



# Special Education Advisory Committee

December 8, 2022

6:00 p.m.

MS Teams Virtual Meeting

## AGENDA

### Land Acknowledgement

*The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Metis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn, and play, and commit to working together in the spirit of Reconciliation.*

### AGENDA

Item	Info.	Dia.	Res.	Responsibility
<b>LEAD</b>				
<b>A-1 Opening</b>				
(a) Welcome/ Land Acknowledgement Statement			√	W. Rose
(b) Roll Call/Reminder of Livestream/Closed Captioning feature			√	W. Rose
(c) Agenda Additions/ Deletions/ Approvals		√	√	W. Rose
<b>LEARN</b>				
<b>B-1 Timed Items</b>				
(a) Welcome to New SEAC Members*	√			W. Rose
(b) New member applications from Autism Ontario and REACH	√	√	√	W. Rose
(c) SEAC Chair and Vice-Chair Election Process for January 2023	√			L. Thompson

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## AGENDA

Item	Info.	Dia.	Res.	Responsibility
<b>LEAD</b>				
<b>C-1 Business Arising from Minutes and/or Previous Meetings</b>				
(a) Ratification of Minutes November 3, 2022*			√	W. Rose
(b) SEAC Final Terms of Reference*	√			L. Thompson
(c) Letter re. Project SEARCH*	√	√	√	W. Rose
(d)				
<b>LEARN</b>				
<b>D-1 New Business</b>				
(a) Inclusion by Design – An Evening with Shelley Moore as we welcome Grand Erie Parent Involvement Committee (GEPIC) and Indigenous Education Advisory Committee (IEAC)	√	√		L. Thompson
(b)				
(c)				
(d)				
<b>LEAD</b>				
<b>E-1 Other Business</b>				

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## AGENDA

(a)				
(b)				

Item	Info.	Dia.	Res.	Responsibility
<b>INSPIRE</b>				
<b>F-1 Standing Items</b>				
(a) Policy/Procedures Out for Comment	√			W. Rose
(b)				
(c)				
(d)				
(e)				
(f)				

Item	Info.	Dia.	Res.	Responsibility
<b>LEARN LEAD INSPIRE</b>				
<b>G-1 Information Items</b>				
(a)				

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# Special Education Advisory Committee

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## AGENDA

### LEARN LEAD INSPIRE

#### H-1 Community Updates

(a)				

### LEARN LEAD INSPIRE

#### I-1 Correspondence

(a)				
(b)				
(c)				

Item	Info.	Dia.	Res.	Responsibility
<b>INSPIRE</b>				
<b>J-1 Future Agenda Items and SEAC Committee Planning</b>				
(a) OnSIS Data for Students with Special Education Needs	√			W. Rose
(b) Suspension, Expulsion and Exclusion Data 2021-22 for Students with Special Education Needs				
(c) Equity Work – Gathering the Voices of Students with Special Education Needs and their Families				
(d) Communication Practices Between Home and School				

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## AGENDA

(e) A Day in the Life of the Learning Resource Teacher				
(f) Research project – Lansdowne pilot project				
(g) OSSTF Inclusion Symposium – Summary Report				
(h) AAC Devices and the SEA Process				
(i) Street Data – Summer Programs				
(j) Orientation Meeting for New Members				
<b>K-1 Next Meeting</b>				
Thursday, January 12, 2023   MS Teams	√			W. Rose
<b>L-1 Adjournment</b>				
Meeting adjourned at            p.m.			√	W. Rose

Note: Column Abbreviations

\* Attachments to the agenda

Info.        Item for information only

Dia.        Item for dialogue

Res.        Item for resolution or recommendation

SEMT      Special Education Management Team

AGENDA ITEM(S)

Standing:

- LDAO SEAC Circular September, November, February, April and June (as available).

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January 12, 2023



# Special Education Advisory Committee

December 8, 2022

6:00 p.m.

