

HANDBOOK FOR MEMBERS OF SPECIAL EDUCATION ADVISORY COMMITTEES

**The Provincial Parent Association
Advisory Committee on Special Education
Advisory Committees**

2010

<http://www.oafccd.com/SEAC/paaconseacenglish2010.pdf>

Special Education Advisory Committee (SEAC) Terms of Reference

Guiding Principles:

- Keep the Bluewater District School Board vision of *preparing our students today for the world of tomorrow* in the forefront of our discussions;
- Advocate for children with unique and special needs;
- Maintain the focus on student achievement and well-being;
- Place associations and personal preferences second;
- Demonstrate respect for each other;
- Adopt a positive, innovative attitude; and
- Maintain open communication.

Roles and Responsibilities:

The Special Education Advisory Committee shall act in an advisory capacity on the following areas:

- 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;
- Participate in the board's annual review of its special education plan;
- Participate in the board's annual budget process as it relates to Special Education;
- Review the board's financial statements related to special education.
- Complete annually:
 - A committee self-evaluation
 - A summary of the self-evaluation and presentation to the Board
 - The goals and priorities that will provide focus for the committee and the development of the agenda

Annual Goals:

- Student, home and school working together;
- Communication; and
- SEAC voice and student voice.

Purpose:

- Bluewater District School Board recognizes that strong parent/community partnerships are vital to the success of all students, particularly, students with special needs.
- The Board, in partnership with provincial associations representing parents of students with special needs and members of our communities, is committed to providing clear direction on how Regulation 464: *Special Education Advisory Committees* is implemented in the board thus allowing for an effective forum for members of this committee to provide feedback and input to the Board and Administration regarding Special Education policies, procedures, programs and budgets.

References:

- Education Act – Section 57.1
- Education Act – Ontario Regulation 464/97

Terms & Definitions:

ASSOCIATION

- A provincially recognized organization that acts on behalf of parents from a provincial perspective.

LOCAL ASSOCIATION

- 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. O. Reg. 464/97, s. 1.

AUTHORITY

- Every board must establish a Special Education Advisory Committee pursuant to section 57.1 of the Education Act.
- Regulation 464 / 97 under the Education Act provides specific requirements for SEAC. This regulation should be consulted for specific details on membership requirements, meetings, and the scope of SEAC's advisory capacity.

Membership:

The SEAC will be composed of the following membership:

- One representative from each local association, not to exceed 12, in the area of jurisdiction of the board, as nominated by the association and appointed by the board. One alternate member for each association may also be appointed to serve in the absence of the regular member;
- Up to three additional members may be appointed from the community to represent the interests of all exceptional pupils in the board;
- Two representatives and one alternate from the Board of Trustees, a First Nation Trustee and Student Trustees/Senators as selected through the board's own process for committee selection; and
- The Superintendent responsible for Special Education and board staff to act as a resource to the committee, and will prepare minutes and other materials required by SEAC. Other educators may attend the meetings as appropriate to provide information to the committee.

Meetings:

- Meetings take place 10 times per year, once per month, during the school year;
- Meeting dates will be determined annually, and communicated to members;
- In the event of inclement weather, a decision will be made by the Superintendent responsible for Special Education whether to cancel the meeting. SEAC members will be notified via email no later than 7:30 a.m. on the day of the meeting or telephone (if internet access is not available);
- Minutes of each meeting will be kept and approved by SEAC. Draft minutes will be distributed to all SEAC members and their alternates no later than 10 business days after the meeting;
- Rules of Order will be followed as per the Bluewater District School Board By-Laws;
- Mileage will be paid at the rate for meeting attendance by SEAC members; and
- Other expenses for SEAC members shall be approved by the Superintendent responsible for Special Education in advance.

Members attending by Teleconference:

If a SEAC member is unable to physically attend a meeting, they will have the option of joining the meeting by teleconference. The Board By-Laws and Administrative Procedure AF1402, Electronic Meetings (Board and Committee), will govern the electronic meeting. Additionally, the following protocol will be followed by SEAC:

- Teleconference meetings will not be allowed for any SEAC meeting that is being held outside of Bluewater District School Board Education Centre in Chesley.
- SEAC Chair or SEAC Vice-chair must be present for meeting to occur.
- SEAC members will notify the recording secretary by email no later than 9:00 a.m. the day of the meeting that they wish to join by teleconference. The subject of the email must include “attending” or “not attending” or “teleconference”. The recording secretary will acknowledge their intent and provide the SEAC member with the teleconference number.
- SEAC members will be allowed to attend by teleconference to a maximum of 3 per school year. Flexibility will be allowed for student senators or student trustees that are on the SEAC.
- Each SEAC member will identify themselves prior to speaking and when a vote is required. Should voting by ballot occur, those on teleconference will be given the name of the non-voting member that they will email to give their vote.
- A SEAC member may not leave the teleconference unless the Chair is notified as this may affect quorum.

