



Durham Catholic District School Board

MINUTES of the **SPECIAL EDUCATION ADVISORY COMMITTEE** meeting of the Durham Catholic District School Board which was held in the North Board Room of the Catholic Education Centre, 650 Rossland Road West, in Oshawa on **Tuesday, May 3, 2016.**

Present

L. Smart
V. Adamo
L. Cook
K. LeFort
M. Lepage
J. McCafferty
T. McGarry
P. Pulla - teleconference
A. Shiels
E. Van de Klippe

Staff

J. Bowyer
C. Baetz
M. Meraw
S. Phoenix
K. Remiz

With Regrets

V. Derby
M. Feeheley
J. Vermulst
L. McInnes

S.E.A.C. Representatives

B. Larson, APSSP

CALL TO ORDER

Item a.1 **Memorials and Prayer**

Chair Smart called the meeting to order at 7:35 p.m. and offered the opening prayer.

Item a.2 **Roll Call and Apologies**

APPROVAL OF AGENDA

Item b.1 **Changes to Printed Agenda**

Inquiries and Miscellaneous -

Item b.2 **Approval of Agenda**

Motion No. SS-2016-05-03-01 Approval of Agenda

Moved by K. LeFort , seconded by Linda Cook

“THAT the Special Education Advisory Committee approve the agenda of the Tuesday, May 3, 2016 meeting as printed”

Carried

ANNOUNCEMENTS

None

CONSIDERATIONS OF MOTIONS

None

DECLARATIONS OF INTEREST

Item g.1 **Declaration of Conflict of Interest**

None

ACTIONS TO BE TAKEN

Item h.1 **Approval of minutes of the Special Education
Advisory Committee Meeting of March 8, 2016**

Motion No. SS-2016-05-03-02 Approval of Minutes

Moved by J. McCafferty, seconded by V. Adamo

“THAT the Special Education Advisory Committee approve the Minutes of the March 8, 2016 meeting as submitted.”

Carried

Item h.2 **Motion to Receive as Information the minutes of the Special
Education Advisory Committee Meeting of April 5, 2016**

Motion No. SS-2016-05-03-03 Receive Minutes as Information

Moved by K. LeFort, seconded by J. McCafferty

“THAT the Special Education Advisory Committee receive the Minutes of the April 5, 2016 meeting as information.”

Carried

Item h.2 **Business Arising from the Minutes of the Special Education Advisory Committee March 8, 2016**

None

PRESENTATIONS

Item g.1 **Special Olympics** **M. Meraw**

Michelle Meraw, Consultant for Special Education, provided information about the Special Olympics Ontario Provincial School Championships, which will be held in Oshawa on June 1 – 3, 2016. More than 800 high school athletes will compete in a variety of sports including Bocce, Basketball, Soccer, Track and Field and Floor Hockey. There are many Durham Region athletes participating, including a track and field and baseballs teams from Father Leo J. Austin Catholic Secondary School. Volunteers are needed for all aspects of the event. Flyers were shared with SEAC members (attachment 2) and online information is available here: <http://schoolprovincials.specialolympicsontario.ca/volunteer>

Item g.2 **Students with Assistive Technology Transition Trips** **K. Remiz**

Kate Remiz, Coordinator for Assistive Technology, provided information about the SWATT pilot which took place during the month of April. Students from the Msgr. Paul Dwyer Catholic High School family of schools, who use assistive technology and are transitioning from elementary to secondary in September, were invited to participate. Over 40 students, in three smaller groups, were welcomed to Msgr. Paul Dwyer by staff and students. Activities included English and Learning Strategies classes, lunch in the cafeteria, and a workshop on OneNote – an app which is a digital notebook and organizational tool. Feedback was very positive with many students expressing increased confidence and a higher comfort level with making the transition to secondary. Kate expressed her gratitude to the Dwyer staff for their support in the planning and implementation of the pilot.

Item g.3 **Review of the Special Education Plan** **M. Meraw**

Michelle Meraw reviewed changes to the Special Education Plan for 2015/2016 and asked members to provide feedback and suggestions by May 17, 2016. A copy of the Plan was shared electronically with members by email. The Plan will be submitted to the Ministry of Education on July 31, 2016

DELEGATIONS

None

NOTICES OF MOTIONS

None

UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

Item k.1 SEAC Terms of Reference

Superintendent Bowyer distributed the final draft of the SEAC Terms of Reference which has been reviewed by legal counsel in order to align with current legislation and language of the Board By-laws. (See attachment 1).

STAFF REPORTS

Item I.1 Coordinator's Report – M. Meraw

During the first week in April, DCDSB displayed their support of students with Autism. Schools lit their hallways blue with displays of Autism Awareness and created bulletin boards that demonstrated support of our students with Autism.

On April 15th, over 25 Student Services personnel supported the Board-wide PA Day. There were a multitude of presentations from Task Analysis to Writing IEPs, from a brief history on Special Education to supporting students with Assistive Technology, from SMART Talk to Self-Regulation. The day was well-received by all.

On April 22, 2016 – Student Services co-hosted a Robotics event which took place at the CEC Conference Centre. Elementary teams from across the school board participated in this event. This was a great opportunity for students to have fun and learn more about coding and robotics. Thank you to Superintendent Bowyer for the support of the event through the purchase of robotics kits.

