



ATTENDANCE

Members

Dave Geroux, Beau Cockburn, Daniel Portelance, Brian Breault, Dan Solinas, Wayne Bechard, James Duff, Lisa Burden, Damon Srokosz, Mat Roop, Steve DeGurse, Jen Morrow, Tamara Johnson, Ryan Hare, Dave Ostropolec, Chad Coene, Colleen Cogghe, Silvia Leggiero
Regrets: Dina Carter, Tony Montanino, Thelma McNear

Guests: Jeremy Zimmer

Chair: Dave Geroux

Interpreters: Lauri Doig & Kim Banks

Recording Secretary: Melissa Steele

1. Call to Order – Dave Geroux called the meeting to order at 9:01 a.m.
2. Opening Prayer – The committee opened the meeting with a prayer.
3. Welcome – Committee welcomed everyone in attendance.
4. Approval of Agenda

Motion: That the Agenda for the JHSC April meeting be approved with additions below.

- **12.4 Facilities Services Cleaning Supplies Evaluation – D. Srokosz**
- **12.5 Incident Reports- sharing info with other School Boards – B. Cockburn**
- **12.6 Online Training for Staff- W. Bechard**

Approved by committee as a whole.

5. Confirmation of JHSC Meeting Minutes – February 9, 2024

Motion: That the Minutes from the JHSC February meeting be approved as presented with clarification to B. Cockburn as to why Jeremy Zimmer is listed as a guest. J. Duff confirmed that as per the terms of reference and the number of members allowed per group, Jeremy is invited to attend as a guest.

Approved by committee as a whole.

6. Review of WSIB Reportable Incidents

A) February & March

- D. Solinas inquired about a January reportable incident that was not reported to JHSC until April and how it is reported. L. Burden confirmed that it is captured in the cumulative numbers and that JHSC members also have discretionary access to the online reporting tool to review. L. Burden confirmed that the incident was not reported at the time of injury.

7. Review of Employee Accident/Incident Reports

A) February & March

- Discussion regarding how some incidents involve multiple staff but only one report is being completed. Concerns expressed that JHSC doesn't have full picture of all staff involved in incidents and this may affect the trends reports.
- J. Duff advised that we can't speak to specific incidents but that all employees received clear instructions on reporting. If an employee believes that they were impacted, they should report. There are examples where all staff involved do complete the reports.
- W. Bechard inquired if it is the principals' responsibility for making sure that their staff complete as it is referenced in the policy.
- J. Duff advised that the Board has put forth information and instructions for employees to determine if they should complete a report.
- C. Cogghe confirmed that principals are having lots of conversations all the time around filling out incident reports. They make it very clear when discussing the incident and advise staff that they should complete a report.
- Additional discussion regarding that if an incident involves more than one staff, should all staff be completing a report. T. Johnson felt that if multiple hurt/injured then they each should submit a report. W. Bechard felt that if 5 people were involved, it is their duty to report as it is currently only showing as one on the trends report.
- Discussion regarding if memo needs to be reissued to remind staff and confirmation that memo was sent on February 7, 2024.
- C. Cogghe advised that she follows up with staff after emails come out and when an incident happens, it is learning moment regarding reporting for some staff.
- J. Duff advised that if we send out too many memos, staff will stop reading the emails. J. Duff suggested that reminders can also come from conversations with principals, union representatives and/or JHSC committee members.
- J. Morrow advised that she does see multiple staff submitting a report from the same incident but that their wording/description of the incident may be different so it may look like a different incident. Their perspective may be different based on when they came into the incident.
- Discussion regarding a student who put head through glass window and why it wasn't on the reports. L. Burden advised that since it didn't involve an employee, it would not be included.
- Discussion regarding an incident at St. Anne, Blenheim. J. Morrow advised that the student is in JK and referrals have been made and plans being implemented.
- Discussion regarding an incident with one student where a co-op student was affected. J. Morrow advised that the student has autism and the co-op student is in a college placement from the Autism program and is mandated to work directly with autistic students.
- Discussion regarding different positions being available to select when entering incident reports and who has access. L. Burden confirmed that specific job titles were available in the

system to select (social workers, CYW, etc.) but not co-op students. J. Morrow confirmed that co-op student is also a casual employee and has access.

