



## Special Education Plan

### Standard 17: The Board's Special Education Advisory Committee

The purpose of the standard is to provide details of the operation of the Board's Special Education Advisory Committee (SEAC) and to give the members of the public information to which they are entitled.

SEAC was established in compliance with Regulation 464/97.

### SEAC Roles and Responsibilities

The Thames Valley District School Board (TVDSB) SEAC has the following roles and responsibilities:

- To make recommendations to the Board regarding the establishment, development, and delivery of Special Education programs and services. SEAC activities which support this role include:
  - Receiving and responding to reports about Special Education programs and services;
  - Collaborative development of Special Education Resources for parent(s)/guardian(s) and staff related to —IPRC, IEP, effective communication practices and parent(s)/guardian(s) engagement;
  - Discussing program recommendations that are presented by staff and/or sub-committees;
  - Bringing forward issues for discussion and action by administration and/or the Board; and
  - Sharing information about association activities and issues.
- To participate in the annual review of the Special Education Plan. SEAC activities which support this role include:
  - Reviewing changes to the Standards at SEAC meetings during the 20189-1920 school year;
  - Responding to suggestions of the Special Education Audit;
  - Participating in sub-committees involved in reviewing sections or parts of the Special —Education Plan;
  - Reviewing changes to the Plan and providing feedback to the staff and Board.
- To participate in the annual budget process for Special Education. SEAC activities which support this role include:
  - Receiving one or more presentations from administration about the budget process and —key issues;
  - Reviewing the financial statements of the Board as they relate to Special Education;
  - Having the opportunity to ask questions, offer suggestions and provide feedback —throughout the budget process; and
  - Having the opportunity to make presentations to the Planning and Priorities Advisory —Committee or the Trustees about proposed expenditures or funding allocations.

- To communicate with parent(s)/[guardian\(s\)](#) and members of the public about Special Education programs and services and the activities of SEAC. SEAC activities which support this role include:
  - Holding open meetings which members of the public can attend;
  - Developing and distributing information about Special Education and SEAC;
  - Distributing information and consulting with members of the associations represented by \_\_\_\_\_ SEAC members;
  - Providing input into the Board website and publications which provide information about \_\_\_\_\_ Special Education;
  - Participating in the Thames Valley Parent Involvement Committee Symposium by sharing \_\_\_\_\_ information on the role of SEAC;
  - Increase awareness of Ministry of Education Special Education resources, including the \_\_\_\_\_ Ministry of Education and SEAC websites.
- To interact with other Ministries. SEAC activities which support this role include:
  - Responding to Ministry of Education consultations on Special Education policy and \_\_\_\_\_ procedures;
  - Responding to government consultations on programs and policies which may impact on \_\_\_\_\_ students who require Special Education programs and services; and
  - Consulting and collaborating with other Ministries, community partners and agencies \_\_\_\_\_ regarding the development or changes in services and programs which may affect \_\_\_\_\_ students who require Special Education.

### Role of TVDSB

- To provide personnel and facilities necessary for the proper functioning of this committee.
- The work of SEAC is supported by the following Administrative Resource Staff to the Committee:
  - Riley Culhane, Associate Director
  - ~~Sheila Builder~~[Andrew Canham](#), Superintendent of Student Achievement
  - Andrea Leatham, Learning Supervisor
  - Roseanne Ferrara, Learning Supervisor
  - Matthew Chevalier, Elementary Principal
  - Jeff Bruce, Elementary Principal
  - Tiffany Birtch, Secondary Principal
  - Dan Clarke, Secondary Principal

### SEAC Meetings

- SEAC meetings occur on either on the first Tuesday from 12:15 p.m. to 3 p.m., or the first Monday from 6:30 p.m. to 9 p.m. each month. Meetings are held at the TVDSB Education Centre at 1250 Dundas Street East, London, Ontario unless otherwise scheduled. The proposed schedule for 2018-2019 is as follows.

#### 2018-2019 Special Education Advisory Committee Meeting Dates

Monday, September ~~10, 2018~~ 9, 2019 6:30 p.m.

Tuesday, October ~~9, 2018~~ 1, 2019 12:15 p.m.

Monday, November ~~12, 2018~~ 11, 2019 6:30 p.m. (~~Dundas~~)

~~Tuesday, December 11, 2018 12:15 p.m. (TBD)~~

Tuesday, January ~~8, 2019~~ 7, 2020 12:15 p.m.

Tuesday, February ~~12, 2019~~ 4, 2020 12:15 p.m. (~~Dundas~~)

Monday, March ~~4, 2019~~ 9, 2020 6:30 p.m.

