



ATTENDANCE

Members

Dave Geroux, Beau Cockburn, Brian Breault, Dan Solinas, James Duff, Lisa Burden, Damon Srokosz, Mat Roop, Jen Morrow, Tamara Johnson, Ryan Hare, Chad Coene, Colleen Cogghe, Susan Lucier, Renee Forgie, Dave Ostropolec, Steve DeGurse, Brady Watterworth
Regrets: Erin Barrington, Daniel Portelance, Tony Montanino

Guests: Dina Carter, Johanna Arns, Linsey Hartford, Jason McGill, Megan Stuart, Kristin Pearson, Kristi Disper, Kim Zondervan, Jaime Crow, Donna DeGurse, Shannon Murphy-DeKoning, James Firth, Rita Sanders-McGregor, David Ross, Margaret Woods, Michelene Blackshaw, Bridget VanLieshout, Christine DeVito, Jeremy Zimmer

Regrets: Michelle Salisbury, Donna Pellerin, Denise Postma, Deb Goglia-Kocis

Chair: Colleen Cogghe

Interpreters: Lauri Doig

Recording Secretary: Melissa Steele

1. Call to Order – Colleen Cogghe called the meeting to order at 9:04 a.m.
2. Opening Prayer – The committee opened the meeting with a prayer.
3. Welcome – Committee welcomed everyone in attendance. Onsite reps were reminded that they were invited to observe, absorb the information and get a better understanding of the processes and to refrain from participating in discussions. There was a reminder of confidentiality, respect it and refrain from sharing any information outside of this room. Also, a reminder for all members to be respectful of each other and to work professionally together.
4. Approval of Agenda

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

- **12.3 PD Day- BMS Training in the South – D. Ostropolec**
- **12.4 Procurement of Return-to-Work Accommodations (Duration) – D. Ostropolec**
- **12.5 Installation & Maintenance of classroom phones – B. Breault**

Approved by B. Cockburn & R. Forgie.

5. Confirmation of JHSC Meeting Minutes – June 17, 2024

Motion: That the Minutes from the JHSC June meeting be approved as presented.

Approved by D. Ostropolec & J. Morrow.

6. Review of WSIB Reportable Incidents

A) June, July & August

- No discussion or comments.

B) September

- C. Coene inquired about an incident that was emailed out to committee but was not on the reports. L. Burden confirmed that it was not approved by WSIB as work related, so it was removed.

7. Review of Employee Accident/Incident Reports

A) June, July & August

B) September

- B. Breault commented that some incidents say "no injury" but someone may be hurt. If it is just a minor injury, it doesn't mean "no injury".
- J. Duff advised that with updates to incident reporting system required by arbitration award, this item may be addressed.
- C. Coene commented about a report indicating employee had a minor car accident. He questioned if they didn't seek first aid but decided to go to doctor after, is there follow up with that person.
- L. Burden advised that HRS follows up. Supervisors do their report as well and if something changes, there is follow up.
- B. Cockburn commented that when you look at a specific student unique identifier in June and September, there are still incidents.
- J. Morrow advised that this student continues to have issues. There has always been a plan in place, and they will keep revamping the plan as needed.

8. Review of Incident Trend Reports

A) 2023-2024

B) 2024-2025

- D. Solinas asked for updates on St. Angela Merici and UCC.
- J. Morrow shared at St. Angela Merici there are multiple students with multiple incidents. Most involve students with ongoing plans. Some students are new to the school. There have been several meetings and plans to support the school. At UCC, there is a student transitioning from grade 8. This student has extremely extensive needs, and despite transition planning, there is still work and support required to support the transition.
- B. Breault commented that he appreciates schools are not just throwing our hands up, and that we are trying different things.
- D. Solinas shared that based on data, it appears that sometimes kids need a break, which could include being sent home for the day to give teachers and EA's a break. He is not sure if this direction is coming from the Board, but the staff appreciate it as it gives all a break.
- S. Lucier agreed, that it is validation for the educator as well and a chance to restart.
- B. Cockburn commented that in comparison from last year to this year, we are seeing less incidents which is a positive and working in right direction. However, at St. Pats, reduction from last year to this year but UCC has increased.
- J. Morrow advised that the student at St. Pat's has settled in. School is more familiar area for student who is more comfortable with people he is working with, there has been a tremendous amount of success.

