

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2018 SEP 19

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Kelly Matyasovszky (Vice Chair)
Danielle Miller
Jennifer Bean
Liz Tod

Angela Hill
Wilma Kleynendorst
Trustee George Saarinen
Trustee Marg Arnone

OTHERS PRESENT:

Colleen Kappel (teleconference)
Kim Pineau

Jeff Upton

ABSENT REGRETS:

Miranda Myers

Mike Otway

ABSENT:

Cory Koski

Jen Bertoni

GUEST:

Special Education Team

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:02 p.m.

2. **Approval of the Agenda**

Moved by Trustee George Saarinen

Seconded by Liz Tod

“THAT the agenda for the September 19, 2018 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1. **Introduction of Special Education Team**

Kim Pineau, acknowledged the Special Education Team in attendance. Members introduced themselves and outlined their portfolio.

Special Education Team members were thanked for attending.

4.2. Policy 6040 – Reporting of Children in Need of Protection

Jeff Upton, Education Officer presented Policy 6040 – Reporting of Children and Need of Protection and noted the Child, Youth and Family Services Act 2017 will be used as the guideline to update the policy. Mr. Upton thanked committee members for feedback they provided on this policy last year and noted language will be added to the procedure as item 6.3 to address the management of a child with special needs when an investigation is required.

Mr. Upton provided highlights of the changes that would occur with the policy. Discussion ensued and questions were addressed. Constituent feedback is due by October 24, 2018 and can be submitted to Jeff Upton. The revised draft policy will be emailed to SEAC members.

5. Approval of the Minutes

Moved by Wilma Kleynendorst

Seconded by Angela Hill

“THAT the minutes of the June 20, 2018 SEAC meeting be approved as amended.”

CARRIED

6. Business Arising From the Minutes

6.1. 2018-2019 SEAC Work Plan

Laura Sylvestre, Chair of SEAC shared the 2018-2019 work plan and asked members if they had further feedback. Goal 4 will be updated to read *“Improve Parent / Guardian Knowledge of Special Education Programs and SEAC Roles and Initiatives”*. Ms. Sylvestre noted this is a working document can be updated as needed.

6.2. Video Update

Kelly Matyasovszky, Vice Chair of SEAC noted production of the video was on hold over the summer and is scheduled to proceed this fall. Kim Pineau, Acting Special Education Officer, indicated the student from Superior is ready to proceed.

7. Correspondence

The correspondence folder was circulate for members' perusal.

8. Advocacy Tracking

8.1. 2017-2018 SEAC Advocacy Tracking Results

Kelly Matyasovszky, Vice Chair of SEAC noted the SEAC advocacy tracking results from 2016-2017 were circulated in the meeting package for members review. Kim Pineau noted data trends are reviewed to determine if there are areas for improvement. Colleen Kappel,

Superintendent of Education noted the tracking sheet can be reviewed to ensure we are tracking trends appropriately and revised as needed. Any changes will be shared at the next meeting.

A suggestion was tabled to bring in a speaker who could provide strategies and tips on advocacy. Ms. Kappel suggested reviewing best practices for advocacy, identifying available resources, and looking at how to achieve positive outcomes for parents and students who attend meetings as potential ideas for a speaker.

8.2. 2018-2019 SEAC Advocacy Memo

The draft 2018-2019 SEAC Advocacy memo was circulated for review. Members were asked to confirm their contact information and agreement to be listed on the memo. Following elections, an updated advocacy memo will be drafted and brought back to the committee for approval.

Review of the Advocacy Binder will be tabled at the December 12, 2018 meeting following appointments to SEAC.

9. New Business

9.1. Election Year Update

Colleen Kappel, Superintendent of Education reminded committee members that on October 22, 2018 Municipal Elections will take place at which time Board of Trustees will be elected for the term December 1, 2018 to November 30, 2022.

9.2. 2017-2018 SEAC Selection Process

In alignment with Municipal Elections SEAC appointments will expire on November 30, 2018. Members were provided with letters advising of the new term and were asked to provide the letters to association / agency contacts. Included with the letter were nomination forms. Letters and nomination forms will also be sent directly to association / agency via email. Nomination forms are due by Monday, October 29, 2018.

A report outlining the nomination process will be presented to the Board at the September 25, 2018 Regular Board Meeting. An advertisement to recruit members will be placed in the local newspaper, through the 211 database and posted to the Board website.

9.3. 2018-2019 Off-Site Meeting Locations

Laura Sylvestre, Chair of SEAC, shared ideas for holding off-site SEAC meetings including:

- November 2018 – Kingsway to include a tour and presentation; and
- May 2019 – Westgate to include a tour and presentation followed by a short SEAC meeting. A Community Engagement evening would take place following the meeting, which would include

sharing the SEAC video.