DCDSB and Parents as Partners is proud to present our 'Learning with a Difference Conference' May 25th. We are looking forward to our Keynote presentation from Lesley Andrew, as well as participating in break-out sessions that explore different topics such as Assistive Technology, Resiliency, Pathways (both from Elementary to Secondary, and Secondary to Post-Secondary, and Organizational Skills. (attachment 3)

Mental Health Update:

In addition to being Catholic Education Week, this week is also Children's Mental Health Week, which is celebrated across Ontario in the first week of May. All schools were provided with a list of resources and suggested activities to use throughout the week (or to save for another week, should they choose to do their own week at another time). Daily tweets are being sent out from the DCDSB twitter account, and we are encouraging all of our followers to re-tweet. Schools were also provided with postcards and green ribbons lapel pins for the Admin team, school secretaries and gatekeepers.

Coordinator's Report - continued

They were encouraged to wear the pins and post the postcards in a prominent location throughout the week in recognition of Children's Mental Health week.

During the month of May, we're preparing to do ASIST and safeTALK sessions. In addition, 20 staff members from Student Services and Teaching and Learning Depts. will be participating in a training called: Reaching In, Reaching Out Resiliency Skills Training Program on May 26 and 27. This 2-day training provides service providers working in early learning settings with the knowledge and skills they need to model and teach resilience approaches to young children up to 8 years of age. The staff members who are trained will be working closely with Kindergarten teachers in our "Priority Neighbourhood" schools in the fall to bring these skills into the classroom. Our plan is to build some resources (e.g., a toolkit) for all kindergarten classrooms, and perhaps consider this training for other staff members if it proves to be worthwhile.

DCDSB is also hosting a Healthy Schools event in partnership with DDSB and Durham Region Public Health on May 18, 2016 from 5:30-8:00 p.m. During this event, the Health Department "Healthy School Award" winners will be announced, and teachers and parents will have an opportunity to hear from a well-known speaker and author, Jennifer Kolari, on the topic of Connected Parenting. This event is open to all schools (not just winning schools), with a maximum of 5 attendees per school. Schools can register at helathyschools@durham.ca.

Finally, last month, Cynthia sent out the draft version of the Student Mental Health During Transitions – parent resource. Feedback on this document is due on May 6th. We would appreciate your input.

Item I.2 Superintendent's Report- J. Bowyer

Superintendent Bowyer thanked Michelle Meraw for leadership as key organizer of the Robotics tournament. The interest in Robotics and coding is on the increase and we plan to expand our involvement in it in the future.

Several important events took place during Catholic Education Week, in keeping with the theme, "Opening the Doors of Mercy".

The **Community Run for Hope** took place at Msgr. Paul Dwyer CHS on Sunday, May 1, 2016. An enthusiastic group ran and walked to raise funds for the Foundation. Organizer of this inaugural event was James MacKinnon, Teaching and Learning Consultant.

On Monday, May 2, a system-wide Mass took place at Holy Family Catholic Church in Whitby. The Mass was celebrated by Father John McCarthy of Regis College, University of Toronto.

Item I.2 **Superintendent's Report- continued**

The Distinguished Catholic Educator and Distinguished Catholic Leader awards were presented at our annual celebration on Tuesday May 3. The Distinguished Catholic Educator recipient for Student Services was Joyce Thompson, Social Worker. Mary Kay Boase, Principal of St. Paul C.S. was chosen by her peers as the Distinguished Catholic Leader

On Wednesday, May 4, our schools will be participating in a "Walk for Hope". This "tape-a toonie" fundraiser will also benefit the Children's Foundation.

The third annual Durham Catholic Children's Foundation Dinner will take place on Friday, May 6, 2016. As well as supporting the Foundation, the Dinner will celebrate our Most Reverend Bishop Vincent Nguyen, Auxiliary Bishop of Toronto, as well as the 2016 Durham Catholic Distinguished Alumni. The featured guest speaker will be bestselling author Wesley King, a graduate from All Saints Catholic Secondary School.

Durham Catholic District School Board has recently finalized the collective agreement with our Association of Professional Student Services (APSSP) staff – Social Workers, Child and Youth Counsellors, Speech and Language Pathologists, Communicative Disorders Assistant and Psychological Services staff.

Last month we hosted 15 visiting school administrators from Reihms, France with whom Durham Catholic District School Board has a partnership. Superintendent Bowyer was asked to do a presentation on our model of Inclusion and they were extremely impressed with how we have organized our system. Later this month, we will be hosting 30 Senior Administrators from Catholic School Districts in Australia and Superintendent Bowyer will be once again sharing the work that we do in Special Education and Diane Mullane will be talking to them about our Mental Health Initiatives.

Last week during our Secondary PST meeting, we participated in professional learning on various looked topics, including getting students who are reluctant to use their assistive technology to start using it, and we spent a significant portion of the session on writing effective IEPs.

The Provincial Schools debate has been paused for one year by the Ministry of Education. Therefore, we are moving ahead with our applications.

The Ministry of Education Advisory Council on Special Education has sent a survey with a request for feedback. The Superintendent invited SEAC members to submit suggestions to be included in the final document, for which the requested return date is May 26.

Motion SS-2016-05-03-04

Approval of the May 3, 2016 Verbal
Coordinator and Superintendent Reports

Moved by J. McCafferty seconded by E. Van de Klippe

“THAT the Special Education Advisory Committee accept the verbal
Coordinator and Superintendent Reports at the May 3, 2016
Meeting.”