- B. Breault feels there is reporting fatigue even though it is September. Teachers are just completing one report indicating that they are being hit multiple times throughout day or some are saying just part of teaching now.
- C. Coene commented regarding the St. Pats/UCC situations and questioned if there is a way to speed up the process to support transitions, knowing every student is unique, and help them adapt faster.
- J. Morrow advised that they are certainly open to ideas and suggestions. Transitions start in February with scheduling visits, spend whole day but time is spent with elementary EA.
- T. Johnson commented that it may be typical for any grade 9 student to take a semester to adjust to high school.

9. Review of Incomplete Workplace Inspection Notes – Cumulative

- No discussion or comments.

10. Review of Workplace Inspection Reports

A) June, July & August

- No discussion or comments.

B) September

- B. Cockburn inquired about the UCC cafeteria inspection note regarding a leased room that the Board is not responsible for.
- D. Srokosz advised that the space is leased by the cafeteria operators. If there are any issues, they communicate with Board. Like childcare spaces, it is not the Board's responsibility. We maintain the building according to our contract with them.
- B. Breault questioned Sacred Heart Port Lambton as the school was under construction, but lack of trip hazards and sharp edges on inspection report.
- L. Burden advised that when a site is under construction, certain items are part of the construction site and deficiencies are part of that part process, not H&S inspection.
- D. Srokosz advised that once the area or school is open to the Board, then they go through and take care of everything. If tripping hazards or anything else, they mitigate right away.

11. Business Arising

11.1 JHSC Discretionary Access – J. Duff

- J. Duff shared that JHSC currently has access and there will be new updates with the award. The Board is working with OECTA to complete a checklist of requirements. Information will then be shared with committee members and all staff.
- C. Coene confirmed that it was a hard deadline at end of October.

11.2 Chemical Storage at UCC Update – L. Burden

- L. Burden provided an update regarding the work done over the summer at both locations. She confirmed that all essential items have been taken care of including HVAC. Reconfigured the set up at UCC, vented to outside properly, space was set up to be able to move around, replaced chemical storage cabinets at both locations. Relocated non-commercial refrigerators that were in the prep room, moved to different prep rooms away from chemical storage.
- D. Srokosz advised that a vendor came in and tested HVAC.
- J. Zimmer commented that room gets very hot.
- D. Srokosz advised that the space is vented outside now. No criteria on what temperature it is but would be happy to take that info and try to maintain it.



- L. Burden advised that the door going into the backroom was also removed which will allow for better air flow and help with the temperature as well.
- J. Zimmer commented that the people using the space are extremely happy with it now, but still have concerns with advisory items as moving some items down hasn't been done yet.
- L. Burden advised that they are moving through advisory items now and will work with Department Heads.
- J. Zimmer commented about the new cabinets are giant and questioned about the shower that has a tag indicating a 2021 inspection date.
- L. Burden advised that R. Maxwell is developing an inspection protocol with custodial staff.

11.3 Directive for Supervision on School Field Trips – J. Duff

- J. Duff provided update regarding the application of this memo and discussed the provisions when an EA should or should not attend. Following past discussions, the Board is reviewing the memo and will provide more clarification.
- S. DeGurse asked if they could also look at community-based walks/outings and ratio of adults to students and provide clarification to administrators on what should be done.
- J. Duff advised that the specific memo was regarding field trips. J. Duff advised that there may be a procedure regarding community-based events.

11.4 Report Training for Unqualified Staff – J. Duff

- J. Duff shared that this topic involves all new staff, not just unqualified staff. Board has onboarding processes but there are discussions about making improvements to set up new staff for success.