8. Review of Incident Trend Reports

A) 2023-2024

- D. Solinas inquired about St. Angela Merici increasing by 50 aggression incidents in two months. J. Morrow advised that St. Angela Merici has over 90 students with identified Special Education needs. Most schools would have 40-50 students.
- W. Bechard inquired if there has been talk of moving the autism classroom out of St. Angela Merici as they already have high numbers and J. Morrow confirmed that none of the students mentioned are in the autism classroom.
- W. Bechard was concerned that with the massive trend at St. Angela Merici with injured teachers and lots of incidents happening, can the Board reach out and see if something can be done differently. J. Morrow advised that it is a struggle as some staff do not want help and the Board can't force their services on them. One specific incident, the staff does not want CST involved so they can't support if the teacher doesn't want it. W. Bechard inquired that if the situation is that bad, could the Board contact the Union and ask for assistance. He also inquired if there was a known conflict or why the teacher did not want the support. Possibly have central staff go there to see what is happening and bring any support in that we have as it is not going to solve the issues if we don't do anything.
- S. DeGurse inquired if J. Morrow knows why the teacher doesn't want CST involved. J. Morrow advised that the one situation, it is not CST team as this teacher is not receptive to even EA support. We need to get the message out that the support is not observing the teacher, it is brainstorming options to see what may or may not work/help with the student.
- W. Bechard advised that the Board needs to look at creative solutions for St. Angela Merici as it is trending in wrong direction, and we need to bring it down to a manageable level. His fear is with the new school opening, another downward trend could start happening there.
- T. Johnson shared an experience that she had with two teachers when support was called in for students. The teachers were upset as they felt like they were doing everything that they could, and she had to remind them that it was support for student to help them.
- W. Bechard shared that teachers feel that the ideas from CST do not work and that it needs to be sustainable for them once support leaves.
- D. Solinas noted that graph 8 doesn't show casual EAs, only permanent which doesn't show the true situation with EA's. C. Coene agreed and said that it should be separated like on graph 5 and that the JHSC should be looking at permanent EA's & casual EA's as they are now the 2 highest groups. J. Duff advised that the Board needs to look at the information that it will be providing the JHSC and possibly adjust in the future as with the Hayes award and the additional work that it will bring with SSIR's/redaction etc., we may need to adjust what is being supplied since JHSC now has discretionary access.

9. Review of Incomplete Workplace Inspection Notes – Cumulative

- No discussion or comments.

10. Review of Workplace Inspection Reports

A) February & March

- D. Ostropec advised that while at St. Angela Merici as coach he noticed in the storage room that there were poles hanging on electrical wires and they are loose. D. Srokosz said that he

would speak with custodian immediately and L. Burden advised connecting with the principal or her right away in the future.

- Discussion regarding St. Pat's P-traps and the odour that occurs when they are dry. D. Portelance advised that it has been an issue for years when the air isn't running, and staff approach him with concerns regarding the odour and if there was a better solution. D. Srokosz confirmed that this happens at all of the schools, it is part of general plumbing. With P-traps, the one section needs to be filled with water to keep odours away. Custodians pour water down them weekly, but any staff can dump/pour some water down the drain if they notice the smell and only a small amount is needed. P-traps were engineered this way.

11. Business Arising

11.1 JHSC Meeting Norms Update – J. Duff

- J. Duff provided an update that the vote on norms resulted in a tie but not all committee members voted. After a discussion with Co-Chairs, it was decided that there would be another vote and ask respectfully that everyone on the JHSC vote. Once everyone votes, a decision will be made one way or another. Another email will be sent with a deadline.
- W. Bechard questioned if some members may not have voted as they were concerned about the lack of anonymity. C. Cogghe reassured JHSC members that the information was not shared with anyone else but that they could investigate Google forms or survey that would be anonymous. Confirmation regarding how many members vote and D. Geroux confirmed that a full vote is 22 members. W. Bechard and D. Solinas disagree with a re-vote as a reminder was sent and if members wanted to vote, they would have. D. Solinas said that a tie should result in status quo.
- S. DeGurse suggested that there be action items for each group to take away from meetings and come back with information. W. Bechard agreed with this as there aren't always next steps after discussions.
- Discussion regarding first meeting of the year. S. DeGurse suggested whether the JHSC creates norms or not, what happened shouldn't have happened.
- T. Johnson suggested that we need to establish a base line of professionalism, and instead of norms, perhaps a small session at the first meeting and reminder of how to treat each other.

11.2 Chemical Storage at UCC Update –L. Burden

- L. Burden confirmed the date that Premium Risk Services is performing audit reviews on April 19 at both Secondary schools. The vendor requested a list of chemicals before audit and will be looking at the chemicals and storage. A review of the containers is also being conducted.
- D. Srokosz confirmed that exhaust hoods are measured/checked annually.

11.3 Gregory A. Hogan Truck Fire Follow Up – J. Duff

- J. Duff provided a follow up to chronology of events with respect to a truck fire at Gregory Hogan school.
- J. Duff shared that KMPG is conducting an audit of emergency responses at schools and this could include if staff are trained, does equipment work, how to notify internal and external/casual staff, etc.
- Discussion regarding vents at St. Anne, Sarnia and that they were not shut down until approximately 30 minutes after St. Patrick's.
- W. Bechard inquired why a call was not made directly to the school/secretary if principal did not answer. J. Duff confirmed a follow-up call did occur.

- C. Coene is happy to hear that KPMG audit is coming. Messages were sent to families, but secretary needs to be told as well. We need a lot more clarity when notifying school, external staff, etc.

