO THE AGENDA</b>			

Item #	Agenda Item	Action Required	Person Responsible
5.3 5.4	<ul style="list-style-type: none"> <li>New Kindergarten Registration Needs – Carmen McDermid</li> <li>Accessibility and Winter Issues – Bill Chopp</li> </ul>		
5.1	AODA Compliance Desk Audit	<ul style="list-style-type: none"> <li>The annual AODA Compliance report was submitted to the Ministry for Seniors &amp; Accessibility for December 31, 2021.</li> <li>Our Board was selected to participate in a <i>Desk Audit</i>, whereby the Board must provide examples of / links to items that we reported in the Compliance Audit.</li> <li>We are currently in the process of gathering the data / information requested for the Desk Audit.</li> <li>Information regarding outcomes, details, issues, etc. from the Desk Audit will be discussed at the next meeting.</li> </ul>	Linda
5.2	Process / Standard for Accessibility Requests re: Language Barriers	<ul style="list-style-type: none"> <li>What happens when a family needs something translated? What is the process? Who pays?</li> <li>In the Fall, the Board will be issuing a student demographic survey, which will identify languages spoken at home.</li> <li>Perhaps the Board will have forms translated, information sent home, etc. in the top five languages spoken at home.</li> <li>The Board will develop a central process rather than a school-by-school process.</li> <li>Scott asked Committee members to gather their thoughts regarding what processes might look like, what other school boards are doing, etc. to develop our own processes: <ul style="list-style-type: none"> <li>Conversion to braille.</li> <li>Over-the-phone interpretation services.</li> <li>Read Aloud programs for adult non-readers.</li> <li>Examine products that already encompass 20-30 languages.</li> </ul> </li> <li>Currently whenever a school requires interpretation services, the ESL budget has incurred the costs. Key Lingo is currently being used.</li> <li>Carmen McDermid reported that the cost to translate a special education report by Key Lingo was three times higher than the cost of conducting the actual assessment.</li> <li>Dianne Wdowczyk noted that when interpreters are required for mental health services, interpreters have been hired or students interpret for their parents.</li> <li>Diane also suggested that the Committee connect with Thanh-Thanh Tieu, a Temporary Research Associate with the Board as she is aware of reputable translating services in the area.</li> <li>Contact staff from the Dufferin–Peel Board to determine how they are using Duo Lingo.</li> </ul>	<p>Scott / Linda</p> <p>Scott / Linda</p>

Item #	Agenda Item	Action Required	Person Responsible
5.3	New Kindergarten Registrations Needs	<ul style="list-style-type: none"> <li>The Board has received Junior Kindergarten registrations for students from H-N Reach and Lansdowne Children's Centre. The students have very significant needs that they will not outgrow, and the washrooms in the schools where they are registered are not appropriate.</li> <li>If the student will attend the school for a number of years, i.e., their parents are not renting or will not be moving schools, the school principal / Carmen should advise Facility Services as soon as possible to that they can have work completed for September 2022.</li> <li>Information regarding the student's requirements should be forwarded to Lou Citino so he can begin planning and scheduling.</li> </ul>	Carmen
5.4	Accessibility and Winter Issues	<ul style="list-style-type: none"> <li>It has been reported that students in wheel chairs are not able to access school playgrounds due to the absence of snow removal.</li> <li>Facility Services will investigate the matter.</li> </ul>	Andrew
<b>6. OTHER BUSINESS</b>			
6.1	n/a		

ACTION ITEMS		
Topic	Action Required	Person(s) Responsible
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PARKING LOT ITEMS			
Unpark Date	Meeting Date Topic	Action Required	Person(s) Responsible

**UPCOMING MEETINGS:** Monday, May 30, 2022 – 1:00 pm