



REPORT TO:	Special Education Advisory Committee
	Public or In-Camera (for Board Meetings only): Public
TITLE OF REPORT:	Committee Self-Assessment Report
PRESENTERS: <i>(list ONLY those attending the meeting)</i>	Lori-Ann Pizzolato, SEAC Chair
REPORT AUTHORS:	Lori-Ann Pizzolato, SEAC Chair
PRESENTED FOR:	Information
Recommendations: <i>(only required when presented for approval)</i>	n/a
Purpose: <i>(include context)</i>	To provide SEAC members with the Committee Self-Assessment results from 2023/24.
Content:	In the spring of 2024, members were asked to complete a SEAC self-assessment survey focusing on committee effectiveness. The results are being provided to SEAC. Attached you will find the Summary of Feedback from the 2022/2023 Committee Self-Assessment and the results from the 2023/2024 Committee Self-Assessment for review and comparison.
Financial Implications:	None
Timeline:	n/a
Communications:	n/a
Appendices:	2023-24 Survey Results, Summary of Feedback from 2022-2023 Committee Self-Assessment.

Connection to Strategic Directions:

We value students' individual educational paths and provide the tools and resources necessary for student achievement including students with special education needs: Yes

To support student achievement, our schools and workplaces must be safe spaces for all: Yes

Our goal is to become Ontario's leader in education by fostering a culture of innovation and excellence: Yes

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent: Yes

Responses Overview Active

Responses

11



Average Time

243:12



Duration

26 Days

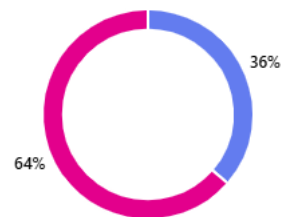


1. The committee has a clear terms of reference.

Guiding questions to considering when answering:

- Are the roles and responsibilities of the committee clearly defined and documented?
- Do you understand the scope and limitations of the committee's role?

Strongly agree	4
Agree	7
Disagree	0
Strongly disagree	0

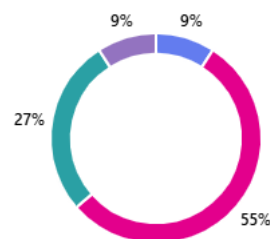


2. The committee has the right number of members.

Guiding questions to consider when answering:

- Is the workload manageable for the current number of members?
- Is there sufficient diversity in perspectives to allow for balanced decision-making?
- Do you feel the group size enables effective discussion and collaboration?

Strongly agree	1
Agree	6
Disagree	3
Strongly disagree	1

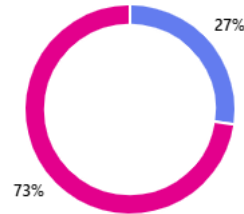


3. The committee has members with the skills and expertise that are needed by the committee.

Guiding questions to consider when answering:

- Are you confident you have the necessary skills to fulfill your responsibilities?
- Do you have expertise relevant to its mandate?
- Are there gaps in your skills or knowledge that hinder effectiveness?

Strongly agree	3
Agree	8
Disagree	0
Strongly disagree	0



4. Comments

6

Responses

Latest Responses

"Not at this time,"

...

2 respondents (33%) answered Members for this question.

Members

questions

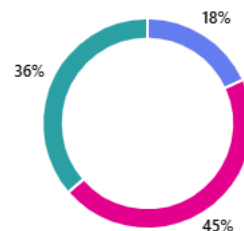
Concern about over-representation
 programs and services
 information about meetings
 education needs
 questions in this survey
 challenges
 previous emailing
 voting members
 SEAC member
 current composition
 New processes
 diversity in exceptionalities
 association support
 information and data
 Indigenous partners
 community organizations
 recommendations to the Board
 misunderstood by staff

5. The committee is receiving the support from administration that it requires.

Guiding questions to consider when answering:

- Are staff and management providing information that is timely and relevant to the terms of reference?
- Does the committee have access to necessary resources (e.g., data, reports) to fulfill its mandate?
- Are management responses and support aligned with the committee's needs to fulfill its mandate?