11.4 UCC Gym Update – T. Montanino

- D. Srokosz advised that the door hardware was replaced/rekeyed and that the UCC custodians have keys and J. Zimmer will be able to access with the next inspection.

12. New Business

12.1 Workplace Violence Prevention Policy Review – J. Duff

- J. Duff offered that there are no changes to the policy and procedure. W. Bechard asked if they could provide written feedback on the policies or if he wanted it now and J. Duff confirmed that he will take either.

12.2 Freedom from Harassment & Discrimination Policy Review – J. Duff

- J. Duff offered that there are no changes to the policy and procedure.

12.3 Review Next JHSC Meeting Date – J. Duff

- J. Duff informed that several members can not attend the June 14 committee date and that rescheduling will be explored. Factors for rescheduling include room availability, interpreters as well as committee member availability. The goal is to find a date that works for everyone.

12.4 Facilities Services Cleaning Supplies Evaluations – D. Srokosz

- D. Srokosz advised that Facilities Services will be doing a review of their supplier(s) and evaluating cleaning products. Christ the King will be the first school to test products with D. Carter leading the testing at the school.
- D. Srokosz confirmed that all products have gone through all required safety processes.

12.5 Incident Reports Sharing info with other school Boards– B. Cockburn

- B. Cockburn inquired how it works when a student transfers into St. Clair Catholic from another school board, what information is shared and whether incident reports are included.
- J. Morrow confirmed that most schools will reach out to the system consultant if they have concerns, request a transition meeting, and determine if there was an IEP or safety plan in place at the previous school board. This process doesn't include incident reports but does include history of safety and concerns. If there are triggers or observations, those will be listed in safety plan. OSR comes after child arrives as per Ministry requirements. School boards can't request the OSR until student arrives.
- C. Cogghe shared that as a principal with new registrations, there are conversations that happen with the family to determine if a child has identification/IEP and significant needs.
- Discussion regarding how parents may delay start of student which allows time to set up transition meetings, gather information, put measure in place. Non-immediate starts are not a formal process but can be a helpful practice.
- Discussion regarding how safety plans are typically not included in OSR but if our Board is transferring a student out, we usually include them. Even if other boards don't include everything, information can be obtained from discipline info, referrals, report cards, etc.
- Discussion regarding the Board policy on accepting students. J. Morrow confirmed that this process is done through Planning Services Department but also includes the Superintendent



of Education. If the student meets the Catholic requirement and is in our geographical area, we accept them.

12.6 Online Training for Staff – W. Bechard

- W. Bechard inquired when new people come into the schools, how the FOB access works as he was given FOB that didn't work when he went into a classroom. D. Srokosz confirmed that FOBs are set up by Facilities based on request and they get notifications to activate or deactivate them.
- W. Bechard inquired if new hires are provided training. S. Leggiero confirmed that new hires are given orientation (virtual or in person) that is approximately an hour in length, and they go through employment matters including how to log into reporting tool, share pay schedule, provide information regarding Safe Schools training, incident reporting, go through Staff Room and show them the icons.
- Discussion regarding Emergency Occasional Teachers and if they are provided information regarding incident reporting. All new hires are provided the same information that all staff are provided regarding entering incident reports (also provided to all staff each year).
- J. Duff advised that when emails/memos are sent out, unfortunately staff don't always read the information.
- Discussion regarding if we should put the incident reporting information as a course through Safe Schools so we could track who read it and who hasn't. J. Duff advised that we try to balance when we use this tracking system vs. using memos. Using tracking software does not result in staff completing assigned tasks. Something as important as the annual OD, some employees still don't complete the task on time despite only taking 2 minutes to complete. Weekly reminders are sent, and staff still don't complete and then we work with unions and ask them to assist before disciplinary action. We aren't against putting incident reporting through Safe Schools, but the follow up and use of HRS resources can be a lot and trying to balance it all.
- B. Cockburn shared that he recognized that the Board can't chase everyone but if people aren't doing training and we can track that, it helps us know that they may not know policies and gathering this information may help the Board know what we need to do differently.
- J. Duff advised that as an employer, if you direct employees to do training and they don't comply, we must hold staff accountable for not completing the training. We expect staff to read all memos and intentionally keep content in memos to a minimum to encourage reading.
- C. Cogghe shared that even if staff read the memos, some don't absorb it until something happens. If this happens with reporting, she will walk staff through the process.
- D. Geroux advised that sometimes there is information overload. He gets 400-500 emails every day, some items don't get followed up on for a week or so. In talking to classroom teachers, they are getting items from all different departments, they are short staffed and stress levels are so high. Some may have to choose what to focus on, and they choose classroom and may push administrative stuff to the side for their own daily survival. New hires may have information overload at the time of hire so supervisors may need to do follow up a week or two later to see if they have questions, reinforce specific items and see if there are things that they need staff to follow up on.

ADJOURNMENT - Meeting was adjourned at 11:31 a.m.