Carried

ASSOCIATION REPORTS

VOICE for the Hearing Impaired – V. Adamo

- Dress Loud Day – Friday May 6, 2016
- Summer Camp – registration for camp has been re-opened after a decision to proceed with the event. The deadline to register is June 10.
- Valerie attended a Conference hosted by Toronto District School Board which was similar to our Parents as Partners event. Information from this event will be shared with Diane Mullane.

Autism Ontario – Durham Region – E. Van de Klippe (attachment 4)

- **My Direct Plan** – May 11th workshop at Durham Association for Family Respite Services. MyDirectPlan is a free expense management program. More information is available at www.MyDirectPlan.com The event coordinator is Catilin Henshaw – 844-637-6371 or Caitlin.henshaw@dartssolutions.com Admission is free
- Changing Bodies...Changing Lives – Circles – Personal and Social Boundaries – a workshop about sexual health and education for parents to help prepare their adolescents for change and loving relationships. Date: Tues May 10- 7:00 p.m. Lakeridge Community Support Services – 900 Hopkins St. Whitby
- Autism Ontario has additional comments and further expansion of views regarding the recent announcement and in response to many ongoing conversations within our autism community. Please read our statement regarding autism programming in Ontario, Relevant resources and responses to the MCYS announcement and FAQs about Autism Ontario’s advocacy process. **Click here for the PDF package**
- Coming this fall: The Bill Nason Conference - Autism behaviour specialist, Supervisor of Consultation Services for the Genesee Health System, Flint MI, Children's Coach at Oakland University Center for Autism, autism blogger and author of book series Autism Discussion Page Books.
- **Looking for Online Support?**
[Ontario Special Needs Roadmap](#)
[A Piece of the Puzzle](#)
[Facebook-Autism Ontario-Durham Region Parent Support Group](#)

Association Reports – Continued

[Home Base Durham](#)

[Facebook-Autism Discussion Page](#)

[Facebook-Parenting Asperger's Children](#)

[Yahoo Group/Autism-Aspergers](#)

[Facebook-Autism Support Group in Durham Region](#)

[For the Love of Autism - Ontario \(formerly Autism Moms Ontario\)](#)

• **Chapter and Potential Programme Events:**

Sibling Creativity Exploration Night - Friday, May 27th from 6:30-9pm.

Sibling Group for ages 7-11 - May 28, 2016 from 11am - 1:30pm.

Creative Art Evening - May 30, 2016 from 4:45-6:45pm.

Mom's Night Out - Expressive Arts Evening - Friday, June 17th from 7-9pm

Movement and Expressive Arts - Aged 8-12 - Saturday, May 14th from 2:15-4:30pm

Teen Movement and Expressive Arts - Aged 13-17 - Saturday, May 14th from 12:45-3pm

CLICK HERE FOR EVENT DETAILS

Website: www.autismontario.com/durham

Community Living Durham Region – T. McGarry

- May 11 – Challenge: Shine Your Light – from 6:30 – 7:30 the CN Tower will be lit up blue and green
- May 14 – Amazing Race, Uxbridge – teams work together going through the community and completing challenges – proceeds to the United Way
- May 12 – Queens Park meeting to discuss issues facing people with disabilities
- May 26 – Annual Gala night – last year over 29,000.00 was raised to support individuals with limited incomes

Trustee – K. LeFort

- A special Board Meeting will be held on Wednesday, May 4 to receive the final report on the Township of Scugog Accommodation Review.

IEWS for the Visually Impaired – J. McCafferty

- Braille Music Camp will be held on July 3at the W. Ross MacDonald School – Brantford
- Goalball demonstrations will be held at the Abilities Centre prior to the Parapan Am Games. Goalball is played with 3 blindfolded players on each side and the ball is similar to a basketball except it has a bell inside. There is a net at each end. The object of the game is to score on the opposite team. Watch here:

<https://m.youtube.com/watch?v=Zj6galPLxmQ>

Association Reports – continued

Cystic Fibrosis Canada – Durham Chapter – Mitch LePage

- May is Cystic Fibrosis month
- **Outrun Cystic Fibrosis** was held April 10 and raised over 25,000.00
- Social Media Campaign: **Living With CF** – a series of 3 minute documentaries about people living with CF and the impact on their family members
[#aworldwithoutCF](#)
- National Walk Day – **Run to Make Cystic Fibrosis History** – May 29 – Metro Toronto Zoo
- Durham Chapter **Strokes for Life** Golf Tournament – June 9 – Oshawa Golf Club

Community Representative -- L. Cook

- Special Olympics events will take place throughout the spring and summer in Durham. St. Mary CSS is providing the use of their track for some of the events.
- Everyone is invited to attend the opening and blessing of Father Fénelon Catholic School on Wednesday, May 25.

Durham Down Syndrome Association – A. Shiels

- **Annual Picnic** – June 12, 2016 – Nova's Ark. The picnic is a great time to come out to become familiar with DDSA and consider membership.
- **Mother's Day Lunch** – Sunday May 15 – Melanie Pringles Restaurant - Whitby
- **Father's Day Lunch** – Sunday June 26 – Melanie Pringles Restaurant - Whitby

CORRESPONDENCE

none

INQUIRIES AND MISCELLANEOUS

none

PENDING ITEMS

none

ADJOURNMENT

The meeting adjourned at 8:52 p.m.

Motion No. SS-2016-05-08-05 Adjournment

Moved by M. LePage seconded by L. Cook

“THAT the Special Education Advisory Committee meeting of
May 3, 2016 adjourn.”