MS Teams Virtual Meeting

## AGENDA



# Grand Erie District School Board Special Education Advisory Committee (SEAC) Representatives December 2022 - November 2026

<b>Local Organizations and Agencies</b>	<b>Community Living Brant</b> Tara Buchanan, Supervisor of Employment Supports	tarabuchanan@clbrant.com	519-753-6303, ext 441
	<b>Contact Brant</b> LeaAnn Boswell, Information Services/Resource Coordinator	leaann@contactbrant.net	519-758-8228, ext 228
	<b>Easter Seals Ontario</b> Christina Gilman	j6gilman@gmail.com	519-754-7568
	<b>Haldimand-Norfolk REACH</b> Vacant		
	<b>Lansdowne Children's Centre</b> Lorraine DeJong, Social Worker Vice-Chair	ldejong@lansdownecc.com	519-753-3153, ext 202
	<b>Woodview Mental Health &amp; Autism Services</b> Cathy Stefanelli, Program Manager	cstefanelli@woodview.ca	519-209-4872
<b>Community Representatives</b>	Katie Kelly	katiejarosz@gmail.com	519-429-9552
	Mike Gatopoulos	mgatopoulos@gmail.com	519-717-0874
	Kathy Jones	jonespetz@gmail.com	519-586-8852
	Wendy Rose - Chair	dee.rose@me.com	519-448-1569
<b>Native Representatives</b>	Lisa Nydam, Six Nations of the Grand River	lisanydam8@yahoo.ca	289-439-2968
	Tammy Sault, Mississaugas of the Credit First Nation	tammy.sault@mncfn.ca	905-768-3222
<b>Trustees</b>	Liz Whiton	elizabeth.whiton@granderie.ca	226-387-0867
	Tom Waldschmidt	tom.waldschmidt@granderie.ca	519-442-2140
<b>Alternates</b>	Rita Collver	rita.collver@granderie.ca	519-582-4969
	Susan Gibson	susan.gibson@granderie.ca	519-771-9622
<b>Staff</b>	Liana Thompson, Superintendent of Education – Specialized Services	liana.thompson@granderie.ca	519-756-6301, ext 281173
	Jennifer Valstar, SEAC Recording Secretary	jennifer.valstar@granderie.ca	519-756-6301, ext 281173
<b>Resource</b>	Piyali Bagchee, Manager – Mental Health & Well-Being	piyali.bagchee@granderie.ca	519-756-6301, ext.287210
	Jessie Hooper, Principal Leader – Mental Health & Well-Being	jessica.hooper@granderie.ca	519-756-6301, ext 287219
	Fran Lainson, Program Coordinator – Specialized Services	frances.lainson@granderie.ca	519-756-6301, ext 287217
	Lindsay Sheppard, Applied Behaviour Analysis Coordinator	lindsay.sheppard@granderie.ca	519-756-6301, ext 287227
	Julie White, Principal Leader – Specialized Services	julie.white@granderie.ca	519-756-6301, ext 287214



# Grand Erie District School Board

**Education Centre:** 349 Erie Avenue, Brantford, Ontario N3T 5V3  
519-756-6301 | [www.granderie.ca](http://www.granderie.ca) | [info@granderie.ca](mailto:info@granderie.ca)

## **Confirmed SEAC dates and location 2022-23**

Thursday September 8<sup>th</sup>, 2022

Thursday October 6<sup>th</sup>, 2022

Thursday November 3<sup>rd</sup>, 2022

Thursday Dec 8<sup>th</sup>, 2022

Thursday January 12<sup>th</sup>, 2023

Thursday February 2<sup>nd</sup>, 2023

Thursday March 2<sup>nd</sup>, 2023

Thursday April 6<sup>th</sup>, 2023

Thursday May 4<sup>th</sup>, 2023

Thursday June 1<sup>st</sup>, 2023

Time – 6:00 p.m.

