



## AODA Advisory Committee Meeting Minutes

Thursday, September 26, 2019  
CEC Central  
9:00 AM – 11:00 AM



### In Attendance:

Anirud, Anthony	Lee, Paul J.	Rodney, Shellyann
Beetlestone, Pamela	Leesti, Laura	Rutledge, Steve
Burgis, Julie	Long, Gail	Sellers, John
Estriga, Teresa	Luong, Stephanie	Starr, Rhonda
Harrison, Gerry	Lynn, Stephanie	Viney, Carolyn (SEAC)
Hastings, Sue	McRoberts, Bob (TRUSTEE)	Woods, Paul
Kaderdina, Rizwana	Nunes, Susie	Wu, Brandon
Khushal, Shelly	Petri, Derek	

### Regrets:

Adams, Dawn; Brusslers, Dale; Forsyth, Dawn (YCDSB); Johnson, Brenda (PSSP); Kostic, John (CUPE 1196); Laliberte, Dawn; Malcolm, John (CUPE 1196); Mason, Anne (EIAC), Shep, John; Silverberg, Carrie; Taylor, Shane (CUPE 1734); Smith, Patrick (CUPE 1196); Vellathottam, George; Wieringa, Tina; Willis, Dan

**Total attendees: 23 members**

## Minutes

Item	Discussion	Action Items
Welcome	Brandon welcomes the committee, provides overview of Agenda	
Land Acknowledgment	Brandon opened meeting with reading Land Acknowledgment	
Inclusion Activity	<p>D5G member facilitate inclusion activity focused on how creating accessible documents not only benefit those with disabilities, but are beneficial for everyone</p> <p>Learning Goals:</p> <ul style="list-style-type: none"> <li>• To develop an awareness of what makes documents accessible</li> <li>• To understand how creating accessible documents benefits all</li> </ul>	<p>Debriefed by reviewing <a href="#">CNIB Clear Print Accessibility guidelines</a>.</p> <p>Full document is available on CNIB website and is also linked under the <a href="#">Accessibility Resources</a> tab of our website</p>
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>	April 18, 2019 minutes have been approved
Sub Committees report on Self-Audit/ Updates News Items	<p>YRDSB Accessibility Policy Review (SL)</p> <ul style="list-style-type: none"> <li>• #407.0 Accessibility Policy &amp;</li> <li>• #425.0 Provision of Barrier Free Access</li> </ul>	<p>Accessibility Policy came forward to June 3 Board. It is now approved as a Working Document, during which time it is the official policy for the Board.</p> <p>Out for comment for 6 school months – opportunity for community to provide feedback. Any feedback will come back to AODA Committee, then to Policy and Bylaw Committee in Feb 2020 for final approval.</p> <p>It is also the first fully accessible policy document, and will includes an accompanying plain language companion document.</p>

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	Barrier Buster (DP)	<p>Few submissions since last AODA meeting (one submission in the summer and a few since new school year started)</p> <p>Trend continues to be mostly physical barrier issues coming to Barrier Buster (e.g., automatic door openers, accessible washrooms)</p> <p>Question from Student Services: what is the typical lead time for meeting barrier buster/accommodation requests?</p> <p>Plant typically requires a 4-month lead time following notification before installation, barring any setbacks, red tape, budget issues</p>
	Student Services (PW and LL)	<p>PW: Reason for question was specifically in relation to Braille signage request. BLV team in process of creating a list of priority schools and share it forward with Plant.</p> <p>As new Advisory Committee members starting this school year, will be sharing the Self-Audit Report at the next Student Services Core Team Meeting to ask Chiefs of various disciplines (OT/PT, SLP, Psych, Social Work, etc) to review their initiatives directly.</p> <p>LL: Continuing Wendy Swaine's work in finalizing the "Big 4" Special Education Communication Guides for Parents and Students (so found the inclusion activity very timely and beneficial)</p>
	Human Resource Services (TE)	<p>For the 2018-2019 school year, the Disability Management (DM) Team serviced 2454 total employees on DM (not including some Occasional Teacher files).</p> <p>With the assistance of Assessment &amp; Development Services and our Wellness Coordinator, we launched a client satisfaction survey in May 2019 for employees who had been supported by our DM team. We have those results and are in the process of arranging two</p>