Carried

CLOSING PRAYER

The closing prayer was offered by P. Pulla



Lynne Smart
Chair, Special Education Advisory
Committee



Janine Bowyer
Superintendent of Education



Durham Catholic District School Board

**Special Education
Advisory Committee
(SEAC)**

**Terms of Reference
Final Draft**

Durham Catholic District School Board

MISSION STATEMENT

We are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ.

We believe that all students can learn and achieve given the proper time and supports, and that all teachers can teach to high standards given the right conditions and assistance.

We believe that setting high expectations for achievement, holding students to rigorous performance standards and early intervention are essential to student success

We believe that teachers need to be able to articulate what they do and why they teach the way they do, reflective of Gospel values and the Catholic Graduate Expectations

We believe that every child is made in the image and likeness of God and that his or her dignity and worth must be respected and valued.

We believe that every child can learn and that as Catholic educators, we are called to a vocation which values each child's successes, based on his or her level of understanding.

We believe that every child is a unique gift from God and has his or her own way of learning. As Catholic educators, we must plan for diversity and give students tasks that respect their abilities.

We believe that our Catholic learning communities are places of conversation and support, where educators can reach out to others in the community for ideas and assistance in order to create a learning environment that best supports all students, including students with special needs

We believe that all our students have the right to be educated in the manner that best suits them. We therefore understand the importance of universal design and differentiated instruction in order to ensure that our classrooms and other learning environments are as usable as possible to students, regardless of their age, ability or situation.

We believe that we are all lifelong learners and that as Catholic educators we are called to continue to develop our pedagogy so that our instruction and professional judgment are supported by good research.

We believe that as educators, we have the advantage of knowing the child and the ability to provide valuable feedback in order to support his or her programming and assessment.

DCDSB Special Education Advisory Committee Mandate

Regulation 464/97 made under the *Education Act* R.S.O. 1990 c E. 2 sets out the requirements that govern Special Education Advisory Committees of school authorities and district boards of education in the province of Ontario.

Reg. 464/97 provides that Special Education Advisory Committees **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;

and that the Special Education Advisory Committee **shall** be given the opportunity to:

- participate in the Board's annual review of the Special Education Plan;
- participate in the Board's annual budget process as it relates to special education; and
- review the financial statements of the Board as they relate to special education.

Regulation 464/97 is reproduced at Appendix 1, and can be viewed at:

<https://www.ontario.ca/laws/regulation/970464>

Table of Contents

Article 1	MEMBERSHIP	1
1.1	Membership Composition.....	1
1.2	Local Association Representatives – Voting and Alternate	1
1.3	Trustees	2
1.4	Community Representative	3
1.5	Board Personnel	3
Article 2	NOMINATION AND APPOINTMENT	3
2.1	Term	3
2.2	Request for Nominations	3
2.3	Appointment	4
2.4	Vacancies.....	4
Article 3	MEETINGS.....	4
3.1	Election of the Chair and Vice-Chair	4
3.2	Open Meetings	5
3.3	Meeting Times.....	5
3.4	SEAC Agendas.....	5
3.5	Cancellation.....	5
3.6	Quorum	5
3.7	Attendance at Meetings.....	6
3.8	Accessibility	6
3.9	Meeting Procedures.....	6
3.10	Maximum Length of Meeting.....	6
3.11	Voting	7
3.12	Meeting Norms.....	7
Article 4	RESPONSIBILITY OF MEMBERS.....	7
4.1	Code of Conduct.....	7
4.2	Local Association Communication	8
4.3	Recommendations to the Board	9
4.4	Review of Special Education Plan.....	9
4.5	Budget and Financial Statement Review	9

Appendix

Appendix 1 Ontario Regulation 464/97 Special Education Advisory Committees

Appendix 2 SEAC Association Report Form

Appendix 3 SEAC Annual Calendar

DCDSB Special Education Advisory Committee Terms of Reference

ARTICLE 1 MEMBERSHIP

1.1 Membership Composition

Membership in the Durham Catholic District School Board (the “**Board**”) Special Education Advisory Committee (“**SEAC**”) shall be comprised of up to twelve (12) Local Association Voting Representatives, twelve (12) Local Association Alternate Representatives, two (2) Voting Trustee Representatives, one (1) Alternate Trustee Representative, and one (1) Voting Community Representative, as further described below.

Nominees are proposed to the Board of Trustees for appointment to SEAC pursuant to the nomination and appointment process defined in Article 2 herein.

An individual is eligible to be appointed by the Board of Trustees as a SEAC member if he or she:

- a) is qualified to vote for members of the Durham Catholic District School Board in a municipal election;
- b) is a resident within the jurisdiction of the Board;
- c) is not an employee of the Board; and
- d) has not been convicted of an indictable offence.

1.2 Local Association Representatives – Voting and Alternate

A “**Local Association**” is defined by Regulation 464/97 and in this Procedure as an organization which:

- a) operates locally within the school board jurisdiction;
- b) is affiliated with an incorporated organization what works on behalf of one or exceptional students throughout Ontario; and
- c) is not an Association or organization of professional educators, either locally or provincially.

Reg. 464/97 allows up to twelve (12) Local Associations to nominate SEAC representatives for Board appointment.

The Durham Catholic District School Board recognizes the right of each of the following Local Associations to nominate one Voting Representative and one Alternate Representative for appointment as a member of SEAC:

1. Autism Ontario - Durham Region;
2. Community Living - Durham North;
3. Cystic Fibrosis Canada - Durham Chapter;
4. Durham Down Syndrome Association;
5. Grandview Children's Centre;

6. Kinark Child & Family Services;
7. Learning Disabilities Association - Durham;
8. Resources for Exceptional Children and Youth - Durham Region;
9. Views for the Visually Impaired; and
10. VOICE for the Hearing Impaired.

