

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Date: January 30, 2019
 Time: 7:00 pm
 Location: Catholic Education Centre - Board Room
 802 Drury Lane
 Burlington, Ontario

Members Present	B. Agnew (Chair)	J. Lim
	M. Arteaga	C. Parreira
	D. Bardon	R. Quesnel
	R. Barreiro	L. Stephenson
	N. Guzzo	Y. Taylor
	D. Hotopeleanu (Vice Chair)	

Staff Present

C. Cipriano, Superintendent of Special Education Services
 P. Daly, Director
 W. Reid-Purcell, Special Education Coordinator

Members Excused

M. Arnold
 M. Duarte
 A. Louca-Ricci
 H. Karabela
 M. Lourenco
 P. Moran
 D. Rabenda
 T. Veale

Members Absent

Recording Secretary J. Crew

1. Call to Order

The Chair called the meeting to order.

1.1 Opening Prayer

The meeting opened at 7:01 p.m. with a prayer led by C. Cipriano.

1.2 Approval of Agenda

Moved by: B. Agnew

Seconded by: D. Hotopeleanu

RESOLVED, that the agenda be accepted as received.

CARRIED

1.3 Welcome / Introductions

C. Cipriano began by introducing himself; P. Daly introduced himself; SEAC members went around the table, introducing themselves and provided some background information around their interests in Special Education.

2. Actions to be taken

2.1 Election of SEAC Chair

C. Cipriano called for nominations for Chair of the Special Education Advisory Committee for the term January 2019 to December 2019.

*RECOMMENDATION**Moved by: R. Barreiro**Seconded by: C. Parreira**That, B. Agnew be nominated for Chair of the Special Education Advisory Committee for the term of January 2019 to December 2019.*

B. Agnew accepted the nomination.

C. Cipriano called for other nominations; no other nominations were received.

B. Agnew was acclaimed Chair.

2.2 Election of Vice SEAC Chair

C. Cipriano called for nominations for Vice Chair of the Special Education Advisory Committee for the term January 2019 to December 2019.

*RECOMMENDATION**Moved by: B. Agnew**Seconded by: N. Guzzo**That, D. Hotopeleanu be nominated for Vice Chair of the Special Education Advisory Committee for the term of January 2019 to December 2019.*

D. Hotopeleanu accepted the nomination.

C. Cipriano called for other nominations; no other nominations were received.

D. Hotopeleanu was acclaimed Vice Chair.

C. Cipriano turned the meeting over to B. Agnew and D. Hotopeleanu

2.3 Minutes of the November 26, 2018 SEAC Meeting

*Moved by: D. Hotopeleanu**Seconded by: R. Barreiro**RESOLVED, that the minutes of the November 26, 2018 SEAC Meeting be approved as presented.*The Chair called for a vote and the motion *CARRIED*.

3. Presentations

2.1 SEAC Training / Orientation (C. Cipriano)

C. Cipriano welcomed everyone and explained that the presentation would review SEAC's mandates, obligations and expectations and provide some information specific to our Board; the presentation is attached.

Hardcopies of the Special Education Plan and prayer were provided to members.

C. Cipriano explained that the Ministry usually presents when a new SEAC committee is formed, currently ministry travel is on hold. An information session will be arranged with the ministry when possible.

The presentation 'Effective Practices for SEAC Members and SEAC Meetings' originally scheduled for Monday, January 28 has been rescheduled to Monday, February 25. The February 25th SEAC meeting will also include a Budget 101 session presented by our Business Services staff.

4. Action and Information Items

4.1 Nomination re: LDAH (Chair)

B. Agnew announced that a nomination had been received from the Learning Disabilities Association of Halton (LDAH) for T. Beattie to represent their association on SEAC. The LDAH nomination will go to the Board meeting on Tuesday, February 5th for trustee approval.

4.2 Spirit of Inclusion Sub Committee (Chair)

B. Agnew explained the SEAC Spirit of Inclusion award and read the criteria for nomination of the award. Annually, a selection subcommittee is formed to select the elementary and secondary recipient. The subcommittee consists of 4 or 5 SEAC members; the subcommittee will meet before the end of February. **An email will be sent out to seek volunteers to be on this year's committee.**

5. Communications to SEAC

5.1 **Superintendent's Report**

C. Cipriano provide updates on:

Bell Let's Talk Day: happening today and tomorrow with staff and students promoting positive mental health and wellbeing in our schools; lots of school level tweeting and social media

Applied Suicide Intervention Skills Training (ASIST): Social Workers and Psychology staff are facilitating ASIST training this week to teachers and other support workers in the system