Members were in agreement with these suggestions.

9.4. Parent Involvement Committee (PIC) Report

Laura Sylvestre, Chair of SEAC provided highlights from the September 10, 2018 PIC meeting including:

- Westgate renovations and renderings of new elementary build;
- introduction to Jamie Plater, the new Student Trustee;
- sub-committee to be formed to review how to spend PIC funding;
- changes to the sex education curriculum;
- Armstrong Teacher Recruitment Video;
- reports from SEAC and AEAC; and
- People for Educations' 22nd Annual Making Connections Conference.

10. Policies Currently Under Review

10.1. 2018-2019 Policy Review Schedule

The 2018-2019 policy review schedule was provided to members for information. Colleen Kappel, Superintendent of Education suggested in addition to Policy 6040 Reporting of Children in Need of Protection being reviewed this evening, that Policy 5010 Special Education may be a policy the committee would like to review as part of its work plan.

Laura Sylvestre, Chair of SEAC suggested Policy 8010 Fees for Learning Materials and Activities may be an appropriate policy for SEAC to review.

Liz Tod, asked if the Purchasing Policy includes language for purchasing items for students with special needs.

Colleen Kappel will provide clarification to policies 8010 and 3030 at the October 17, 2018 meeting.

Jeff Upton, Education Officer spoke about Policy 4030 Territorial Student Program – Transportation and Services, and offered to share information on the program at a future meeting.

11. Information/Inquiries & Association Reports

- 11.1. Wilma Kleynendorst, informed the committee that at the request of Iron Range bus lines she spoke to their staff on September 4 about safety for special needs students on buses. The overall message presented was to be kind, remain positive and keep children safe.

Attendees asked how to address students with ADHD and ASD, and how to deal with schools when problems arise. Discussion ensued regarding the process for bus drivers to communicate with schools. Colleen Kappel, Superintendent of Education noted there is a process in place and that she and Jeff Upton, Education Office will review next steps to

ensure consistency.

- 11.2. Angela Hill shared that CCTB started a new program in June 2018 called 1st Connection. This program provides callers looking for support with the option of having a single session – which will be arranged within days. During the single session clients can request a second single session. For those on the waiting list they can also request additional single sessions. Through this process clients have been helped through one or two sessions and don't require long term support.
- 11.3. Jeff Upton, Education Office shared that the CBC Massey Lecture scheduled for Tuesday, October 16, 2018 is being hosted by NAN at the Thunder Bay Community Auditorium. Tanya Talaga, author of Seven Fallen Feathers is the guest speaker and will explore the legacy of cultural genocide against Indigenous peoples. A ticket is required however; the event is free.
- 11.4. Jeff Upton, Education officer provided an update on the Crown Ward Educational Championship Team (CWECT) which he and Leslie Hynnes attend as representatives of the Board; the Board's main focus is student success. Mr. Upton noted a pilot program is currently underway with 2 students and he would be happy to provide an update at a future meeting.

12. Status of SEAC Budget

Laura Sylvestre, Chair of SEAC shared the balance of the SEAC Budget and noted the request to carry forward \$3,624.77 to 2018-2019 was approved giving the committee an overall budget of \$5,624.77 for the year. The carry forward funds have been allocated to support the production of the SEAC video. Ms. Sylvestre noted a budget update would be brought forward three times per year or more often if major changes occur.

13. Board Update

Trustee Marg Arnone provided highlights on the following meeting:

- June 26 Regular Board Meeting
 - Ontario Public Schools Boards' Association Achievement Awards;
 - Student Trustee Award,
 - Ontario Public Schools Boards' Association Report;
 - Student Transportation services of Thunder Bay Committee Report;
 - Audit Committee Report;
 - Annual Review of the Plan to Deliver Special Education Programs and Services Report;
 - Student Success Technology Education Report;
 - Recommendations from the Budget Committee; and
 - SEAC request for approval of correspondence.
- September 11 Standing Committee Meeting
 - Declaration of 2018-2019 Student Trustee;
 - Introduction of newly appointed leaders;

- Nor'wester View Public School Celebrating Student Achievement Presentation;
- Audit Committee Compliance Report;
- 2018 Municipal Elections Honoraria for Board 2018-2022 report; and
- Report on the Activities of the 2017-2018 Supervised Alternative Learning (SAL) Committee.

14. Adjournment

Moved by Trustee George Saarinen

Seconded by Liz Tod

"THAT we do now adjourn at 7:20 p.m."

CARRIED