The Board shall invite Local Associations to nominate Representatives who will bring to SEAC:

- a commitment to assist the Board in meeting the needs of all students with exceptionalities;
- the perspective and concerns of parents of children with exceptionalities;
- the perspective and expertise of their Local Association and the provincial organization with which their Local Association is affiliated.

The Local Association Voting Representative is responsible for maintaining regular communication and providing information to the Alternate Representative.

Voting Representatives are encouraged to attend meetings as often as possible. When unable to attend, it is the Voting Representative's responsibility to notify the Alternate Representative of his or her anticipated absence.

The role of Alternate Representative is to attend SEAC meetings as a voting member in the event that the Voting Representative is unable to attend. An Alternate Representative can also assist the Voting Representative in preparing for meetings and connecting with the Local and provincial Associations. Alternate Representatives are encouraged to attend every SEAC meeting.

All communications and meeting resources will be provided electronically to both the Voting and the Alternate Representative members.

1.3 Trustees

Trustee Representatives are in a unique position to act as a liaison between the Board of Trustees, SEAC, and other committees of the Board. Trustees can assist SEAC in its work by contributing information about Board processes and priorities, and can share SEAC concerns with other Trustees. SEAC can in turn help Trustees to stay well-informed and aware of the current issues facing the Board's special education community.

If both Trustee Voting Representatives are unable to attend, they will ensure that the Alternate Trustee is aware of their anticipated absence.

All Board Trustees are invited to attend SEAC meetings when important presentations or discussions are scheduled to take place, and to attend SEAC sponsored events.

SEAC minutes are provided to all Trustees each month in the Board agenda, in order that Trustees can be kept apprised of SEAC proceedings.

1.4 Community Representative

The Community Representative shall be an individual who is involved in a community agency or organization that supports exceptional children, but which is not otherwise entitled to nominate a Representative.

The Board will appoint one (1) Community Representative SEAC member who is not otherwise:

- a Local Association Representative;
- a Trustee; or
- a member of another committee of the Board.

1.5 Board Personnel

SEAC is supported by a number of Board personnel:

Supervisory Officer: SEAC meetings are attended by the Superintendent of Education responsible for Student Services.

Senior Administrative Assistant: The Senior Administrative Assistant to the Superintendent of Education, Student Services, provides administrative support including recording and distributing minutes of the meetings, providing notification of meetings, and other communications, and ensuring meeting rooms and refreshments are available.

Student Services Staff: Student Services staff include the Chief Psychologist and Manager of Speech and Language Pathologists, Manager of Clinical Services, Mental Health Leader, and a Family of Schools Coordinator or Special Education Consultant. Student Services Staff attend meetings to act as a resource to the Superintendent of Education, and may at the Superintendent's request provide regular presentations to SEAC about special education programs and services.

ARTICLE 2 NOMINATION AND APPOINTMENT

2.1 Term

The term of SEAC members begins with their appointment by the Board, and continues for the length of the Trustees' term of office, until such time as a new Board is organized and meets to appoint SEAC members for the coming term.

2.2 Request for Nominations

The Board will invite Local Association nominations for appointment to SEAC in the Fall of each election year, by:

- Sending letters regarding the nomination process to all Local Associations;
- Providing community groups and organizations that support children who have special education needs with information about SEAC eligibility and the nomination process for a Community Representative;

- Posting information about SEAC and the nomination process for Local Association and Community Representatives on the Board’s website;
- Advertising for SEAC nominations in local newspapers, and notifying school councils;
- Making the SEAC brochure available at school events, and to parents of students with an Individual Education Plan.

2.3 Appointment

Each Local Association will forward its list of nominees to the Chair of the Board prior to the Board’s last meeting in December following a municipal election.

Candidates for nomination as a Community Representative may apply to the Superintendent of Education – Student Services and the Chair of SEAC. The SEAC Chair and the Superintendent of Student Services shall interview applicants, and shall select one candidate as nominee for appointment by the Board of Trustees, taking into consideration the criteria identified by the Board in consultation with SEAC.

Nominees for SEAC membership are considered for appointed by the newly elected Trustees at the last December meeting following a municipal election.

2.4 Vacancies

SEAC members, including both Voting and Alternate, will be deemed to have vacated their seat upon either:

- a) conviction of an indictable offence;
- b) absence from three consecutive regular meetings of the committee without authorization by resolution entered in the minutes; or
- c) ceasing to be eligible for appointment, as outlined in Article 1 of this Procedure.

If a seat on SEAC becomes vacant, the Board will invite nominations according to the same process employed at the beginning of the term.

A vacant seat will be filled at the earliest practical time, but not later than the second meeting after the vacancy occurs.

ARTICLE 3 MEETINGS

3.1 Election of the Chair and Vice-Chair

At the first meeting of SEAC’s term, the committee will hold an election for the position of Chair and Vice-Chair.

The Chair, or in the absence of the Chair, the Vice-Chair, will preside at SEAC meetings. If at any meeting neither the Chair nor Vice-Chair are present, the voting members present may elect a Chair for that meeting from amongst themselves.

3.2 Open Meetings

SEAC meetings shall be open to the public.