Location – MS Teams Virtual Meeting

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# Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting

## MINUTES

- Chair:** W. Rose, Community Representative
- Community Reps:** M. Gatopoulos      K. Jones      L. Nydam  
T. Sault      T. Wilson
- Trustees:** R. Collver      T. Waldschmidt
- Grand Erie Staff:** J. Hertel, Information Technology  
J. Hooper, Principal Leader Mental Health and Well-being  
J. Roberto, Director of Education  
L. Thompson, Superintendent of Education  
L. Boswell, Community Navigator, Contact Brant  
L. DeJong, Social Worker, Lansdowne Children's Centre
- Organizations/ Agencies:** P. Bagchee, Manager, Mental Health and Well-Being  
T. Buchanan, Community Living Brant  
A. Detmar, Woodview Mental Health and Autism Services  
F. Lainson, Program Co-ordinator Specialized Services  
L. Scott, Fetal Alcohol Spectrum Disorder  
L. Sheppard, Applied Behaviour Analysis Coordinator  
J. White, Principal Leader Specialized Services
- Absent with Regrets:** C. Guzar, Instructional Coach  
J. Valstar, Executive Assistant to the Superintendent of Education
- Guests:**
- Recording Secretary:**

A - 1 **Opening**

(a) **Welcome / Land Acknowledgment Statement**

Chair Rose called the meeting to order at 6:02 p.m. and read the Land Acknowledgement Statement.

(b) **Roll Call/Reminder of Livestream on YouTube**

(c) **Agenda Additions/Deletions/Approval**

D-1 (a): Letters from SEAC applicants were removed for privacy.

Moved by: M. Gatopoulos

Seconded by: L. Boswell

THAT the November 3, 2022 Agenda be approved, as amended.

**Carried**

B - 1 **Timed Items**

(a) **Grand Erie's Annual Learning and Operating Plan 2022-23**

Superintendent Thompson and Principal Leader Mental Health and Well-being J. Hooper provided an overview of the Annual Learning and Operating Plan from 2022-23, including goals and strategies for the 2023-24 school year.

It was noted that Superintendent Baker will attend a future meeting to provide specifics related to the focus group.



## Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting

### MINUTES

- (b) **A Day in the Life of an Instructional Coach: Specialized Services**  
Instructional Coach C. Guzar presented "A Day in the Life of an Instructional Coach". A request for a Learning Resource Teacher to present at a future SEAC meeting was noted.
- C - 1 **Business Arising from Minutes and/or Previous Meetings**
- (a) **Approval of Minutes October 6, 2022**  
Presented as printed.  
B-1 (a): Clarify that a letter will be sent to the Ministry inquiring about summer learning funding.  
C-1 (e): Committee members discussed sending a letter to the Ministry about Project SEARCH.
- Moved by: K. Jones  
Seconded by: M. Gatopoulos  
THAT the Minutes dated October 6, 2022 be approved, as amended.  
**Carried**
- (b) **Standard 15 – Accessibility of School Buildings**  
Principal Leader Mental Health and Well-being J. Hopper presented Standard 15 of the Special Education Plan and confirmed that it will be reflected in the Accessibility Plan and/or policy and procedure.
- D - 1 **New Business**
- (a) **Review of letters of intent and resignations for SEAC membership 2022-26**  
Chair Rose reviewed the letters of intent for continuing, resigning, and new SEAC members. Executive Assistant J. Valstar will send letters of thanks and acceptance to resigning and new members. In addition, J. Valstar will reach out to Haldimand Norfolk REACH to recruit a representative.
- Chair Rose asked current members to provide a list of "Things I Wish I Knew When Joining SEAC" to be shared with the new members at a separate orientation meeting.
- (b) **SEAC Membership 2022-26 – Recommendation to the Board of Trustees Report**
- LeaAnn Boswell, Contact Brant
  - Tara Buchanan, Community Living Brant
  - Lorraine DeJong, Lansdowne Children's Centre
  - Mike, Gatopoulos, Community Representative
  - Christina Gilman, Easter Seals Ontario
  - Kathy Jones, Community Representative
  - Katie Kelly, Community Representative
  - Lisa Nydam, Six Nations of the Grand River
  - Wendy Rose, Community Representative
  - Tammy Sault, Mississaugas of the Credit First Nation
  - Cathy Stefanelli, Woodview Mental Health & Autism Services



## Special Education Advisory Committee

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### MINUTES

Moved by: L. Boswell

Seconded by: L. Nydam

THAT the Board approve the appointments to the Special Education Advisory Committee for the term December 2022 to November 2026.

