

**Halton Catholic District School Board**

**MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE MEETING**

Monday, September 29, 2008  
7:00 p.m. – Board Room,  
Catholic Education Centre

- Members/Alternates** Ms. K Drexler; Ms. P. Houlahan; Ms. L. Kovalchek (Chair); Ms. J. Matters;  
**Present:** Ms. C. McCarney; Mr. B. Rivera (Alt. for C. Learn); Mr. J. Trovato; L. Volkers  
**Members Excused:** Ms. R. Quesnel, Mr. C. Learn  
**Members Absent:** N/A  
**Staff Present:** Mrs. A.A. LeMay, Chair, Halton Catholic District School Board  
Mrs. S. Rossini, Superintendent of Special Education Services  
Ms. J. Foster, Supervising Principal, New H.O.P.E. Program & Special Education  
Ms. T. Browne, Special Education Consultant  
Mrs. K. Slomka, Special Education Consultant  
Ms. J. Kochanka, Secondary ISERT, PDD/Autism/DD  
**Recording Secretary:** Ms. K. Harkness, Administrative Assistant to Mrs. S. Rossini
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**Group Photo of SEAC Members**

*B. Hofman*

*Moved to next meeting due to member absences.*

**1. Call to Order**

L. Kovalchek welcomed everyone back and introduced and welcomed Suzanne Rossini, our new Superintendent of Special Education Services.

**1.1 Commissioning of Service; Opening Prayer**

*J. Doyle*

**2. Approval of Agenda**

**RECOMMENDATION**

*Moved by: Pauline  
Seconded by: Cheryl*

*THAT, the agenda be approved as presented.*

**CARRIED**

**3. Approval of the Minutes**

**3.1 Approval of SEAC Minutes – June 23, 2008**

**RECOMMENDATION**

*Moved by: Cheryl  
Seconded by: Joanne*

*THAT, the minutes for the June 23, 2007 SEAC meetings be approved as presented.*

**CARRIED**

**4. Actions to be taken**

**4.1 Reading of SEAC Directives**

*L. Kovalchek*

Reading and review of Ontario Regulation 464 Special Education Advisory Committee with the purpose being to keep them in mind when looking at future agenda items, or just to make sure we stay within the SEAC directive. Current SEAC positions are valid until January 2010.

**5. Presentations**

**5.1 Best Buddies**

*Steve Pinnock/Caroline Szkolka/Brigitte Glasgow*

Presentation introduced by L. Kovalchek, who welcomed Steve Pinnock, Executive Director of Best Buddies Friendship Program. Program designed for High School and College level students. S. Pinnock introduced the program and his co-presenters Caroline Szkolka and Brigitte Glasgow and they proceeded with giving the Committee an overview of the Best Buddies Friendship Program and how it works. Handouts were provided by S. Pinnock and questions were invited and answered.

L. Kovalchek thanked the Best Buddies team and expressed her appreciation. She also thanked Pauline Houlahan for bringing Best Buddies to the attention of SEAC.

Discussion ensued around the benefit of a Best Buddies program to our students. S. Rossini interested in exploring this opportunity at our Secondary level and talking with K. Slomka and seeing where we can go with this with our high schools. P. Houlahan talked about her meeting with Best Buddies beforehand and the positive effect on the students.

## 6. Action Items

### 6.1 Revised *Special Education Annual Plan*

S. Rossini

S. Rossini informed SEAC that it was a Ministry decision to submit only revisions this past year until such time as there was some direction from the Ministry about Board Improvement Planning. It wasn't the expectation to generate a whole new plan, so we are complying with the Ministry direction. The Ministry has signalled to Boards that they would like to bring greater alignment with the areas of Special Education, Board Improvement Planning, Curriculum and School Effectiveness framework. This is their attempt to incorporate it all into one cohesive plan. S. Rossini's understanding was that we were to just make revisions and that is why it is being presented in this format.

There was a discussion outlining and detailing revisions to be made to the plan before submitting it to the Ministry as final.

L. Kovalchek asked for approval of the *Annual Plan* with changes and requested a revised copy to be re-submitted to SEAC.