Strongly agree	2
Agree	5
Disagree	4
Strongly disagree	0

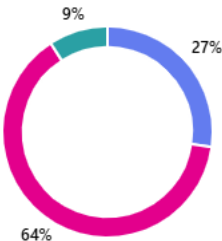


6. The committee meets the right number of times over the year.

Guiding questions to consider when answering:

- Is the meeting schedule sufficient to complete all tasks and responsibilities?
- Do members feel the meeting frequency allows for meaningful progress?
- Are meetings spaced appropriately to avoid overwhelming schedules?

Strongly agree	3
Agree	7
Disagree	1
Strongly disagree	0



7. Comments

3
Responses

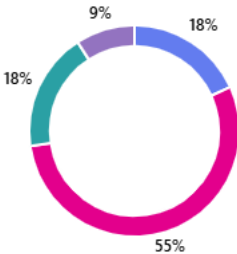
Latest Responses
"none at this time"
...

8. The committee is working effectively.

Guiding questions to consider when answering:

- Was important information regularly communicated to the Board for action?
- Does the committee work collaboratively toward its goals?
- Is work of the committee always closely aligned with the committee's mandate and terms of reference?

Strongly agree	2
Agree	6
Disagree	2
Strongly disagree	1

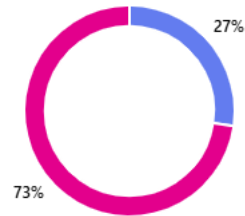


9. The committee is performing its annual work plan.

Guiding questions to consider when answering:

- Did the committee develop an annual work plan this fall (2024)?
- Are the items on the workplan directly aligned with the committee's mandate to advise the Board according to the terms of reference?
- Have adjustments been made as needed to achieve planned outcomes?

Strongly agree	3
Agree	8
Disagree	0
Strongly disagree	0

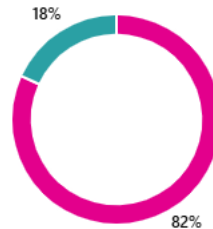


10. The committee is effectively performing its role in the role in the following areas:

Guiding questions to consider when answering:

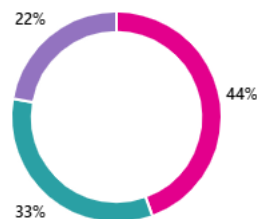
- Are recommendations made?
- Are recommendations implemented?

Strongly agree	0
Agree	9
Disagree	2
Strongly disagree	0



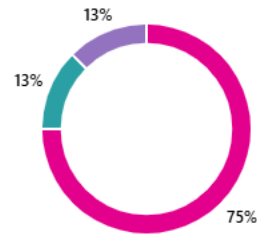
11. The committee engaged with the public on its work. (TVPIC/SEAC/PAPA/PASSA/PWC)

Strongly agree	0
Agree	4
Disagree	3
Strongly disagree	2



12. **The committee focused on governance/oversight of the implementation of the Multi-Year Strategic Plan (PWC, Bylaw, PASSA, PAPA, FNAC, ITF)**

Strongly agree	0
Agree	6
Disagree	1
Strongly disagree	1



13. Comments

5
Responses

Latest Responses

"I would like meeting materials to be distributed with more lead time prior to the ... "

"not at this time"

...

2 respondents (40%) answered public for this question.

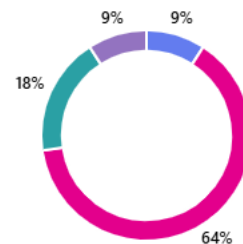
non TVSEAC meetings discussion at SEAC procedures
things direction on workplans lead time Education Plan input/consultation
Special e Engagement with public **public** public input relevant questions
variety of ways nimbleness or ability Current workplan workplan is passive mail address

14. **Meeting agendas and materials are relevant and received in advance.**

Guiding questions to consider when answering:

- Do the members receive agendas and meeting materials with items that that are directly related to the committee mandate?
- Are meetings well-structured and organized with the most important matters being addressed first on the agenda?