**Carried**

#### E - 1 **Other Business**

##### (a) **Review of the SEAC Orientation Handbook**

Superintendent Thompson gathered input for the Handbook which will be updated and rebranded. The Terms of Reference will be shared again at the December meeting for new members.

##### (b) **Update – Ontario Secondary School Teacher’s Federation Inclusion Symposium**

Superintendent Thompson and Social Worker L. DeJong each provided an overview of their experiences at the Inclusion Symposium they attended. Shelley Moore will present on Inclusion at the December 8<sup>th</sup> SEAC meeting, which will also include Grand Erie’s Parent Involvement Committee and the Indigenous Education Advisory Committee.

#### F - 1 **Standing Items**

##### (a) **Policy/Procedures Out for Comment - Nil**

##### (b) **Trustee Updates**

Trustee Collver and Trustee Waldschmidt shared their respective updates.

##### (c) **Chair/Vice Chair Items**

Chair Rose requested that the process for communication between school and home, and school and daycare be discussed at a future meeting.

#### G - 1 **Information Items**

##### (a) **Closed Captioning features in TEAMS**

Principal Leader for Mental Health and Well-being J. Hooper gave a demonstration of the closed captioning feature in MS TEAMS, and shared that MS Translate is a free app that can also be used.

Closed captioning will be enabled for future YouTube livestream meetings.

#### H - 1 **Community Updates - Nil**

#### I - 1 **Correspondence**

##### (a) **Draft letter from Grand Erie’s SEAC re. Project SEARCH**

Chair Rose will redraft the letter for review at the December 8<sup>th</sup> meeting.

#### J - 1 **Future Agenda Items and SEAC Committee Planning**

##### (a) **OnSIS/LITE Data**

##### (b) **Orientation for new SEAC members in February 2023**



## Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting

### MINUTES

K - 1 **Next Meeting**

Thursday December 8, 2022 at 6:00 p.m., MS Teams Virtual Meeting.

L - 1 **Adjournment**

Moved by: L. Nydam

Seconded by: L. DeJong

THAT the meeting be adjourned at 8:06 p.m.

**Carried**

Draft



# Special Education Advisory Committee (SEAC) Terms of Reference

## Special Education Advisory Committee Terms of Reference (Ontario regulation 464/97 made under the Education Act)

### 1.0 Purpose of the Committee

The Special Education Advisory Committee makes recommendations to the board regarding matters related to the establishment, development and delivery of special education programs and services. All meetings of SEAC shall be open to the public and shall be held at a location that is accessible to the public if conducted face-to-face, or available via a live electronic link if held virtually.

### 2.0 Committee of the Composition/Selection Committee

As per Ontario Regulation 464/97 of the Education Act, the Special Education Advisory Committee (SEAC) shall be comprised of:

- 2.1 A member of SEAC, unless a member representing the interests of Indigenous students, must be:
- qualified to vote for members of the board, and
  - a resident within the jurisdiction of the board

A person is not eligible to be a member of SEAC if they are employed by the board.

- 2.2 One representative from no more than twelve local associations appointed by the board. Local Association is defined as an association or organization of parents that operates locally within the area of jurisdiction of the board which further the interest and well-being of exceptional children or adults and one alternate for each representative of local associations/agencies, where possible.
- 2.3 Two trustees appointed by the board and two alternates.
- 2.4 Community members who are neither a representative of a local association or organization, nor members of the Board of Trustees.
- 2.5 One member representing the interests of Indigenous students and one alternate.
- 2.6 The total number of members of SEAC should not exceed 20.