#### **RECOMMENDATION**

Moved by: Cheryl

Seconded by: Pauline

**THAT**, the revised *Special Education Annual Plan* be accepted with revisions.

**CARRIED**

## 7. Reports/Updates/Discussion

### 7.1 Progress on *Shared Solutions Pilot*

L. Kovalchek

L. Kovalchek reported about the ½ day workshop organized by our Board and facilitated by Agree Inc. entitled *Preventing and Resolving Special Education Programs and Services Conflict*. Enjoyed it and thought timing was appropriate and appreciated that there was a variety of staff attending. Thought everyone benefited from the workshop.

L. Kovalchek mentioned there is opportunity for a SEAC member to attend the 2-day intensive in October.

S. Rossini informed the Committee as to who has been in attendance at the 6 - ½ day workshops and explained about the Alternative Dispute Resolution (ADR) 2-day intensives; who is selected to attend and what they will be trained in the 3 specific mediation strategies around programs and services of students with special needs. What is learned will then be divided into pieces and activities and in-services that will be rolled out into a number of principal in-services at the Secondary and Elementary level over the course of the year culminating with a session on April 24<sup>th</sup> which is the PA Day dedicated to Special Education.

Rollout will happen on both secondary and elementary levels. Social workers will roll it out to the Child & Youth Counsellors; the Special Education Consultants will roll it out to Elementary and Secondary SERTs, with the help of the Special Education Department Heads; D. Kattlus, Manager of Educational Assistants, will also roll out the document with her group. People who attend the 2-day intensive are then going to carry that message out to the system and Agree Associates has helped to write the curriculum for those roll outs. On April 24<sup>th</sup> the school team, which will be the school admin and special education staff will bring the message to the teaching staff and any other staff. The entire system, by April 24<sup>th</sup>, will have had a look at Shared Solutions some way or another.

L. Kovalchek asked if there was any opportunity for parents to be involved. Kim was hoping SEAC would be able to attend and do a presentation for parents. L. Kovalchek thinks it will be beneficial.

C. McCarney asked if it would be more appropriate that school council of each school to do an information night for parents who are interested in Shared Solutions. It was determined that school councils serve the entire school population whereas Shared Solutions is for disputes around individual education plans so it is particularly for Special Education students. P. Houlahan commented that it's a great opportunity for SEAC to get in front of their parents.

J. Trovato asked about a summary report on the progress of pilot that was due in November or December. K. Slomka responded that they have a tentative meeting on November 13<sup>th</sup> and are waiting for Ministry officials to finalize date. SEAC will be given access to the report.

## 7.2 Report on the Status of Implementation of ABA Strategies (PPM 140)

*T. Browne/K. Slomka*

Tami told SEAC what the development for students with ASD has been.

Intend to strengthen our collaborative working relationships between parents, schools and the community. Provide positive learning for students and collaborate with the development of the IEPs for our students.

Questions from the Committee were addressed.

K. Slomka presented the Secondary piece for the PPM 140: Structured Teaching. Structured Teaching is the word used to describe the teaching approach that is instrumental around the roll out of PPM 140.

Roll out looks at the types of training opportunities afforded to our Secondary panel with respect to PPM 140 specifically. Spoke about Geneva conference training in August. From that, the purpose was to take that training back to the system so that our Triple A sessions in 2007 which was last fall, will be focusing on IEP language using PPM 140 directives.

Questions from the Committee were addressed.

L. Kovalchek said she was interested in what the challenges are. She was impressed to hear about the transitioning between the elementary and secondary. T. Brown & K. Slomka followed up with further comments.

## 7.3 Range of Placement at Secondary Schools

*K. Slomka/J. Kochanka*

K. Slomka introduced Judi Kochanka as ISERT for Students with Autism and developmental delays, she works mostly with students in our Lifeskills program

L. Kovalchek provided an intro to the presentation explaining the reason for the presentation.

K. Slomka and J. Kochanka did a Lifeskills Program PowerPoint presentation. They did this presentation last year using a SmartBoard. Tonight they are taking the same presentation and trying to pinpoint as much as possible. Handouts provided to everyone. The presentation was focused on SEACs 3 concerns: Newness, Numbers of Students, and Staffing.