Strongly agree	1
Agree	7
Disagree	2
Strongly disagree	1

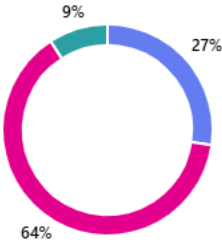


15. **The meeting stays on track.**

Guiding questions to consider when answering:

- Is time managed effectively during meetings?
- Are discussions focused and relevant to the agenda?
- Are distractions or inappropriate comments handled constructively?
- Were your contributions welcomed and respected?

Strongly agree	3
Agree	7
Disagree	1
Strongly disagree	0



16. **The report of the committee's work to the board is fair.**

Guiding questions to consider when answering:

- Are reports to the board comprehensive and unbiased?
- Are the committee's work and progress clearly reported to the board.

Strongly agree	0
Agree	8
Disagree	1
Strongly disagree	0



17. Comments

5
Responses

Latest Responses

"It would be nice to have the minutes sooner...perhaps a week after the meeting?"

"none at this time"

...

2 respondents (40%) answered meetings for this question.

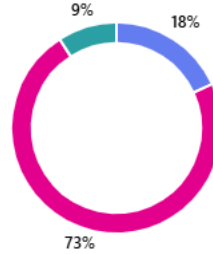
Trams points of discussion reports to the Board work and issues content
alternates meetings materials **meetings minutes** Notes are too vague
nice week after the meeting ongoing work advance of the meeting email
time

18. Overall, I am satisfied with my contributions to the committee.

Guiding questions to consider when answering:

- Did you prepare in advance for all meetings?
- Did you actively contribute to discussions and decisions?
- Was your input relevant and meaningful to the matters before the committee?
- Did you protect the interests, image, and credibility of the board in your conduct?

Strongly agree	2
Agree	8
Disagree	1
Strongly disagree	0

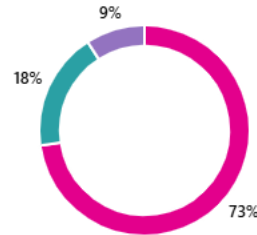


19. Overall, I am satisfied with the committee's contribution to the board.

Guiding questions to consider when answering:

- Do you believe the committee provided valuable recommendations and outcomes to the Board this past year?
- Did the committee's actions help the board work toward its goals?

Strongly agree	0
Agree	8
Disagree	2
Strongly disagree	1



20. Comments

5
Responses

Latest Responses

"I am grateful for SEAC and for the space it provides community organizations to l..."

"none at this time"

...

4 respondents (80%) answered board for this question.

communication between SEAC
grateful for SEAC
members
needs
SEAC table
SEAC and the Board
muted at the board
school level
board
SEAC
Special Education
school board
meetings for kids
Multiple SEAC
SEAC committee
school meetings
participation in meetings
transition/entry
members have had issues
Education Plan