Attendees who have not been appointed by the Board as a SEAC member may observe SEAC proceedings, but may not participate in committee discussion or debate unless explicitly invited to do so by the Chair.

3.3 Meeting Times

SEAC shall meet at least ten (10) times in each school year. Unless otherwise indicated on the agenda, meetings are held from September to June, on the first Tuesday of the first full week of the month, starting at 7:30pm, in the Board room of the Catholic Education Centre.

3.4 SEAC Agendas

The SEAC agenda is developed collaboratively by the Chair, Vice-Chair and Superintendent of Education, who shall periodically review the SEAC Annual Calendar (at Appendix 3) to ensure that appropriate information items are included on the agenda in a timely and proactive manner.

Additional agenda items may be identified by members, provided that a request to add an agenda item is received by the Chair at least five (5) days prior to the meeting for which it is intended.

The Board will provide members with the agenda at least three (3) business days in advance of the meetings, along with a request to confirm attendance.

3.5 Cancellation

The Chair may cancel a meeting, for reasons such as inclement weather or an undue number of confirmed absences.

In the event of a cancellation, the Chair shall ensure that all SEAC members and affected staff are notified by email, and shall use the Board website and social media to advise members of the public of the cancellation and a rescheduled date if applicable.

3.6 Quorum

A quorum for SEAC requires the physical or electronic presence of a majority of the voting members.

In accordance with Reg. 464/97, SEAC must have a quorum before any decision which binds the committee can be made.

Notwithstanding the foregoing, the Chair may convene a meeting of SEAC without a quorum, for the purposes of receiving information and engaging in discussion.

Trustee and Local Association Alternate Representatives are only considered to be voting members when the voting member is absent, and are otherwise not counted for purposes of determining quorum.

3.7 Attendance at Meetings

Members can attend meetings either physically or remotely by telephonic or electronic means.

SEAC members are encouraged to attend as many meetings as possible, and in particular to attend at least three (3) meetings per school year in person, in order to foster a broad and balanced perspective during committee discussions.

If either a voting or alternate SEAC member has missed two or more consecutive meetings, for example, due to illness, family emergency, or employment, and anticipates a third consecutive absence but does not wish to vacate their appointment, the member may notify the Chair of SEAC in writing in advance to request that SEAC approval of the absence be noted in the minutes.

Where an attendance concern becomes apparent, for example where both the Voting and Alternate Representatives for a Local Association are consistently absent, the Chair may contact the SEAC Representatives and/or the Local Association to inquire about the intent and capacity of either the Representatives and/or the Local Association to continue their involvement with SEAC.

In the event that a position is vacated, the Chair shall send written confirmation of same to the vacating Representative, and shall further notify the Local Association to request that the Association nominate another Representative for appointment by the Board.

3.8 Accessibility

The Board will provide such accommodations as are necessary for all SEAC members to be able to participate in meetings, including but not limited to ensuring that meetings are held in accessible locations, and that specialized resources, including large print, electronic or Braille versions of documents, closed captioning or sign language interpreters, are available as required for members and attendees.

3.9 Meeting Procedures

SEAC meetings are conducted according to the rules of procedures as outlined in the Board's By-Law, available on the Board website, subject to the provisions of Reg. 464/97 and these Terms of Reference.

3.10 Maximum Length of Meeting

No meeting shall continue in session for more than three hours.

3.11 Voting

All Voting members of SEAC may vote on a motion before the committee, including the Chair.

A motion fails if it does not receive the approval of a majority of members present in person or electronically, and eligible to vote.

3.12 Meeting Norms

All members are expected to adhere to the following meeting norms:

- Arrive on time;
- Review the agenda before the meeting;
- Turn off all cell phones and pagers, or set to vibrate, for the duration of the meeting;
- Raise a hand to indicate an intention to speak;
- Speak only when recognized by the Chair;
- Listen to others;
- Be courteous; and
- Do not interrupt other speakers or dominate discussion.

Meeting Protocol:

- Meetings shall begin and end on time;
- The Chair shall open and close the meeting with a prayer;
- The Chair uses parliamentary procedure to proceed through the agenda;
- The Chair shall determine whether there is majority approval for agenda items requiring a vote;
- Presentations shall be limited to 10 – 20 minutes;
- During presentations and discussions, members shall:
 - Reserve judgment on ideas generated during brainstorming;
 - Discourage rehashing or repetition of previously stated positions or statements;
 - Where appropriate, breakout into teams for discussion of components or alternatives;
 - Identify relevant issues, and state all concerns related to the issue before the members;
 - Table or record “Parking Lot” issues or items for future discussion.

ARTICLE 4 RESPONSIBILITY OF MEMBERS

4.1 Code of Conduct

The spirit and intent of SEAC is one of sharing, a positive attitude, trust and respect. It is vital that SEAC members work together to assist the Board to provide programs for all students with special education needs.

Each member is expected to:

- Represent the needs of all of the Board’s pupils who have special education needs;
- Acquire and maintain a working knowledge of all of the special education programs and services provided by the Board;
- Express the concerns of students and Association’s representing the needs of students, rather than the personal concerns of the member;
- Be prepared for all SEAC meetings, including reviewing all agenda materials, in order to be able to participate in discussions in an informed manner;
- keep apprised of Ministry and Board policies and guidelines relating to special education;
- advance recommendations relating to special education programs and services;
- be familiar with the Board’s Student Well-Being and Achievement Plan and Board Improvement Plan, to the extent that these Plans affect the delivery of special education programs and services; and
- Respect the right to privacy of individual pupils by avoiding discussion of individual cases.

