



AODA Advisory Committee Meeting Minutes

Thursday, April 18, 2019
EC Aurora Boardroom
9:00 AM – 11:00 AM



In Attendance:

Adams, Dawn	Luong, Stephanie	Sellers, John
Anirud, Anthony	Lynn, Stephanie	Selvazzo, Robert
Brusselers, Dale	Malcolm, John (CUPE 1196)	Smith, Patrick (CUPE 1196)
Burgis, Julie	Mason, Anne (EIAC)	Starr, Rhonda
Forsythe, Dawn (YCDSB)	McRoberts, Bob (Trustee)	Swaine, Wendy
Kaderdina, Rizwana	Nunes, Susie	Taylor, Shane (CUPE 1734)
Khushal, Shelly	Petri, Derek	Viney, Carolyn (SEAC)
Kostic, John (CUPE 1196)	Rodney, Shellyann	Wieringa, Tina
Long, Gail	Rutledge, Steve	

Regrets:

Beetlestone, Pamela; Bett, Karen; Estriga, Teresa; Harrison, Gerry; Johnson, Brenda (PSSP); Loya, Mark; Smith, Jacqueline, Vellathottam, George

Guest:

Dungey, Tod – SO, School and System Operations

Total attendees: 27

Minutes

Item	Discussion	Action Items
Welcome	Shelly welcomes the committee, provides overview of Agenda, Google Docs, handouts, brief roundtable introductions	
Land Acknowledgment	Shelly opened meeting with land acknowledgement	
Inclusion Activity / Professional Learning	Brandon engaged the members with an interactive activity called "A Picture is Worth a Thousand Words"	<p>Learning Goals:</p> <ul style="list-style-type: none"> • Acknowledging /self-examining our perceptions and biases • Redefining our understanding of disabilities • Recognized that everyone experiences the world in different ways
Approval of Previous Minutes	<p>Motion to approve minutes by Julie Burgis</p> <p>All minutes are in draft format until approved by committee members</p>	February 21, 2019 meeting minutes have been approved.
Subcommittee Self-Audit Reports / Updates	YRDSB Accessibility Policy Review (SL)	<p>Significant work done on Accessibility Policy #407.0 and consolidation with #425.0 Provision of Barrier Free Access); now one fulsome policy. Alignment with a number of other policies.</p> <p>June 3rd going to Policy & By-Law Committee meeting for first review.</p> <p>Need to consider policy on service animals.</p> <p>Action: Stephanie to make this available for review at Sept. 2019 Advisory Committee meeting</p>

Item	Discussion	Action Items
	Barrier Buster (DP)	<p>7 new submissions since Jan; predominately to do with physical barriers (students in wheelchairs)</p> <p>High contrast signage finalized – worked with BLV team to develop standardized signage for the Board; white lettering on black background provides highest possible contrast (WCAG 2.0, AAA standard) for people with vision impairments and colour-blindness</p> <p>In the past, signage was based on school colours and at the discretion of the school principal.</p> <p>Next step: Continue working with BLV to determine how/when Braille signage will be installed</p>
	Student Services (WS)	<p>Annual Accessibility Report indicates schools where work has been done or where work will be done over summer; confirmed that is has predominantly been physical accessibility work and is in support of accessibility work related to students with “invisible” disabilities</p> <p>Continuing to work on making key print materials accessible + translated into a variety of languages</p> <p>Final meeting for Wendy (retiring); will ensure that her responsibilities and subcommittee work will be passed on her successor</p>
	Human Resource Services (GL)	<p>External postings are now all AODA compliant</p> <p>Employment Equity report – continue to work through recommendations</p>

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		<p>Updating career website on hiring processes; to provide additional information on foreign trained professionals</p> <p>HR in process of administering a disability management satisfaction tool; results/findings to be included in 2019 Annual Accessibility Report</p>
	<p>Planning (DA)</p>	<p>"All-Access" Washrooms Memo hot off the press – to be released later today in Weekly Summary</p> <p>Standardized signage has been created for use across the system to identify “All Access Washrooms”</p> <p>Plant Services completed assessment and have identified 4 categories for all-access washrooms. Implementation plan to start over summer 2019 and continue into 2018-2019 school year.</p> <p>Guidelines for “all access” washrooms outlined in memo.</p>
	<p>Curriculum (SR & SN)</p>	<p>Creating higher level, more detailed content with stakeholders to ensure we are meeting accessibility requirements;</p> <p>Accessible Content 2.1 – working with an external vendor</p> <p>Creating a checklist – share with teams hosting events (i.e., closed captioning, physical barriers to access) to ensure consistency; surveying attendees post-event to ensure needs were met</p> <p>Need to consider not only elementary and secondary students but also adult students to ensure their concerns are being met</p>

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		<p>Accessibility for night school students (limited funding so limited supports) – shift happening in this area, more training for staff still needed</p> <p>Assistive devices for Adult Learners being introduced (e.g., FM systems being available in night school students) – never before happened</p>
	<p>Digital Media, Website Management & Learning Working Group (JS & DB)</p>	<p>Creation of accessible documents – research better software (than Adobe)</p> <p>Adobe licenses – cloud based/bulk licenses to make accessible to more people</p> <p>Due to cost of licenses, cannot provides Adobe to everyone, so training a few champions from each department and each school; ideally would like to target SOAAs and EOAAAs because teachers tend to move school more frequently than school office staff</p>
<p>News Items</p>	<ol style="list-style-type: none"> 1. Revised Terms of Reference <ul style="list-style-type: none"> • Built Environment Sub Committee • Transportation Sub Committee 2. Accessibility Brochure 3. Accessibility Video 4. SBHRA Bulletin 5. AODA Compliance Training – Tod Dungey 	<p>Action: call to members to sit on new subcommittees</p> <p>Compliance – SO Tod Dungey provided an overview of AODA Compliance Training</p> <p>Purpose is twofold: 1) compliance and 2) reporting</p> <p>AODA compliance is a one-time training; first step is the training, next comes implementation</p> <p>Working on identifying and confirming the completion of the training; for staff who have yet to complete the required accessibility compliance training, Compliance</p>

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		<p>Training Day (third week of Sept.) is a set time to do the training and meet that requirement</p>
Q & A Period	<p>Provide an update on the centralized database Storing System</p>	<p>Resolve (which is an Issues Management System) piloting at some schools. First school board to have this</p> <p>Is Compliance Training Day different for 10-month school staff and 12-month staff? If new employee starts after Compliance Day, how is this captured?</p> <p>Essentially, hiring manager's responsibility to ensure their staff are trained</p>
Upcoming Meeting Dates	<p>September 26, 2019 – CEC Central November 28, 2019 – CEC Central</p>	<p>Emails to go about to each subcommittee regarding membership for 2019-2020 school year</p> <p>If unable to attend future meeting, please send a designate on your behalf</p> <p>Action: Shelly already sent meeting invite for Sept. 2019 meeting</p> <p>Meeting adjourned</p>