Tuesday, ~~April 2, 2019~~ March 31, 2020 12:15 p.m. (~~Dundas~~)

Tuesday April 7, 2020 12:15 p.m.

Monday, May ~~6, 2019~~ 11, 2020 6:30 p.m.

~~Monday, May 27, 2019 6:30 p.m.~~

Tuesday, June ~~11, 2019~~ 8, 2020 ~~12:15~~ 6:30 p.m.

- Members of the public are welcome and encouraged to attend.

## SEAC Membership

- SEAC consists of three trustees, representatives of local associations and additional members committed to furthering the interests of students with special education needs.

### • Special Education Advisory Committee Membership 2014-2018

ASSOCIATION	REPRESENTATIVE	ALTERNATE
TVDSB – Trustee	Joyce Bennett <a href="mailto:j.bennett@tvdsb.ca">j.bennett@tvdsb.ca</a>	
TVDSB – Trustee	<del>Chris Goodall</del> <u>Lori-Ann Pizzolato</u> <del>c.goodall@tvdsb.ca</del> <u>l.pizzolato@tvdsb.ca</u>	
TVDSB – Trustee	<del>Ruth Tisdale</del> <u>Barb Yeoman</u> <del>r.tisdale@tvdsb.ca</del> <u>b.yeoman@tvdsb.ca</u>	

<b>ASSOCIATION</b>	<b>REPRESENTATIVE</b>	<b>ALTERNATE</b>
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<b>ASSOCIATION</b>	<b>REPRESENTATIVE</b>	<b>ALTERNATE</b>
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- Members of the public are encouraged to make their views known to SEAC by requesting a delegate presentation to SEAC, contacting representatives directly or e-mailing special education department at [specialeducation@tvdsb.on.ca](mailto:specialeducation@tvdsb.on.ca).

## SEAC Activities

In the 2017-18 school year, SEAC provided input on a wide range of special education department initiatives, the annual review of the Special Education Plan and the 2018-19 special education budget.

The SEAC included ~~two~~ two sub-committees that supporting ~~two~~ two ~~three~~ priorities: the revisions to the Special Education Plan, and the development of a SEAC brochure and continued work on the Special Education Plan survey that was conducted in 2016-17. As a result of this work, the SEAC sub-committee has worked to create greater awareness of SEAC and the Special Education Plan by providing School Councils with information on the plan, which was shared through all school Principals. In addition, the committee has created a Special Education Plan Summary which outlines the information that is included in the plan.

SEAC had a number of staff presentations on exceptionality specific programs and resources including:

- CTCC
- ~~Phonological Awareness~~
- Speech and Language Summer Camps
- Supervised Alternative Learning
- Budget

SEAC had an opportunity to ask questions and provide suggestions on each of these topics.

In addition, SEAC had presentations or reviewed processes related to:

- Empower in TVDSB
- Work Experience Program
- ~~Gifted Screening Tool~~
- 

SEAC representatives were also invited to participate in board activities including:

- Annual Thames Valley Parent Involvement Committee (TVPIC) Symposium
- Annual PASSAGES transition conference
- ~~Accessibility Working Group~~
- ~~Gifted Screening Tool Task Force~~
- The Special Education INConference
- ~~The Mental Health & Behaviour Review Committee~~
- ~~IEP Audit process~~

### SEAC had representation on the following committees:

- IEP Audit Committee
- Accessibility Working Group Committee
- Culture for Learning Committee
- The Mental Health & Behaviour Review Committee
- Gifted Screening Tool Task Force Committee

### SEAC Sub-Committees



~~SEAC may appoint project-oriented and time-limited sub-committees as needed to further the business of the Committee. The following projects have been addressed through sub-committees:~~

- ~~• Thames Valley Parent Involvement Committee (TVPIC) Symposium;~~
- ~~• Special Education Plan Survey Review; and~~
- ~~• Special Education Plan review.~~

## SEAC Handbook

- To assist SEAC members, a Special Education Advisory Committee (SEAC) Handbook has been developed that provides members with information about the:
  - Procedures for selecting of Members and Filling Vacancies
  - Eligibility for SEAC membership
  - Committee Governance
  - Election Procedures for Chair and Vice Chair
  - Thames Valley District School Board's (TVDSB's) SEAC;
  - Minister's Advisory Council on Special Education (MACSE);
  - Provincial Parent Association Advisory Committee (PAAC) on SEAC; and
  - Member resources.