1. How is this all new? J. Kochanka provided hand out and K. Slomka spoke to the Implementation of K-courses in 2000-2003. J. Kochanka continued on what is being provided for our students and the history of the programs and needs of the programs such as Triple A and Life Skills (see handout 1)
2. Numbers of Students: Showed examples of how many students would be in a Life Skills class at any one time and how first, second, third and other periods of the day are represented and attended. Handout #2 provided on sizes of classes. Feel it's very inclusive because the student can go to their neighbourhood high school from their elementary school.
3. Staffing: Is determined by level of independence. Also depends if they are in a special education class (option 4 or 5) different from integration, which requires a different level of supervision.

What's the formula for E.A.s – no formula; it is based on individuals and their needs.

4. Life Skill Program 2008-2009 the 'gold and green' handout provided. Shows structure of the day. Kim willing to come back and talk about this in detail.

Possible future topics: Structured Teaching; Triple A and direction for the future; Transitioning.

Questions were addressed

## 7.4 Tools for Learning Conference

*K. Slomka*

Going to happen August 27-29, 2009 at E.C. Drury. ...(no mic used info lost)... name changed AT4ALL.

## 8. Information

### 8.1 Director's Entry Plan; Committee's Response

*L. Kovalchek*

L. Kovalchek read letter received from Director of Education, Michael Pautler, dated September 9 regarding his entry plan.

Questionnaire response from SEAC: due to lack of time, it was suggested this item be moved to next meeting, and higher on the agenda.

### 8.2 Annual Accessibility Plan 2008-2009

*provided by A. Sequeira*

S. Rossini mentioned that it is provided for information. It can be made a discussion item if they wish should they have questions for next meeting. S. Rossini asked that SEAC provide questions via e-mail to L. Kovalchek so that she can compile a list to be addressed at the same time.

9. **Agency Updates**

- 9.1 **Letter of resignation from Miranda Kohler, Association for Bright Children Rep.** L. Kovalchek wanted to formally recognize M. Kohler's resignation. *L. Kovalchek*
- 9.2 **Resignation of Maureen Hastings, Learning Disabilities Assoc. of Halton Rep.** L. Kovalchek formally recognized M. Hastings' resignation. *L. Kovalchek*

**RECOMMENDATION**

*Moved by: Pauline  
Seconded by: Cheryl*

*THAT, the SEAC Committee accepts the resignations of Miranda Kohler and Maureen Hastings.*

**CARRIED**

10. **Future Agenda Items October**

- 10.1 VOICE for Hearing Impaired Children
- 10.2 Children's Mental Health & Agency Coordination
- 10.3 Annual Accessibility Plan
- 10.4 Director's Entry Plan; Committee's Response (*carried forward from today's meeting*)
- 10.5 Parent Information Nights: Contained Classes

11. **Future Agenda Items**

- 11.1 Parent Information Night: Gifted (November) *T. Browne*
- 11.2 Gifted Screening Procedures *T. Browne*
- 11.3 Gifted/MID/DD Programs (Nov. or Dec.) *V. Goodwin-Duncan*
- 11.4 SEAC Information Flyer *L. Kovalchek*
- 11.5 Impact of Proposed Full Day Kindergarten on Special Education Resources *S. Rossini*
- 11.6 Home Instruction for Special Education Students
- 11.7 Provincial IEP Changes
- 11.8 Update on EQAO Results (oral report)

12. **Next Meeting:** October 27, 2008

13. **Adjournment**

13.1 **Motion for Absenteeism**

**RECOMMENDATION**

*Moved by: Joe  
Seconded by: Cheryl*

*THAT, R. Quesnel be excused.*

**CARRIED**

13.2 **Motion for Adjournment**

**RECOMMENDATION**

*Moved by: Cheryl  
Seconded by: Karen*

*THAT, the meeting adjourns.*

**CARRIED**

13.3 **Closing Prayer**

L. Kovalchek read from the back of the brochure provided by Joan Doyle.