

**Monday, September 26, 2016**  
**7:00 p.m. – Board Room**  
**Catholic Education Centre**

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

**Members/ Alternates Present:** B. Agnew, L. Cipparrone (Chair), L. Currie, D. Hotopeleanu, A. Iantomasi, H. Karabela, M. Lourenco, D. Rabenda (Vice Chair), R. Quesnel, L. Stephenson

**Staff Present:** B. Browne, Superintendent of Special Education Services  
W. Reid-Purcell, Special Education Coordinator

**Members Absent:**

**Members Excused:** R. Barreiro, C. Parreira, S. Trites

**Recorder:** J. Crew

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**1. Call to Order**

**1.1 Commissioning of SEAC**

**L. Cipparrone**

The meeting began with a commissioning prayer at 7:03 pm.

**1.2 Approval of Agenda**

**RECOMMENDATION**

Moved by: M. Lourenco

Seconded by: R. Quesnel

**THAT**, the agenda be approved as submitted.

**CARRIED**

**2. Presentations**

**2.1 Ontario Autism Program (OAP) Update**

**W. Reid-Purcell**

The Ontario Autism Program (OAP) is a Ministry of Children and Youth Services initiative that is set to begin in June 2017; information presented included:

- An historical timeline chart beginning in 1999 and moving forward
- An outline of the highlights of the new OAP Program; which included that an advisory group consisting of parents, advocates, service providers, and experts provide advice to government on the design and implementation
- The current Connections for Students model and the future of Connections
- Ministry of Education response; funding toward ABA Expertise; Connections for Students and building capacity
- Outline for building educators' capacity to remind; refresh; renew around PPM 140
- An outline that the work is intended to:
  - Support those with ASD and other students that may benefit
  - Support partnerships involving community agencies
  - Procure in-school supports and resources

Questions and discussion followed the presentation.

The Chair requested that SEAC be kept updated on the progress and highlights of the OAP program.

**3. Actions to be taken**

**3.1 Approval of Minutes – June 13, 2016 SEAC Meeting**

**RECOMMENDATION**

Moved by: R. Quesnel  
Seconded by: D. Hotopeleanu

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

**CARRIED**

**4. Declarations of Conflicts of Interest**

The Chair explained further to the discussion at the June meeting, conflicts of interest are now reinstated on the agenda. A document outlining the process for conflicts of interest was distributed for members to review.

Clarification was sought; examples were provided.

**5. Business Arising from Previous Meetings**

**5.1 Review Chart of Outstanding Items from Previous Meetings**

Business arising items from previous meetings were reviewed:

- the webinar and SEAC Soundbytes to be addressed under the subcommittee update
- the subcommittee writing a letter to the ministry will convene in the near future
- OAP will be added to business arising.

**6. Action Items**

**6.1 SEAC Goals/Timelines (Yearly Calendar)**

**L. Cipparrone**

A calendar of events listing stationary SEAC agenda items was included in the meeting package. The package also contained a link to a survey for members to prioritize items previously identified for future agendas. Members were asked to complete the survey to indicate their priorities.

The Chair reviewed the stationary items listed and PAaC on SEAC handbook updates was added to the October agenda.

Items outside of the survey can be put forth to the Chair. The order of presentations will be determined by the survey; as necessary, items can be altered based on system needs and/or timing related to presenter conflicts, etc. The Chair will forward the ranking information from the survey. It was noted that, ideas for parent groups to present, i.e. PAac on SEAC, can be brought to SEAC.

**6.2 Policy III-17 Attendance Support Program**

**L. Cipparrone**

Chair asked if there were any questions or comments regarding Policy III-17 to be put in a collective response from SEAC; members were reminded that as stakeholders they can also respond individually.

**7. Communications to SEAC**

**7.1 Superintendent's Report**

- Transitions into School had a successful start up
- SERTs will be in a system wide meeting this week for a full day of professional development
- New SERT in-services have begun
- FASD update: launched our Resource Team; Summer camps took place at two of our schools for five weeks this summer; capacity building and building awareness continues
- The APSSP Service Delivery Model has been completed to enhance system awareness of the scope of practice for support services staff
- Attendance Management: *Every School Day Matters* promotes the importance of students being in school
- Continuing to provide professional development on Diversity & Child Protection focusing on intervention strategies for Social Workers and CYCs to ensure schools are safe places
- Mental Health Update:
  - Providing an opportunity for all staff to participate in *SafeTALK Applied* Suicide Intervention