12. New Business

12.1 RAAC – Reinforced Autoclaved Aerated Concrete – T. Montanino/ J. Duff

- J. Duff advised of a Ministry of Education initiative regarding RAAC in schools. While absent, T. Montanino had previously confirmed that only Sacred Heart Port Lambton has a small amount of RAAC. T. Montanino provided the details in an email, and confirmed that it has been inspected, and has regular maintenance.
- C. Coene provided some additional details regarding this topic. He confirmed that T. Montanino provided a comprehensive response to OECTA's questions, that the RAAC at Sacred Heart Port Lambton has a 10-year life span left on it and that it will continue to be inspected and decide if it will be replaced eventually. C. Coene asked if reports could be provided to JHSC on this item.
- J. Duff advised that he would connect with T. Montanino.
- C. Coene advised that the Ontario Science Centre had RAAC and this is why it was closed. He also advised that T. Montanino stated that some RAAC was used at UCC but it was removed during a renovation.
- M. Roop advised that there were 2 schools in Sarnia that had RAAC but both schools no longer exist.

12.2 Onsite Rep Training – L. Burden (this item was deferred after agenda items 12.3 to 12.5 were discussed)

- Discussion focused on WHMIS training/refresh due to new chemicals being used at locations and what the reps should be looking for on labels. L. Burden provided a short presentation for onsite rep training and advised that she would be sending the reps a short WHMIS video to watch.

12.3 PD Day- BMS Training in the South – D. Ostropolec

- D. Ostropolec raised events from BMS training in September. Some staff became hostile with BMS staff, and an employee made a racial slur. He inquired about next steps.
- J. Duff advised that all staff have the right to a safe and positive work and learning environment and that an investigation will occur.

12.4 Procurement of Return-to-Work Accommodations (Duration) – D. Ostropolec

- D. Ostropolec inquired about the return to work and accommodation process. He shared an example about waiting for an extended period of time for a piece of equipment.
- J. Duff advised that each situation is different regarding return to work and equipment to support accommodations. J. Duff explained the multiple steps involved of the procurement process as per the public sector procurement processes. J. Duff advised that he would review if there are ways to expedite the process if related to an accommodation.
- D. Ostropolec shared an example in which the purchase of equipment occurred without any delays and questioned the difference.
- C. Coene commented about the delays with administrative steps for purchasing accommodated items and that staff shouldn't consider using sick time if they can't return due to delays with accommodated equipment.

12.5 Installation & Maintenance of Classroom Phones – B. Breault

- B. Breault cited concerns regarding classroom phones and shared an example from St. Matthew. A new classroom was opened, and office added but they did not have a working phone. If they need to call the office, they need to call the outside line and press extensions to reach others in building.
- D. Solinas shared that the room was reconfigured for daycare, but it is now a classroom and office. The school principal submitted multiple tickets for phones. IS and Maintenance advised this matter was not internal and an external provider must support and the school must use school funds.
- D. Srokosz advised that anything phone related should always start with IS ticket. IS will determine if they can assist, then they will get maintenance involved if required for wiring. D. Srokosz advised that every classroom has a PA in it that the staff can communicate directly with office.
- B. Breault advised that school has tried multiple times, and it is October, and they just need to get a phone in as they can't directly call out and other staff can't call in. With social worker, if in room one on one with students and unable to call out, this is bad situation.
- J. Duff advised that if staff are meeting alone with a student, staff should at least have a walkie talkie. J. Duff advised that a review of the process will occur and that processes are in place to ensure staff are safe.
- C. Coene inquired about a similar matter at St. Patrick's. D. Srokosz confirmed that the PA speaker was added to the room earlier in the week.
- B. Cockburn shared that when an employee submits a ticket, help desk will review and request additional info if necessary. The employee has 6 days to respond and if they don't respond within 6 days, the ticket is automatically closed.

ADJOURNMENT - Meeting was adjourned at 10:55 a.m.