In the event that a conflict arises which cannot be resolved through committee discussion led by the Chair, the Superintendent of Student Services may at his or her discretion elect to involve an external facilitator, subject to Board approval of the expense, if required.

4.2 Local Association Communication

Local Association members of SEAC shall endeavor to facilitate effective communications between their Local Association members and the Board.

To this end, SEAC members are encouraged to:

- share local Association updates and information at SEAC meetings;
- provide regular updates from their Local Association using the SEAC Association Report Form (see Appendix 2);
- keep informed of Local Association member needs, by speaking with individuals who take parent calls about issues of concern, and by seeking out information and input in relation to special education issues;
- report back to the members of the local Association or chapter with relevant information from SEAC, such as past and future matters for discussion and/or approval at SEAC meetings;
- encourage Local Association members to attend SEAC meetings and other Board functions;
- upon request, provide the Local Association with a formal report on relevant SEAC proceedings to be included in the local Association’s annual report;
- share Local Association annual reports with the SEAC; and
- suggest items of interest to the Local Association for inclusion on the SEAC agenda, including educational topics and motions.

4.3 Recommendations to the Board

SEAC may upon receiving majority approval make recommendations to the Board in respect of matters affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board, including:

- philosophy and goals;
- organizational structure;
- policies and procedures;
- program delivery systems;
- services and facilities;
- professional development;
- in-service opportunities for SEAC members.

4.4 Review of Special Education Plan

The Board shall ensure that Special Education Advisory Committee is provided with an opportunity to participate in the Board's annual review of the Special Education Plan.

4.5 Budget and Financial Statement Review

SEAC shall have the opportunity to participate in the Board's annual budget process, as that process relates to special education.

SEAC shall also have the opportunity to review the financial statements of the Board, as they relate to special education.

APPENDIX 1
ONTARIO REGULATION 464/97
SPECIAL EDUCATION ADVISORY COMMITTEES

1. In this Regulation,

“local Association” means an Association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an Association or organization that is not an Association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local Associations that operates locally within the area of jurisdiction of the board, as nominated by the local Association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local Association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local Associations within the area of jurisdiction of the board, the board shall select the 12 local Associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,

- (a) three; and
- (b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local Association nor members of the board or another committee of the board.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

- (a) two representatives from the local Associations that operate locally within the area of jurisdiction of the board, as nominated by the local Associations and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local Associations and appointed by the board;

- (c) one member from among the board's own members, as appointed by the board;
- (d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local Association or Associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4).

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

- (a) is convicted of an indictable offence;
- (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or
- (c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

- (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or
- (c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

- (a) the role of the committee and of the board in relation to special education; and
- (b) Ministry and board policies relating to special education.

11. (1) A special education advisory committee of a board 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.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred.

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.

(2) 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.

(3) The board shall ensure that its special education advisory committee 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.

13. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).



**APPENDIX 2
SEAC ASSOCIATION REPORT FORM**



Name of Association:

SEAC Member:

Date of Meeting:

Association Activities

Upcoming Meetings or Conferences:

New Programs or Services:

Other Information:

Website:

**APPENDIX 3
SEAC ANNUAL CALENDAR**

The following are the topics, information items, presentation and activities that typically occur at monthly SEAC meetings.

Month	Annual Activities
September	<ul style="list-style-type: none"> ❖ Review Ministry Goals ❖ Set SEAC goals for the year
October	<ul style="list-style-type: none"> ❖ Review Accessibility Plan
November	<ul style="list-style-type: none"> ❖ Review of Special Ed component of Draft Board Improvement Plan ❖ Review of EQAO Data with record of students with IEPs
December	<ul style="list-style-type: none"> ❖ Review of Special Education Data including IEPs
January	<ul style="list-style-type: none"> ❖ Election of Chair and Vice Chair
February	<ul style="list-style-type: none"> ❖ Review of Director's Annual Report
March	
April	<ul style="list-style-type: none"> ❖ Review of Special Education Budget
May	<ul style="list-style-type: none"> ❖ Review of Special Education Plan
June	<ul style="list-style-type: none"> ❖ Approval of Special Education Plan ❖ Review of year ❖ Application for Pro Grant

Special Olympics Ontario School Championships



VOLUNTEER

PROVINCIAL SCHOOL CHAMPIONSHIPS - JUNE 1-3, 2016

DURHAM COLLEGE / UOIT | OSHAWA CIVIC REC CENTRE | LEGENDS REC CENTRE
Bocce | Basketball | Soccer | Track & Field | Floor Hockey



Come volunteer and cheer on over 800 athletes and coaches from across Ontario!
Available volunteer roles include those with our five sports, opening ceremonies, and much more!

Brought to you in part by:



For more information or to register, visit
schoolprovincials.specialolympicsontario.ca/volunteer

SHARING OF EXCELLENCE

PARENTS AS PARTNERS 2015 – 2016

Learning with a Difference Conference



Keynote Speaker: Lesley Andrew

Keynote Address: Learning with a Difference

Lesley Andrew has spoken across North America about 'Beating the Odds' – taking the responsibility for personal change and growth, overcoming obstacles, facing fears and attaining goals. Her presentation will offer a mixture of stories, poignant memories, humour, lessons to be learned and inspiration.

The Durham Catholic District School Board is pleased to present the Learning with a Difference Conference on the evening of Wednesday, May 25, 2016. The conference focuses on supporting and celebrating students who have learning disabilities. This informative evening will include topics for students and their parents such as instructional strategies, technology, self-advocacy and pathways. The evening will begin with a Keynote Speaker, Lesley Andrew.

