

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

**Monday, January 25, 2016
7:00 p.m. – Board Room
Catholic Education Centre**

Members/ Alternates Present: L. Cipparrone, L. Currie, D. Hotopeleanu, A. Iantomasi, H. Karabela, C. Parreira,
R. Quesnel, D. Rabenda, L. Stephenson, S. Trites

Staff Present: B. Browne, Superintendent of Special Education Services
S. Miller, Special Education Coordinator

Members Absent:

Members Excused: B. Agnew, M. Lourenco, J. Rowles

Recorder: J. Crew

1. Call to Order

1.1 Opening Prayer

B. Browne

The meeting began with a prayer at 7:09 pm.

B. Browne welcomed a class from the York University Additional Qualifications (AQ) course on Special Education (Parts 1, 2 and 3) in attendance.

1.2 Approval of Agenda

RECOMMENDATION

Moved by: D. Rabenda

Seconded by: L. Cipparrone

THAT, the agenda be approved as submitted.

CARRIED

2. Presentations

2.1 Kindergarten Registration Process 2016-2017

S. Miller

B. Browne informed members that kindergarten registration starts for HCDSB this week; every effort is made to make the process as welcoming as possible. Parents are required to complete a questionnaire designed to help be as prepared as best possible when planning and moving forward for next year.

S. Miller walked members through the kindergarten registration process and the additional resources for students with special education needs. Special Education Consultants will arrange observation visits and follow case conferences, as required; parents can invite anyone involved in supporting their child to attend case conferences.

Parents will also be provided with a poster invite for the 'Parent Information Meeting for Students with Special Needs Entering the Kindergarten Program in September 2016' which is scheduled for Wednesday, March 2, 2016, 7:30 pm – 9:00 pm at St. Benedict Catholic School in Milton. SEAC members are invited to participate that evening. B. Browne noted that SEAC's presence is very important; parents can make valuable connections; and previous presentations by SEAC have been relatable and instrumental in reassuring parents.

L. Cipparrone asked that the parent flyer invite be sent out to all members and encouraged members to come out and speak with parents on March 2nd, to let them know about SEAC and about the associations they represent.

3. Actions to be taken

3.1 Election of SEAC Chair

B. Browne

B. Browne explained the yearly SEAC election process and provided some background on the role of, and the behind the scenes work done by the Chair of SEAC. B. Browne expressed his gratitude for the excellent job that the L. Cipparrone has done over the past few years in her role as the Chair of HCDSB's SEAC.

B. Browne called for nominations for Chair of the Special Education Advisory Committee for the term January 2016 to December 2016.

C. Parreira nominated Lorraine Cipparrone as Chair of SEAC. L. Cipparrone accepted the nomination.

B. Browne called for other nominations; no other nominations were received; L. Cipparrone was acclaimed Chair.

RECOMMENDATION

Moved by: C. Parreira

THAT, L. Cipparrone be nominated for Chair of the Special Education Advisory Committee for the term of January 2016 to December 2016. **CARRIED**

B. Browne turned the meeting over to the L. Cipparrone.

3.2 Election of SEAC Vice Chair

Chair

L. Cipparrone called for nominations for the Vice Chair of the Special Education Advisory Committee for the term January 2016 to December 2016.

A. Iantomasi nominated D. Rabenda as Vice Chair of SEAC. D. Rabenda accepted the nomination.

L. Cipparrone called for other nominations; no other nominations were received; D. Rabenda was acclaimed Vice Chair.

RECOMMENDATION

Moved by: A. Iantomasi

Seconded by: R. Quesnel

THAT, D. Rabenda be nominated for Vice Chair of Special Education Advisory Committee for the term of January 2016 to December 2016. **CARRIED**

3.3 Approval of Minutes – December 14, 2015 SEAC Meeting

RECOMMENDATION

Moved by: L. Stephenson

Seconded by: C. Parreira

THAT, the minutes for the SEAC meeting be approved as submitted.