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		<p>focus groups to probe deeper in to the comments we received. This data will help us to refresh our program.</p> <p>Functional Abilities Evaluations (FAE) assessments to coordinate work within the individual's functional limitations</p> <p>The DM team also continues to deliver a Mental Health Training Presentation to System Leaders; presented twice to administrators and once to the managers</p> <p>Members of the Team have been working on staff Well-Being and Mental health Strategy with many system partners. This strategy will be part of the "system improvement suite" rolled to the system to help support the work the director has articulated.</p>
	Curriculum (Library) (SR and SN)	<p>Adobe Acrobat – creating accessible PDFs</p> <p>Working closely with Plant around improvements on wheelchair ramps, accessibility around student washrooms</p> <p>Challenge – newcomers and literacy. Our Board does not offer learning assessments for adult learners (no IEPs), therefore unable to identify those with learning disabilities; difficult to support learners that have different learning needs without formally being aware of their specific needs. Don't have additional funding (no EA support for these programs); rely solely on volunteers (mostly parent volunteers)</p>
	Website Management Working Group + Digital Media & Learning Working Group (JS)	<p>Creation of Accessible Documents – research better software</p> <p>Adobe licenses – cloud based/bulk licenses to make accessible to more people</p> <p>Built-in accessibility checks in pdfs</p>

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		<p>Due to cost, cannot train everyone, so training a few champions from each department</p> <p>Current model under AODA does not require internal websites to be AODA compliant – this may change</p> <p>Anthony suggested that IT come to give a presentation regarding the value of PDFs; is it worth moving continuing to invest in Adobe Acrobat or should the Board move in another direction for creating accessible content. If so, what?</p>
	<ol style="list-style-type: none"> <li>1) Ministry Update</li> <li>2) Accessibility Compliance Training Modules</li> <li>3) Volunteer Accessibility Training</li> <li>4) Accessibility + Human Rights Brochures</li> <li>5) Accessibility Website Video</li> <li>6) School Board Human Rights &amp; Accessibility Bulletin</li> </ol>	<ol style="list-style-type: none"> <li>1) Two notable recommendations are removal of exceptions for extranet and intranet websites – big implications for our Board. Google Doc of all 30 recommendations are uploaded in Google Shared Drive for those who want to review – <a href="#">2019 Initial Recommendations Report</a></li> <li>2) Accessibility compliance training modules updated over the summer into Rise and <a href="#">memo</a> went out in September re: training requirements for all staff</li> <li>3) All volunteers required to complete accessibility however, currently they are not required – gap. Recommendations: Volunteers across YRDSB required to complete AODA and Human Rights Training. Part time casual staff present similar issues</li> <li>4) Finalized and approved for circulation across system; Brochures to be distributed to each school; Print and accessible versions of brochure available</li> <li>5) Accessibility video filming complete: draft reviewed, approved by HRCO; full video to be included on Boards' accessibility webpage; smaller clips of videos currently being developed for social media purposes</li> </ol>

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		Publishing a first Human Rights Bulletin – 3x a year - highlighting work we are doing at HRCO, cases by Human Rights Tribunal, Human Rights and Accessibility issues
Q & A Period	<p>Committee members brought up the following:</p> <ol style="list-style-type: none"> <li>1) EC Aurora does not have all access washrooms</li> <li>2) EC Aurora also does not have a Meditation/Prayer Room</li> <li>3) Schools manually switching off automatic door openers</li> <li>4) Closed Captioning</li> </ol>	<p>(1) Focus of all access washroom project and implementation is schools; will look into Board offices afterwards</p> <p>(2) No legal obligation to provide prayer room under the law/Human Rights Code. It comes down to how the Board wants to prioritize from and equity and inclusivity standpoint; is there demand and availability for prayer space?</p> <p>CLL has put through a formal request for creating a Wellness and Prayer room and will be undergoing some building restricting to accommodate this. Plant recommends that EC Aurora do the same if they wish to begin this process</p> <p>(3) We do not have the purview to mandate schools to switch it back on. We would need to understand why it was turned off. Unless it is brought forward to us, we also no reasonable way of knowing if a school elects to switch it off. They have been known to be turned off for safety reasons at times, but we assume each school must has their own reason/rationale for why they are doing it.</p> <p>(4) Closed Captioning – feedback is critical after meetings or compliance or other forms of training – otherwise how would we get the information we need to be able to make changes to accommodation?</p>
Upcoming Meeting Dates	<b>November 25, 2019 – EC Aurora Boardroom</b> (changed from November 28 at CEC Central)	If unable to attend next meeting, please send a designate on your behalf.

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		<b>Action: Shelly already sent meeting invite for November meeting</b> Meeting adjourned