When: Wednesday, May 25, 2016 at 5 – 8 p.m.

Doors open: 5 p.m. for registration and storefront presentations.

Keynote presentation: 6 – 7 p.m.

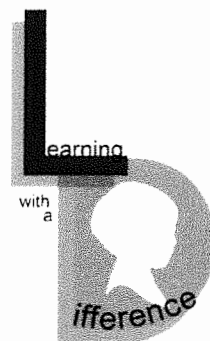
Breakout sessions: 7:15 – 8 p.m. (Participants to choose one session to attend).

Where: Monsignor Paul Dwyer Catholic High School,
700 Stevenson Road North, Oshawa

Advance Registration Required: dcdsblearningwithadifference.eventbrite.ca

Breakout presentations, community agency displays, refreshments and door prizes throughout the evening.

Parents and community members are welcome to attend this **free** event. Funding graciously provided by our Special Education Advisory Committee (SEAC) Parent Reaching Out grant.



DURHAM CATHOLIC DISTRICT SCHOOL BOARD
Catholic Education: Learning and Living in Faith





Autism Ontario SEAC Representative Report – May 2, 2016

There has been a tremendous amount of information circulating about the investment of \$333 million by the Government of Ontario over the next five years and their stated goal of children and youth on the autism spectrum receiving critical interventions earlier and services that are better matched to their needs.

Autism Ontario has additional comments and further expansion of views regarding the recent announcement and in response to many ongoing conversations within our autism community. Please read our statement regarding autism programming in Ontario, Relevant resources and responses to the MCYS announcement and FAQs about Autism Ontario's advocacy process. **Click here for the PDF package**

COMING
THIS FALL

Bill Nason Conference

Autism behaviour specialist, Supervisor of Consultation Services for the Genesee Health System, Flint MI, Children's Coach at Oakland University Center for Autism, autism blogger and author of book series Autism Discussion Page Books.



MyDirectPlan

Workshop

MyDirectPlan is holding a workshop at DAFRS

Wednesday May 11th, 2016 at 7 PM MyDirectPlan will be holding a workshop at the Durham Association for Family Respite Services. The night will include a demo of the application, a Q&A session, and an opportunity for families to try MDP for themselves. All families and staff are welcome to attend!

What is MyDirectPlan?

MyDirectPlan (MDP) is a free expense management program designed to help families manage their Passport funding. Using MDP families can track their funding balance, set monthly budgets and submit their invoices directly to their Passport agency all online!

How to register for the event

To register for the event contact Caitlin Henshaw toll free at 844-637-6371 or email caitlin.henshaw@dartssolutions.com. Admission to the event is free.

Find us online

Check out MyDirectPlan for yourself by going to www.MyDirectPlan.com and sign up for a free account.

www.MyDirectPlan.com

MyDirectPlan |
Direct Funding
Management made
easy!

Location:

850 King St. W., Unit 20,
Oshawa, ON
L1J 8N5
Phone: 844.637.6371
E-mail Address:
caitlin.henshaw@dartsolutions.com



CHANGING BODIES...

CHANGING LIVES

&

CIRCLES

Personal and Social Boundaries

A sexual health and education workshop for parents to help prepare their adolescents for change and loving relationships.

Lake Ridge Community Support Services and Resources for Exceptional Children and Youth – Durham Region are presenting a workshop on sexual education for parents of adolescents from 8 – 12 years old with Developmental Disabilities, Autism Spectrum Disorder, and Fetal Alcohol Spectrum Disorder.

Topics that will be discussed include:

- ❖ Ages and stages of sexual development (Including physical growth, curiosity and masturbation)
- ❖ Issues of public and private behaviour
- ❖ Circles program of social relationships and personal boundaries
- ❖ Resources where you can find more information
- ❖ Questions from parents

Time: Tuesday, May 10, 2016 7:00 p.m. – 9:00 p.m.

Location: Lake Ridge Community Support Services
900 Hopkins Street, Unit #8 Whitby, Ontario

R.S.V.P. Phone: 905-427-8862, Ext. 428 by: Friday, May 6, 2016

Fee: No Cost

***** In case of cancellation, you will be notified by telephone *****

Looking for Online Support?

[Ontario Special Needs Roadmap](#)

[A Piece of the Puzzle](#)

[Facebook-Autism Ontario-Durham Region Parent Support Group](#)

[Home Base Durham](#)

[Facebook-Autism Discussion Page](#)

[Facebook-Parenting Asperger's Children](#)

[Yahoo Group/Autism-Aspergers](#)

[Facebook-Autism Support Group in Durham Region](#)

[For the Love of Autism - Ontario \(formerly Autism Moms Ontario\)](#)

Chapter and Potential Programme Events

Sibling Creativity Exploration Night - Friday, May 27th from 6:30-9pm.

Sibling Group for ages 7-11 - May 28, 2016 from 11am - 1:30pm.

Creative Art Evening - May 30, 2016 from 4:45-6:45pm.

Mom's Night Out - Expressive Arts Evening - Friday, June 17th from 7-9pm

Movement and Expressive Arts - Aged 8-12 - Saturday, May 14th from 2:15-4:30pm

Teen Movement and Expressive Arts - Aged 13-17 - Saturday, May 14th from 12:45-3pm

[CLICK HERE FOR EVENT DETAILS](#)