CARRIED

4. Business Arising from Previous Meetings

4.1 Review Chart of Outstanding Items from Previous Meetings

Technology	<ul style="list-style-type: none">D. Hotopeleanu informed members that Microsoft has purchased the Minecraft game franchise; Minecraft has a new communication version which Microsoft will be enhancing to have ready for schools in
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	<p>September.</p> <ul style="list-style-type: none"> ▪ S. Miller added that she has received some interest around the program; not clear if inquiries were specifically related to special needs. S. Miller will keep SEAC posted.
Requests for Links to be added to Board Website	<ul style="list-style-type: none"> ▪ No requests received
Raising Awareness of SEAC - Recommendations	<ul style="list-style-type: none"> ▪ R. Quesnel informed members that the subcommittee will be meeting in the next couple of weeks ▪ SEAC Soundbytes have been sent out to schools; a follow-up reminder has also been sent out ▪ The next Soundbytes will be dealing with topics such as Mental Health and EQAO ▪ L. Cipparrone suggested that the subcommittee consider proactively getting Soundbytes out to schools in June for next year's newsletters. ▪ R. Quesnel invited L. Cipparrone to participate in a subcommittee meeting regarding the webinar

5. Action Items

5.1 Special Education Plan (pages 21 to 37)

L. Cipparrone asked if there was any further information, changes or comments on this section; none were received. Section 3 will be reviewed at the next meeting.

5.2 Spirit of Inclusion Selection Sub-Committee

L. Cipparrone outlined the selection process and B. Browne discussed the format of the Spirit of Inclusion award presentation at the annual Student Awards of Excellence ceremony.

A meeting for the selection sub-committee has been tentatively scheduled for Tuesday, February 16th at 4:30. Laura Currie, D. Hotopeleanu, C. Parreira, L. Cipparrone and J. Rowles (who expressed interest via email) volunteered to participate on the selection committee

5.3 Raising Awareness of SEAC

L. Cipparrone asked if there was any further information to follow the discussion covered in item 4.1 around raising awareness.

Members discussed webinar planning for the April SEAC meeting: scripting an agenda to guide the discussion; pre-recording versus a live; and handling of questions. R. Quesnel asked that each association rep either speak on the webinar about their association or alternately prepare a script for L. Cipparrone. L. Cipparrone added that a slide should be prepared for each association with their information and logo. Soliciting questions as part of the registration was suggested; timing to begin advertising was also discussed; L. Cipparrone recommended sometime before March break. It was noted that the March SEAC meeting takes place on March 7th as March break is the following week and the week after March break leads up to Easter.

R. Quesnel requested that each member start to think about what message they would like relayed and whether they would like to speak or relay the message through L. Cipparrone.

L. Cipparrone asked that Raising Awareness of SEAC be added to the June SEAC agenda.

5.4 Halton Community Fair 2016

This year's annual Community Resource Fair will take place on Saturday, April 30th, 2016 from 10 am to 2 pm at Craig Kielburger Secondary School in Milton. L. Cipparrone will send an email for participation, if coverage is available for the full day, SEAC will register.

6. Communications to SEAC

6.1 Superintendent's Report

B. Browne provided the following updates:

Speech and Language Services are again providing workshops for school teams using augmentative or alternative communication with students for staff who are in the process of implementing a PECs Communication systems with a students.

The SLPs and I-EAs are doing an inquiry to discern best practices around the collaboration of itinerant staff, looking at how we share information with school staff, how we share resources, and how we build on one another's expertise.

Educational Assistants: Planning is underway for a full day in-service for Educational Assistants, with a focus on Mental Health and Wellbeing, to take place on the April 22, 2016, PD Day.

Community Integration through Cooperative Education (CICE) Program: On Thursday February 11th at 6:30 pm at Jean Vanier Catholic Secondary School in Milton, representatives from Mohawk and Humber's CICE program will discuss their programs and the application process. All are welcome to attend; an information flyer will be send out to members.

DHH Picnic has been scheduled for Tuesday, May 17, 2016 at Lowville Park; rain date will be Wednesday, May 19, 2016.