Roots of Empathy: the Ministry has now approved funding so new staff will be trained to facilitate this in more schools

Mental Health and Addictions Nurses: now support elementary students with tier 3 mental health and addiction issues

Attendance App: has been developed with our IT and Research departments to support habitual absenteeism

EQAO: teleconference today with all Special Education Superintendents and SEAC representatives from across the province. Discussed changes to measurement of assessment, specifically to the denominator change. Students who are new to Ontario curriculum or on Alternative Learning expectations will not be part of the denominator in reporting EQAO to the province

Psychology Department: have started the contract assessments, we are hoping to clear a significant number of psychological assessments on our waitlist; there is a back log due to challenges in hiring, this challenge is across the province

Blind Low Vision: Board has purchased a software program called Tactile View to make tactile diagrams for students who are blind/low vision

Special Equipment Amount (SEA): 2 SEA Technology Showcase evenings will be held for the parent community on March 27th at Corpus Christi CSS and April 3rd at Jean Vanier CSS from 6 pm to 8pm. Student showcases will be part of the evening event; a save the date flyer will be sent out

Educational Assistants: All of our EAs will be involved in specific PD workshops on Friday, Feb. 1st: SEA Team will be providing training on Boardmaker On-line; Speech Language Workshops; Wellness session; and Every Day fitness for EAs. CUPE 5200 are sharing the costs of this PD

PEERS Pilot at Christ the King CSS: was completed and was successful; our Behaviour Analysts are involved in data wrap up and planning for the 2019-2020 school year; and coordinating with Humber and George Brown College for placement of students in September of 2019

ABA for All: we are looking at the feasibility of running another ABA for All for our entire team in 2019

Post-Secondary Transitions: we participated in our second Ministry meeting for the Pilot to Support Transitions to Post-Secondary Pathways for students with Developmental Disabilities. We also continue to work with the Halton Transition Advisory Committee to continue the work that supports post-21 transitions of students into the community

Inspire Accessibility Showcase 2019: HCDSB will be hosting the annual showcase at Jean Vanier on Saturday, May 4th

5.2 Trustee Reports

N. Guzzo noted that the newly elected Board consists of new members with the exception of one incumbent; there have been 2 meetings so far; trustees are happy to work in conjunction with SEAC. The lines of communication are open to SEAC if there are ever any questions.

8. Next Agenda: Meeting Monday, February 25, 2019

The agenda will include Special Education Budget 101, Alison Morse's **presentation** 'Effective Practices for SEAC Members and SEAC Meetings'

9. Adjournment

9.1 Resolution re Absentees (Chair)

Moved by: J. Lim

Seconded by: L. Stephenson

RESOLVED, that M. Arnold, M. Duarte, A. Louca-Ricci, H. Karabela, M. Lourenco, P. Moran, D. Rabenda, R. Quesnel, T. Veale be excused. *CARRIED*

9.2 Adjournment and Closing Prayer (Chair)

Moved by: C. Parreira

Seconded by: N. Guzzo

RESOLVED, that the meeting adjourn.

CARRIED

The meeting adjourned at 8:14 p.m. with a prayer led by the Chair.

SEAC Orientation January 2019

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Welcome Package

- Welcome email package sent January 21st provided links for reference and review
- Whenever possible SEAC has opted to go paperless
- Wireless connection is available in the Boardroom on the 'guest' network
- Meeting package is emailed prior to each meeting; hardcopies of the agendas are provided at meetings
- Copies of the SEAC prayers were distributed; these will be utilized at each SEAC meeting; electronic copies were included in the welcome email
- Copies of the Special Education Plan (SEP) were distributed; direct link to SEP also included in the welcome email



Ministry of Education

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The Education Act

SEAC may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board” (Section 11 (1))”

Requirements set out in [Ontario Regulation 464/97: Special Education Advisory Committees](#)

- provide important advice on special education to their local board or school authority.
- comprises trustees and representatives of local associations and community members that further the interests and well-being of exceptional children or adults.
- make recommendations to their board on any matter affecting the establishment, development and delivery of special education programs and services for exceptional students.
- must be established at each school board and school authority in Ontario



Ministry of Education Website:

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/seac/index.html>

- [Introduction to Special Education Advisory Committee \(SEAC\)](#)
- [SEAC Conference 2015](#)
- [Introduction to Special Education in Ontario](#)
- [SEAC Membership](#)
- [Roles and Responsibilities](#)
- [Orientation and Training](#)
- [Rules and Procedures for SEAC Meetings](#)
- [Questions and Answers](#)



Roles and Responsibilities

A SEAC

- May make recommendations to the district school board or school authority respecting matters affecting the establishment, development, and delivery of special education programs and services for exceptional pupils of the board.
- Is provided with the opportunity to participate in the annual review of the board's [Special Education Plan](#).
- Participates in the board's annual budget process as it relates to special education.
- Reviews the financial statements of the board as they relate to special education
- SEAC has the right to make presentations to the Board in support of any recommendations they make. SEAC should also have opportunities to comment on policies or programs that will impact students with special education needs, and make presentations to any related committees.