### 3.0 Term of Appointment

- 3.1 The term of members of the committee shall be the same as the term of the Board of Trustees.
- 3.2 In September of an election year, the Superintendent of Education with responsibility for Specialized Services shall commence a recruitment process for a new roster of SEAC members. All current SEAC members will be involved in



## Special Education Advisory Committee (SEAC) Terms of Reference

this process and will submit a proposed roster to the Board of Trustees for approval by the November board meeting.

- 3.3 In January of each year SEAC will select both a Chair and Vice-Chair of the committee. Both the Chair and Vice-Chair positions should not be held by a trustee at the same time.
- 3.4 Vacancies:
- (a) If any Local Organization / Agency Representative SEAC member vacates their position, the organization will be asked for a representative to replace the vacancy by the Superintendent responsible for Specialized Services.
  - (b) If the SEAC member representing the interests of Indigenous students vacates their position, the Superintendent responsible for Specialized Services will liaise with the Indigenous Community to find a replacement.
  - (c) If any Community Representative SEAC member vacates their position, the Superintendent responsible for Specialized Services will review previous applications, and if necessary, initiate a recruitment process.
  - (d) New recruits will be recommended by the Superintendent of Specialized Services to the board as a member of SEAC.
- 3.5 Staff will provide information, support, and direction and will facilitate the work of the committee in matters related to the establishment, development and delivery of Special Education programs and services.

### 4.0 **Duties or Responsibilities (Roles) of the Special Education Advisory Committee**

#### 4.1 **The Role of the Board**

- Provide the opportunity to the committee to participate in the board's annual review of its Special Education Plan.
- Provide the opportunity to the committee to participate in the board's annual budget process as it relates to special education.
- Provide the opportunity to the committee to review the financial statements of the board as they relate to special education.
- Appoint trustees and alternates.
- Provide the opportunity for SEAC to be heard before the board and any other committee of the board to which a recommendation is referred.

#### 4.2 **The Role of SEAC Members**

- Attend regular meetings.
- If a SEAC member is unable to attend a meeting, that member needs to notify their alternate, if there is one in place, and the Recording Secretary for SEAC. If their alternate is unavailable, the SEAC member should notify the secretary and the Chair of SEAC that there will not be a representative at the meeting.
- If a member of SEAC misses three consecutive meetings without notice, the member's position will be disqualified, and a new member will be appointed as laid out in section 3.4.



## Special Education Advisory Committee (SEAC) Terms of Reference

- A member of SEAC may resign their position at any time by providing a letter, in writing, to the Chair of SEAC with a copy to the Superintendent responsible for Specialized Services.
- To be well informed about the role of SEAC and expectations set out for SEAC by legislation.
- To acquire and maintain a working knowledge of the special education programs and services provided by the board.
- In the case of members representing local organizations, to effectively represent the organizations by which they were nominated to SEAC, by ensuring that they are expressing the concerns of their organizations and not their own personal concerns. In addition, to provide their organizations with a report on relevant SEAC proceedings.
- To represent the interests of all students of the board receiving special education programs and services from the perspective they bring as parent/caregiver and/or community partner.
- To be respectful, responsible, build positive relationships and to act with integrity in keeping with the values of the board.
- In the interest of avoiding a conflict of interest, SEAC members should state their conflict and abstain from speaking and voting on any recommendation that might be perceived as a conflict to them or their organization.

### 4.3 **The Role of School Board Personnel**

- The Executive Assistant to the Superintendent responsible for Specialized Services, attends SEAC meetings to record the minutes of SEAC and to produce and distribute minutes and agendas.
- The Superintendent responsible for Specialized Services will attend SEAC meetings to provide information on special education programs and services.
- The Superintendent of Business or an alternate will attend SEAC meetings as deemed necessary to provide information and obtain feedback on the annual budget process as it pertains to special education.
- The Principal-Leader of Specialized Services will attend SEAC meetings on a regular basis and may act as alternate to the Superintendent of Specialized Services if the Superintendent is unable to attend a scheduled meeting.
- Other board personnel will be made available to SEAC to address their area of expertise in the board.
- Board personnel do not vote at SEAC.

