



Avon Maitland District School Board Annual Accessibility Plan Working Group

Wednesday, October 11, 2017
4:00 p.m.
Avon Maitland District School Board
Education Centre, Seaforth, ON
Festival Room

MINUTES

Attendance: Janet Baird-Jackson (co-chair), David Frier (co-chair), Martin Ritsma, Laurel Mitchell, Mary Jane Karkheck, Jamie Gibbings, Jason Hillier, Tim Bilcke, Hugh Cox, Mary Lou Bilcke, Nancy Rothwell, Wendy Case

Regrets: Vince Trocchi, Doug Pratley, Randy Wagler, Luise Hoffman, Jodi Regier, Rob Simmons, Anne Copeland, Shelley King

1.0 Welcome and Introductions

Janet Baird-Jackson welcomed everyone to the meeting and introductions were made.

2.0 Approval of Agenda

Moved by Mary Jane Karkheck, and seconded by Martin Ritsma that the agenda be approved. Carried.

3.0 Review of Minutes from June 14, 2017

Moved by Mary Lou Bilcke, and seconded by Mary Jane Karkheck that the minutes from the June 14, 2017 meeting be approved. Carried.

4.0 Business Arising

4.1 Inclusive Language – use of

Tim created two inclusive language posters that have been reviewed and approved by Peggy Blair and Amy. Amy suggested that the next poster be about 'People First' language. The intent is to have 5 posters that can be used and posted every second month. These posters will be posted electronically at the schools and Board website. If the committee would like to create posters to post on the wall or bulletin board, it would cost between \$60 and \$100 to make one per school.

Tim is going to revise the posters so it will work better in a Facebook format.

The suggestion of sending the posters out electronically and have the schools' print them to post them in their staff room on the bulletin board. Tim is going to talk to Janice Richmond, the new Manager of Communications and Public Relations, to see if she is willing to create a message to launch the inclusive language poster sequence.

Tim is also going to create a black and white copy that will be available to the schools that can be posted in classrooms and on community bulletin boards. It is important for parents to see this information as well.

The committee decided to focus on 'Words Make a Difference' poster.

It was suggested that we come up with a template for the posters and ask Amy to help with the people first language poster.

Action: Tim is going to create a black and white copy of the posters, as well as revising the posters to work better in a Facebook format. Tim is going to talk to Janice Richmond to see if she would be willing to create a message to launch the inclusive language poster sequence.

4.2 Creation of web-based Board resource

Tim edited the web-based Board resources by splitting it up into sections and adding the meeting minutes and agendas under the AODA planning committee tab. He also removed outdated videos from the website.

If anyone has resources or requires an additional tab on the website, please bring it forward to Tim at the next meeting.

4.3 2017 Accessibility Compliance Report

The committee provided the answers to the Accessibility Compliance Report at the June 14, 2017 meeting. Martin Ritsma moved, Mary Lou Bilcke seconded, that the answers be submitted as is. Carried.

Action: Submit the 2017 Accessibility Compliance Report.

5.0 New Business

5.1 OPSBA: Response to Ministry Engagement on Development of an Education Accessibility Standard – Consultation

OPSBA collated all of the responses from all of the Boards and listened to the submissions we made.

Action: Add the response with the minutes to go to the Board and add as a resource on the website.

6.0 Subcommittee/Working Group Structure

The 5 year Accessibility Plan is expiring in December 2017. The committee must create another plan to identify our strategies and goals for the next 5 years. This will take us to 2023 so we will only be two years shy of the target date for a fully accessible Ontario.

The working groups each provided their updates as follows:

Built Environment

The ministry is performing facility audits every three years. They are completing half of the schools this year and half next year. The form this year is much more detailed than the prior years. The form touches on elevators and how they meet code, washrooms, entrances and parking spaces.

One of the issues is that the door widths must be 34" and the door must open 180 degrees. Each time there is construction we would have to address these issues.

Customer Service

Nothing new.

Information and Technology

IT has started to implement school messenger which will be used to send out all of the school newsletters. All of the newsletters have an AODA template for the newsletter to be sent out. The messenger system is very intuitive and shows when a parent has opened and received the message. This can go into the 5 year plan as a goal to finalize the messenger system.

Employment

The subcommittee has met with Tim to get all of the letters that get sent out to be AODA compliant.

Transportation

Tim has reformatted and built a new website for Transportation that meets AODA compliance. Each weather area is now easier to read.

The focus now is to put together a new five year plan for early in the new year. The subcommittees should meet prior to the next meeting to work on their portion of the plan.

The committee decided that it was easier to view the 5 Year Accessibility Plan by organizing it by subcommittee instead of dates. This will show what each subcommittee has accomplished and what their goals are in the next few years.

All library resources and printed learning materials must be accessible by 2020.
All websites and all web content must be accessible by 2021.

Action: Share a Google Docs of the 5 Year Accessibility Plan organized by subcommittee in with the committee. Pull together the information provided by each subcommittee before November 29th meeting (does not need to be finalized until February meeting).

7.0 Future meetings

Dates of next meetings:

November 29, 2017

February

April

8.0 Adjournment at 4:52 p.m.

Moved by Martin Ritsma, and seconded by Mary Lou Bilcke that the meeting be adjourned. Carried.