Mental Health:

- **News release:** Ontario is investing \$6 million in local mental health services through the Ministry of Child and Youth; this will potentially increase the availability of outside services for our students; we currently are working with our partners to deliver more programs jointly.
- **Project Peak Performance:** Our Lady of Victory CES is currently involved in a self-inquiry project with teachers focused on mental health through physiological strategies and mental focus. The project is focused on teacher wellness and the impact on students.
- **Canadian Educators' Conference on Mental Health** – Patricia Codner and B. Browne will be presenting on behalf of HCSDB at the at the CECMH conference in Ottawa in April. The presentation will focus on our Mental Health strategy and the connection to how leadership impacts culture and climate in schools, creating conditions for positive mental health and wellness in schools.
- **School Mental Health ASSIST Meeting:** takes place on February 9 and 10 for superintendents with Mental Health portfolios; the key idea is the promotion of mental health as a shared responsibility.
- **FASD Work** – HCSDB is seen as the being progressive in our existing practices; we have signed the FASD memorandum of understanding and are committed to enhancing our current practices; on going PD for staff will be delivering; have taken on a leadership role in Halton and will continue to provide updates.
- **Supporting Minds - Anxiety Module:** Supporting Minds (an educator's guide to promoting students' mental health and wellbeing) was released by the Ontario government to assist teachers in their understanding of mental health issues, which some students might be experiencing. The document is an aid; it does not promote the notion that teachers should be diagnosing or treating mental illness. The document is divided into sections, (modules) which describe common mental health issues such as anxiety, mood disorders, ADHD.

Over the last school year, our Mental Health Leader facilitated workshops on the anxiety module for staff as part of our Mental Health strategy. Schools were invited to send teams to participate in four workshops sessions. Last year school teams from seven schools participated in the module workshops; upon completion school teams were asked to develop a plan as to how they would share what they had learned with their peers and how they would use the information in their schools.

This year, we are again offering the anxiety module: three members of our psychology staff who participated last year will facilitate this year's module. Six schools have volunteered to participate; the program runs from February 10 to March 2, 2016.

- **Supporting Minds - ADHD and Mood Disorders:** this year the focus based on the Supporting Minds document will be toward developing ADHD and Mood Disorder modules; these modules will be ready for roll out to staff in September 2016.
- **Suicide Prevention and Intervention Policy.** This year, our Mental Health Leadership team formed a working group to begin to draft a policy on suicide prevention and intervention to submit to senior administration by June 2016 for their input and direction.
- **P.A.L.S. (Playground Activity Leaders in Schools)** continues to be run in most of our schools. Our pilot project last year was successful; this program now replaces PROPS.
- **Cameron Helps/Team Unbreakable** continues to run in our schools with schools either taking a few weeks break, following the Bold and Cold Run in November and/or gearing up for our Mother's Day run in May.

Collaboration between Special Education and Curriculum – Breaking down the Silos: Special Education Services is engaged in intentional work between departments to embrace the notion of collective responsibility for all students by engaging in a community of practice. On Friday, Curriculum and Spec Ed Board staff participated in a problem of practice focused on student behavior; how a collaborative approach can share responsibility and increase teacher capacity. Work is on-going and focused on promoting and modelling shared responsibility for all students with an eye toward increasing teacher confidence and capacity to work with all students.

Special Needs Strategy –the Halton Regional Group will be meeting January 27th to discuss Ministry feedback and next steps for service coordination in Halton.

Kindergarten Registration This Week – Kindergarten Registration begins this week, the questionnaire provides important information to help with planning for next year.

CTCS – Programming Uses and Gifted Screening – Schools are receiving results of the Canadian Test of Cognitive Skills which provides excellent information for teachers and admin regarding a student's cognitive potential; it is also used for screening of potential gifted identification.

Starting to roll out the KTEA (Kaufman Test of Educational Achievement) - the KTEA-3 provides two equivalent forms A and B that allow for more comparisons in terms of progress monitoring; it is published by Pearson; allows for error analysis; links closely to instructional interventions; and is particularly rich in terms of reading assessment.