### 5.0 **Meetings**

- 5.1 Meetings shall occur a minimum of ten times per year excluding July and August. Meetings may occur by electronic means. All meetings are open to the public.
- 5.2 Minutes will be taken at all meetings and distributed to members. Once approved by members of SEAC, minutes will be shared with the Board of Trustees.
- 5.3 Recommendations from SEAC to the board can occur at any time providing a majority of SEAC members approve the recommendation.



## Special Education Advisory Committee (SEAC) Terms of Reference

- 5.4 A majority of the members of SEAC is a quorum, and a vote of the majority of the members is necessary for a recommendation to be approved to move forward to the board.
- 5.5 Every member present at a meeting, or their alternate when attending a meeting in their place, is entitled to one vote.
- 5.6 Guests: Alternate members of SEAC are considered guests if they are not attending in the place of the SEAC member. Members of the public are considered Guests.
- (a) SEAC welcomes guests to attend all meetings. Guests may watch and listen to the meetings but may not ask questions or provide comments.
  - (b) Guests will be seated away from the table if attending in person. Guests may watch and listen to SEAC meetings in the gallery seating of the board room (face-to-face meetings) or via an electronic link (virtual meeting).
- 6.0 **Reporting**
- 6.1 The draft minutes will be reviewed by the Chair before distribution. Agendas will be developed by the Superintendent responsible for Specialized Services and the Chair and Vice-Chair of SEAC, with input from members as appropriate. Materials for meetings will be distributed ahead of each SEAC meeting to provide members with time to prepare for the meetings.
- 6.2 A recommendation made by SEAC to the board requires a mover and a seconder.
- 6.3 A recommendation can be made through the approved minutes of the SEAC meeting or more immediately by the Superintendent responsible for SEAC directly to the Board of Trustees and presented by the Superintendent responsible for SEAC.





# Grand Erie District School Board

**Education Centre:** 349 Erie Avenue, Brantford, Ontario N3T 5V3

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The Honourable Stephen Lecce  
Minister of Education  
Mowat Block, 22nd Floor  
900 Bay Street  
Toronto, ON M7A 1L2

December 9, 2022

## re: Project SEARCH funding

Dear Minister Lecce,

I am writing to you as Chair of Grand Erie District School Board's Special Education Advisory Committee (SEAC). Grand Erie District School Board's Specialized Services Management Team reported to our SEAC about the Board's partnership with Project SEARCH. As a committee, we were so impressed with the resulting program that we felt compelled to write to you to ask that the Ministry of Education provide funds to the Board to allow it to continue.

Project SEARCH is an outstanding, forward-thinking, school-to-work training program for students with disabilities. Students get more than 700-hours of hands-on work experience through their immersion in a host business, and they develop competitive, transferrable skills to take with them after graduation. Students plan their employment path with guidance from a teacher and skills trainer. More information about Project SEARCH can be found on their [website](#).

Grand Erie District School Board participated in a Pilot Project called *Developmental Disabilities Pilot — Student Transitions*, which has provided two years of funding to develop a Project SEARCH classroom for Grand Erie. With that funding, the Board has partnered with Project SEARCH and St. Joseph's Healthcare to deliver this truly inspiring program. The resulting benefits to students, to the employer and to the community are obvious.

We understand that beyond the two-year pilot, the funds to cover the licence for this exceptional program would become the Board's responsibility. While the Board already pays for all other aspects of the program, we are very anxious to see that the Board is able to secure sufficient funding for the licence. To that end, we are requesting that the Ministry consult and work with Grand Erie District School Board to provide sufficient funds to allow Grand Erie to continue its partnership with Project SEARCH.

Thank you kindly for your attention to this matter.

Yours truly,

Wendy Rose, Chair  
Special Education Advisory Committee  
Grand Erie District School Board

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