

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 Key Lingo.</li> </ul>	<p>Scott / Linda</p> <p>Scott / Linda</p>

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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