International Conference for School Effectiveness and Improvement (ICSEI) Scotland – B. Browne attended the ICSEI conference in Scotland earlier in January where he participated on behalf of HCDSB as an invited speaker and co-presenter. B. Browne provided information, shared pictures and discussed the key ideas at the conference. Key ideas included:

- Ontario Education as internationally revered.
- Equity as a Key Lever to Student Achievement - systems which have an equity focus perform better

- Collaboration/Breaking Down Silos is of International Interest
- Attainment is Less About Literacy/Numeracy and More Inclusive of Wellness and Mental Health
- Leadership Development - Formal and Informal key interest
- Practical Connections between Theory and Practice
- Standardized Testing vs Data vs Accountability vs Professionalism

6.2 Association Reports

L. Cipparrone reviewed two reports received from ABC Halton on behalf of M. Lourenco.

6.2.1 ABC Halton – Monthly Meetup Sessions

ABC Halton will be hosting monthly sessions for parents on the 1st or 2nd Wednesday of the month, meetings will take place in both Oakville and Milton:

- Oakville sessions take place at Longo's Loft, 3455 Wyecroft Rd., Oakville on February 10th, March 2nd, April 6th, May 4th and June 1st, 2016
- Milton sessions take place at Longo's Loft, 1079 Maple Ave., Milton on March 9th, April 13th, May 11th, and June 8th, 2016

6.2.2 ABC Halton – Natalie Orenchuk Presentation

Natalie Orenchuk-Tomiuk, MSW. RSW. BSW. BA will be presenting at ABC Peel Chapter's Parent Night on Thursday, January 28th, 2016, 7:00 to 9:00 pm at HJA Brown Education Centre, Mississauga. The presentation will be on the challenging and complex needs of gifted children/teens.

6.2.3 HDSA – World Down Syndrome Day Contest

D. Hotopeleanu explained that the World Down Syndrome Day contest is meant to raise awareness and an understanding of Down Syndrome. Last year was HDSA's first contest, this year the contest has been expanded to secondary schools. D. Hotopeleanu elaborated on the prizes that can be won.

D. Hotopeleanu provided the 2016 World Down Syndrome Day contest agenda and schedule; a copy of the letter for teachers; the resource list and copies of posters (which had been delivered to schools last week). Canadian Down Syndrome Society (CDSS) Educator Packages will be distributed during the first week of February to formally open the contest; the website and videos will go live at that time as well. World Down Syndrome Day is March 21; celebrations can take place any day/week in March or April.

D. Hotopeleanu asked if there were any questions and informed members he will provide updates on the contest.

6.3 Trustee Reports

D. Rabenda informed members that a modified pupil accommodation review has begun on schools within south Oakville; south Burlington and Georgetown. Conversations are just beginning to be initiated; consultations for feedback from families and parents will be held beginning March 2nd.

A. Iantomasi added that an additional PA day on April 8, 2016 has been added; finalized boundary review for Georgetown; ground-breaking and blessing of the new north Oakville school has taken place; feedback from all stakeholders for strategic planning has now been received; and the Board is starting to ratify agreements with unions.

6.4 Sub-Committee Update

6.5 Reports from Other Shareholder Meetings

7. Information Items

8. Questions from the Public

L. Cipparrone invited questions from the Special Education AQ class in attendance; members of SEAC introduced themselves. .

9. SEAC Discussion/Question Period

10. Next Meeting will be Monday, February 22, 2015

11. Adjournment

11.1 Motion for Absenteeism

RECOMMENDATION

Moved by: A. Iantomasi

Seconded by: L. Stephenson

THAT, B. Agnew, M. Lourenco, J. Rowles *be excused.*

CARRIED

11.2 Motion for Adjournment

RECOMMENDATION

Moved by: D. Hotopeleanu

Seconded by: C. Parreira

THAT, *the meeting adjourn.*

CARRIED

11.3 Closing Prayer

The meeting closed with a prayer at 8:52 pm.