Email	The committee has a clear terms of reference. Guiding questions to considering when answering: Are the roles and responsibilities of the committee clearly defined and documented? Do you understand t	The committee has the right number of members. Guiding questions to consider when answering: Is the workload manageable for the current number of members? Is there sufficient diversity in perspectiv	The committee has members with the skills and expertise that are needed by the committee. Guiding questions to consider when answering: Are you confident you have the necessary skills to fulfill yo	Comments	The committee is receiving the support from administration that it requires. Guiding questions to consider when answering: Are staff and management providing information that is timely and relevan	The committee meets the right number of times over the year. Guiding questions to consider when answering: Is the meeting schedule sufficient to complete all tasks and responsibilities? Do member	Comments1	The committee is working effectively. Guiding questions to consider when answering: Was important information regularly communicated to the Board for action? Does the committee work collaboratively	The committee is performing its annual work plan. Guiding questions to consider when answering: Did the committee develop an annual work plan this fall (2024)? Are the items on the workplan direc	The committee is effectively performing its role in the role in the following areas: Guiding questions to consider when answering: Are recommendations made? Are recommendations implemented?	The committee engaged with the public on its work. (TVPIC/SEAC/PAPA/PASSA/PWC)	The committee focused on governance/oversight of the implementation of the Multi-Year Strategic Plan (PWC, Bylaw, PASSA, PAPA, FNAC, ITF)	Comments2	Meeting agendas and materials are relevant and received in advance. Guiding questions to consider when answering: Do the members receive agendas and meeting materials with items that that are direct	The meeting stays on track. Guiding questions to consider when answering: Is time managed effectively during meetings? Are discussions focused and relevant to the agenda? Are distractions or inappr	The report of the committee's work to the board is fair. Guiding questions to consider when answering: Are reports to the board comprehensive and unbiased? Are the committee's work and progress cl	
anonymous	Agree	Disagree	Agree	It would be nice for the committee to have greater diversity in exceptionalities, though the current composition is good. Concern about over-representation of one or more exceptionalities.	Strongly agree	Strongly agree		Strongly agree	Strongly agree	Agree	Strongly disagree		There should be public input/consultation on the Special Education Plan but whoever it is not clear what input, if any, is being received on this or how it is being solicited. Also, it is not clear if the plan is being shared with the public in a variety of ways.	Strongly agree	Strongly agree	Agree	
anonymous	Agree	Agree	Agree	I think I would have preferred a neutral or slightly disagree for some questions in this survey.	Agree	Agree		Disagree	Agree	Agree	Disagree	Disagree		Agree	Agree	Agree	
anonymous	Agree	Agree	Agree		Agree	Agree		Agree	Agree	Agree	Agree	Agree		Agree	Agree	Agree	
anonymous	Strongly agree	Disagree	Agree	Often our mandate seems to be misunderstood by staff and we have challenges with getting the information and data we need to evaluate and make recommendations to the Board on programs and services. Members serving students with special education needs should form a majority of voting members. New processes are not an improvement on the previous emailing, and finding information about meetings and responsiveness to questions are challenges.	Disagree	Agree		Disagree	Agree	Disagree	Agree	Agree		Disagree	Agree	Disagree	
anonymous	Agree	Agree	Agree		Agree	Disagree		Agree	Agree	Agree	Agree	Agree		Agree	Agree	Agree	
anonymous	Strongly agree	Disagree	Agree	I would like to have more community organizations represented, as well as our indigenous partners	Strongly agree	Strongly agree		Strongly agree	Strongly agree	Agree	Disagree	Agree		I feel Like sometimes we get bogged down by procedures which can interfere with our nimbleness or ability to ask relevant	Disagree	Strongly agree	Agree
anonymous	Strongly agree	Strongly agree	Strongly agree	As a long time SEAC member with strong association support I feel I am well equipped to participate at SEAC.	Agree	Strongly agree	Monthly in the school ye	Agree	Agree	Agree	Agree	Agree		Current workplan is passive rather than outcome focused. More direction on workplans may be needed. Engagement with public is challenging and is under discussion at SEAC.	Agree	Agree	Agree
anonymous	Agree	Strongly disagree	Agree		Disagree	Agree	Effectiveness could be en	Strongly disagree	Agree	Disagree	Strongly disagree	Strongly disagree		Strongly disagree	Agree	Agree	
anonymous	Agree	Agree	Strongly agree	Not at this time,	Disagree	Agree	none at this time	Agree	Agree	Agree				not at this time	Agree	Disagree	Agree
anonymous	Strongly agree	Agree	Agree		Agree	Agree		Agree	Strongly agree	Agree	Disagree	Agree		I would like meeting materials to be distributed with more lead time prior to the meetings, and sent to our non TVSEAC e-mail address.	Agree	Strongly agree	Agree
anonymous	Agree	Agree	Strongly agree		Disagree	Agree		Agree	Agree	Agree				Agree	Agree		