SEAC Meetings

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HCDSB SEAC Members

- Associations Representatives: 6 representatives, 5 alternate representatives
- Community members at large: 2 representatives, 2 alternate representatives
- Trustees: 2 representatives, 2 alternate representatives
- HCDSB's 2018-2022 SEAC is currently comprised 10 voting members and 9 alternate members
- Alternate members: can ensure that a voting member is available in the absence of the SEAC member
- Nominations from additional associations are encouraged



SEAC Meeting Overview

- 10 meetings per year (September to June)
- Agendas are provided prior to each meeting
- *Subcommittee, Association and Communication* reports: templates for reports to be included on the agenda are distributed prior to each meeting, reports to be add to the agenda must be submitted 10 days in advance of the meeting. Items for 'SEAC Discussion' must also be submitted in the same timeframe.
- A majority of the members of a SEAC is a quorum; a vote of a majority of the members present at a meeting is necessary to bind the committee; quorum is over 50 percent
- An annual calendar is drafted to include mandatory annual items and SEAC goals / objectives / interests
- Meeting evaluations are conducted periodically in a: Stop / Start / Continue format



Principles and Rules at SEAC Meetings

- The fundamental essence of a meeting is the equality of the members to initiate ideas, to oppose ideas, and to do so without coercion
- Courtesy and respect for others are demanded
- All members have equal rights, privileges and obligations
- Members have a right to information to help inform decisions
- Members have rights to an efficient meeting
- Each representative (or alternate in a member's absence) is entitled to one vote
- The Chair may vote with the other members of the committee; any motion on which there is an equality of votes is lost
- The majority must be allowed to rule
- The minority have rights that must be respected



The Right to Information

- A meeting generally trades nothing except information. It is the currency by which decisions are made and appropriate and reliable information must be available to help make effective decisions
- Each member in a meeting must have factual information upon which to make informed decisions
- Information can be provided in many formats such as presentations, Superintendent reports, Trustee reports, Association, Communication and Sub-committee reports



Courtesy and Respect

- The right of a member to hold their own opinion
- It may be swayed through information and logical argument, but never ridiculed through words or actions of other members
- Members' opinions must be respected and afforded the courtesy of a hearing



Right to an Efficient Meeting:

- Members are entitled to an organized and efficient meeting
- Members have a right to an agenda and to have that agenda followed
- members must maintain adherence to the subject of debate or may be called to order if their words are not germane to the subject



Absenteeism

- Members who are unable to attend a SEAC member should inform the Chair, the Recording Secretary and their Alternate Representative, as applicable
- An absenteeism motion is put forth at each meeting to excuse members who have informed of their absence



Election and Role of Chair

At HCDSB the election of a Chair and Vice Chair takes place annually in January.

The role of the Chair is to:

- Preside / maintain control of the meeting
- Ensure that due process and the rules are followed in an efficient manner
- Take care to permit meaningful debate that is courteous and respectful
- Work with administration staff to develop the agenda



Special Education Plan (SEP)

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Special Education Plan (SEP)

O. Reg. 464/97 12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan

- SEP is reviewed annually by SEAC
- SEP is submitted to the Ministry of Education annually, by July 31st of each year
- Submission includes a report identifying areas that have been amended; the report is signed by the Director of Education
- The plan is posted on the website the link: <https://www.hcdsb.org/Programs/SpecialEducation/Documents/HCDSB%20Special%20Education%20Annual%20Plan.pdf> is submitted to the Ministry
- Boards can take 2 years to do a complete review of the Special Education Plan



Special Education Budget

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Special Education Budget

O. Reg. 464/97 12. (2,3) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education; and is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education.

- Business Services staff will provide a budget '101' introduction session at the February 25, 2019 SEAC meeting
- A presentation on the Special Education budget is planned for the May 27, 2019 SEAC meeting



Foundational Assumptions

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HCDSB Foundational Assumptions

In the HCDSB, all decisions are grounded in the following five foundational assumptions:

- *All* students can learn
- *Teachers* have the greatest influence over student learning
- We can all be *more* than what we currently are
- *Support* and professional development are required to be so
- This is best accomplished in *partnership* with parents



Questions?

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