Duties of Members:

- SEAC members are to work in the interest of all students in the Board.

Formation of a New Committee:

A new SEAC is formed every four years following the election of the board of trustees. To best fulfill the mandate of SEAC, a broad base of student exceptionality and geographic representation will form criteria for the selection of members.

The following process will be used for membership selection:

- a) A letter will be sent to each local association, as defined in section 1 of the Regulation, known to operate within this jurisdiction. The letter will request the nomination in writing, of a member to be considered for the committee. An alternate member may also be nominated;
- b) Nomination of additional members will be made in writing by the agency they represent or by individuals interested in being considered as a representative to the committee;
- c) The Superintendent responsible for Special Education will receive the applications for the committee, and will short list candidates;
- d) If required, an interview of potential candidates will be conducted by a trustee and the Superintendent responsible for Special Education. An administrative report recommending membership for the committee will be prepared by the Superintendent; and
- e) Members will be appointed to the committee through board motion.

Election of Chair and Vice-Chair:

A chair and vice-chair are elected at the annual inaugural meeting of SEAC. The term of office for chair and vice-chair will coincide with the board’s term of one year.

If required at any time, a new chair or vice-chair will be elected following the process outlined below.

The following process will be used for the election of a chair:

- Nominations for the position of chair of SEAC are made orally by any member and seconded by another member;
- Each member may make only one nomination for the office of chair;
- Each nominator and each seconder is allowed to speak on behalf of the nominee;
- Each nominee is allowed up to five minutes to outline reasons for standing for office;
- Voting takes place by closed ballot;
- The Superintendent responsible for Special Education and a trustee collect and count the ballots;
- The candidate receiving the majority of votes of the members present is declared elected;
- In the event of a tie vote, a ballot for each candidate will be placed in the ballot box, and the Superintendent responsible for Special Education will draw a ballot;
- The ballot chosen will be declared the chair of the committee; and
- The election of vice-chair follows the same process as the election of chair.

Communication with the Board:

- SEAC advises the board by way of a motion, letter, or through trustee representatives.
- SEAC works on a consensus model and reports to the board on a monthly basis through the SEAC report.
- In the event that consensus cannot be reached, a majority report and any minority report(s) would be presented to the board for consideration.



**BLUEWATER DISTRICT SCHOOL
BOARD
SPECIAL EDUCATION ADVISORY
COMMITTEE
(SEAC)**

2018-2019 MEETING DATES:

Bluewater D.S.B. Education Centre

Visitors are welcome!

September 24, 2018
October 22, 2018
November 26, 2018
December 17, 2018
January 28, 2019
February 25, 2019
March 25, 2019
April 29, 2019
May 27, 2018 9
June 24, 2019

WHAT IS SEAC?

Ontario's Education Act stipulates that every exceptional student is entitled to special education programs and services meeting his or her unique needs.

The Special Education Advisory Committee (SEAC) is mandated by the Ministry of Education and Training and every Board is required to establish a SEAC.

The Committee, which is appointed by the Board, is made up of representatives of local associations, community agencies, trustees and student trustees/senators of the Board. Student Services staff provide support and resources for the committee.

For detailed information about the history and function of SEAC please visit <http://www.seac-learning.ca/>

Revised April, 2018

WHAT DOES THE SEAC DO?

- SEAC makes recommendations to the District School Board on matters concerning the establishment and development of special education programs.
- SEAC members participate in the annual review of the Board's Special Education Plan.
- SEAC members participate in the Board's annual budget process as it relates to special education.
- SEAC members provide updates from their agencies and associations.
- SEAC members participate on committees and attend workshops dealing with special education.
- SEAC members provide information and support to parents, teachers and schools as requested.
- SEAC members advocate for all children.

SEAC PRIORITIES FOR 2018 - 2019

- SEAC Voice and Student Voice
- Student / Home / School – Working Together
- Communication

WHO ARE THE SEAC MEMBERS?

Tracy Lynn Atkinson

Member at Large at 519-369-5707

Sandra Kilby or Cathy Clarke

Keystone Child, Youth & Family Services at 371-4773

Jane Thomson at 519-793-3788

Jim Dawson at 519-924-3766

Marilyn McComb at 519-376-4770

Trustees, Bluewater District School Board

Paul Eichhorn or Jennifer Miller

Autism Ontario Grey Bruce at 519-477-1403

Alicia Rosenberg or Sue Sahler

Bruce Grey Child and Family Services at 519-372-2526

Jackie Ralph or Robyn Wilson

Canadian Mental Health Association at 519-371-3642

Julie Reitzel

Member at Large at 519-924-4744

Marlene Webb or Sheryl Marshall

Community Living, Walkerton & District at 519-881-3713

**Please feel free to contact any of the above
for more information**