Comments3	Overall, I am satisfied with my contributions to the committee.	Overall, I am satisfied with the committee's contribution to the board.	Comments4
	Guiding questions to consider when answering:Did you prepare in advance for all meetings? Did you actively contribute to discussions a	Guiding questions to consider when answering: Do you believe the committee provided valuable recommendations and outcomes to t	
	Strongly agree	Agree	
	Agree	Agree	
	Agree	Agree	The technology for remote participation in meetings has been challenging. Microphones are not always un-muted at the board end to allow participation. Multiple SEAC committee members have had issues with logging in and accessing materials for the meetings.
Notes are too vague for alternates to be briefed on the ongoing work and issues			
	Agree	Disagree	
	Agree	Agree	
I would like meetings materials distributed farther in advance of the meeting, and sent	Agree	Agree	I don't feel confident that I know about the communication between SEAC and the Board, so I can't answer #19 with certainty. .
Meeting minutes do not capture the discussion accurately and points of discussion are not recorded. The reports to the Board are limited in content.	Strongly agree	Agree	Few recommendations are made to the board outside of the Special Education Plan and Budget. There is confusion amongst members about what is appropriate to request from the department and what needs to be requested through the Trustees.
	Disagree	Strongly disagree	
none at this time	Agree	Agree	none at this time
			I am grateful for SEAC and for the space it provides community organizations to learn more about how special education is provided within the school board, however, I am not convinced that our recommendations or voice actually make tangible change to the procedures or functioning of special education at the school level. At the SEAC table, we hear one thing/perspective, but at the school level, we see a different reality. (eg. students being sent home due to behaviour, lack of transition/entry to school meetings for kids with complex needs). It makes me wonder where the break down of information flow is happening.
It would be nice to have the minutes sooner...perhaps a week after the meeting?	Agree	Disagree	
	Agree	Agree	

TVDSB SEAC Self-Assessment

Summary of Feedback

Strengths:

- Meeting procedures:
 - Distribution of Minutes and Agenda in advance of meeting
 - Meeting starts on time and is recorded
- Mandate:
 - Focus on Special Education Plan and Special Education Budget

Needs Improvement:

- Member engagement:
 - Seek member feedback on special education programs and services
 - Arriving at meeting prepared to discuss agenda items
 - Encourage all members to contribute to discussion
 - Add additional methods to capture member feedback
 - Expand utilization of member skills and knowledge
- Committee Role:
 - Clear goals for committee (1-2 SMART Goals)
 - Transparent implementation and accountability (Meeting actions and recommendations)
 - Clear links to Board Strategic Plan (after New Strategic Plan approval in spring 2024)
- Meeting Procedures:
 - Prioritize agenda items to ensure meetings end on time

Recommendations from Self-Assessment

1. Ensure all SEAC members are aware of legislated responsibilities as per Regulation 464/97. They are to provide advice to the Trustees regarding:
 - Special education programs and services
 - Special Education Plan
 - Special Education Budget
2. Ensure monthly agendas are balanced and allow adequate time for priority items and prevent the need for meeting extensions.
3. Identify additional strategies to promote member engagement in committee discussions. Potential strategies:
 - Break out groups
 - Pair and share activities
 - Asking each member to speak or pass on the opportunity
 - Utilize technology such as Teams polls, reactions, chat feature, etc.

4. Increase SEAC member professional development and support to increase member knowledge and ability to participate in SEAC meetings.
5. Ensure process for developing committee SMART goals that are relevant and achievable.
6. Strengthen and clarify linkages between the TVDSB Strategic Plan and SEAC activities and goals.

NOTE: The self -assessment survey also captured concerns about the holding of day-time meetings. SEAC members were surveyed in February 2024 and supported a mixture of day and night-time meetings for 2024-2025.

Action Plan and Measures

	Action	Measures
1	Ensure all SEAC members are aware of legislated responsibilities as per Regulation 464/97	Number of SEAC training opportunities each year
2	Ensure monthly agendas are balanced and allow adequate time for priority items and prevent the need for meeting extensions	Number of meetings that are extended. Seek annual SEAC feedback on meeting format and content.
3	Identify additional strategies to promote member engagement in committee discussions.	Number of strategies used each meeting to engage members.
4	Increase SEAC member professional development and support to increase member knowledge and ability to participate in SEAC meetings.	Number of agenda items to support increased member knowledge and skills.
5	Ensure process for developing committee SMART goals that are relevant and achievable.	Number of SMART goals annually
6	Strengthen and clarify linkages between the TVDSB Strategic Plan and SEAC activities and goals.	Number of discussions that link Strategic Plan and SEAC activities