- Strategy training
  - Mental Health Leadership team will be working on a draft Suicide Prevention policy
  - *Anxiety Module* continues to be rolled to school staff
  - Increasing work with our Research Department around our evidence based programs
  - Mother's Day Run in collaboration with HDSB and Cameron Helps will take place again in May
  - Working collaboratively with Curriculum and our Indigenous Education Consultant to assess the needs of our Indigenous students and their families
  - A "*Leading Mentally Healthy Schools*" module, it will be introduced to schools using the same approach as the Anxiety Module
  - Mental Health Supervisory Officers Leadership Meeting/Mental Health Assist Meeting is scheduled for October 25<sup>th</sup>
- Special Needs Strategy – Service Coordination and Integrated Rehab continues to move forward, there will be an update presentation to SEAC coming up
- A report will be presented at the October 4<sup>th</sup> Board Meeting Board regarding the Regional of Halton Mental Health Nurses
- EA managers are partnering with Sheridan College and Mohawk College by providing placements for their Educational Support Diploma Program
- Special Olympics Cross-Country Event takes place Friday and Saturday at Bronte Creek; parking passes are available
- SEAC Soundbytes, some principals are asking for them and some are tweeting them out

The Chair requested that SEAC be kept updated regarding the Mental Health nurses.

## 7.2 Association Reports

L. Stephenson reported that Autism Ontario annual TRU Fundraiser is scheduled for October 26<sup>th</sup> at the Ivy Bar and Kitchen. Autism Ontario Parent Support Groups will run:

- Georgetown meets the last Tuesday of each month at the Gellert Community Park from 7:00 to 9:00 pm
- Oakville meets the first Thursday of each month at Monarch House, 1405 North Service Road, Unit 103 from 7:00 to 9:00 pm
- Milton meets the first Wednesday of each month from 7:00 to 8:00 pm (contact Autism Ontario Halton Chapter for location details)

Association reports with further details will be forthcoming.

## 7.3 Trustee Reports

Trustees discussed recent Board meetings and upcoming items. Members were reminded that they are always welcome to attend each Board meeting.

## 7.4 Sub-Committee Update

**R. Quesnel**

Sub-committee suggested IEP/IPRC Process as the topic for the next webinar to take place during the November 28, 2016 SEAC meeting. The webinar will be done in the same format as the last presentation and will contain two sections: a recap of SEAC introductions, followed by IEP/IPRC Process.

The subcommittee will connect for development of the presentation and coordinate setting up the webinar with I.T. Questions will be requested in advance to be sent to the SEAC email account; other options for receiving questions will be discussed with I.T.

The subcommittee will meet to discuss future SEAC Soundbytes; for October the Soundbytes on IEPs will be sent out to coincide with the upcoming webinar topic.

## 7.5 Reports from Other Stakeholder Meetings

## 8. Information Items

L. Cipparrone informed members that J. Rowles recently embarked on new opportunities which has resulted in his resignation as a member-at-large. Recommendations for a new member at large are being sought. Members were asked if they had recommendations to put them forth.

## 9. Questions from the Public

None received.

## 10. SEAC Discussion/Question Period

### 10.1 Discussion – Meeting Guidelines

The Chair reviewed the following meeting guidelines:

- The length of a SEAC meeting should not exceed two hours and will begin at 7:00 pm. Meetings of the SEAC shall adjourn not later than 9:00 p.m., unless two-thirds (2/3) of the members present and voting agree to an extension of time. In any event, the SEAC shall not conduct its business beyond 9:30 p.m. without the unanimous consent of members present.
- A quorum will consist of 50% plus one of the SEAC members. If at the time the meeting is scheduled a quorum does not exist, a ten minute waiting period will ensue. If after the ten minutes a quorum still does not exist, the meeting may go on for information purposes but no formal decisions can be made.
- The Chair is responsible for preparing the agenda for each meeting based on the input received from SEAC members.
- The agenda will be in standard format whenever possible. Background information should be provided in advance where possible.

The Chair requested that members review CPIC's By-law documentation. Reviewing the PAaC on SEAC handbook guidelines was also suggested; the Chair noted the PAaC handbook had been utilized in the development of CPIC's document.

It was discussed that previously SEAC had been more involved with CPIC; moving forward the Chair will connect with CPIC regarding participating at one of their meetings. Should any member attend a CPIC or other stakeholder meeting, information can be brought back to SEAC using a Communication Report, which will be added under agenda item 7.5.

Collaboration with other SEAC committees was also discussed.

R. Quesnel will reach out to the provincial Learning Disabilities Association regarding replacing their representative on the SEAC committee.

## 11. Next Meeting will be Monday, October 24, 2016

The October meeting includes: Spirit of Inclusion Award criteria review; Webinar walk through; and SEAC Training Resources from PAaC on SEAC.

## 12. Adjournment

### 12.1 Motion for Absenteeism

#### **RECOMMENDATION**

Moved by: R. Quesnel  
Seconded by: L. Stephenson

**THAT**, R. Barreiro, C. Parreira, S. Trites *be excused*.

**CARRIED**

## 12.2 Motion for Adjournment

### ***RECOMMENDATION***

*Moved by: A. Iantomasi*

*Seconded by: D. Hotopeleanu*

***THAT***, the meeting adjourn.

***CARRIED***

## 12.3 Closing Prayer

The meeting closed with a prayer at 9:17 pm.