

SEAC Committee Meeting Minutes

Date & Time:	Wednesday, September 9, 2015 7:00 pm
Location:	Boardroom C.E.C.
Next Meeting:	Wednesday, October 7, 2015
<p>Committee Members: Amy Fee, Frank Thoms, Rhonda Ruetz, Kim Murphy, Jeanne Gravelle, John Spinak, Zina Bartolotta, John Gilbert, Melanie Van Alphen</p> <p>Administrative Officials: Sherry Peeples, Laura Shoemaker</p> <p>Regrets: Irene Holdbrook, Zina Bartolotta</p>	

<ul style="list-style-type: none"> • Opening Prayer Welcome: Loretta Notten, Director and Sherry Peeples, new Principal to Special Education were introduced to SEAC. 	Laura Shoemaker
<ul style="list-style-type: none"> • Approval of Agenda Motion by: John Gilbert Seconded: Rhonda Ruetz 	
<p>3. Declared Pecuniary Interest</p>	None
<p>4. Approval of the Minutes</p> <ul style="list-style-type: none"> • June 3, 2015 <p>Motion by: Rhonda Ruetz Seconded: Amy Fee</p>	
<p>5. School System Operational Business</p> <p>5.1 Special Education Plan</p> <ul style="list-style-type: none"> • Send Special Education Plan as an attachment to September minutes • Pages with changes to be highlighted • Approval of September minutes will act as SEAC approval of SEP changes. <p>5.2 Twitter Update</p> <ul style="list-style-type: none"> • Members are encourages to follow us at: @WCDSB_SEAC • September 16th Administrator meeting inform principals about the WCDSB twitter account for SEAC • Update twitter icon 	L. Shoemaker



<p>5.3 Special Needs Update</p>	
<p>5.9 Ministry Updates 1. The link to all memorandums sent from the Ministry to school boards www.ca2.edu.gov.on.ca/index.html</p>	
<p>6. SEAC Committee Functions</p> <p>6.1 2015-2016 Planning for SEAC meetings locations and guest speakers attached.</p> <p>6.2 SEAC Conference presentations were reviewed: Suggestion from the conference discussion that SEAC would like to carry forward in the Fall, for 2015-2016 planning:</p> <ul style="list-style-type: none"> • Parents coming into SEAC meeting to share stories. <ul style="list-style-type: none"> ◦ Align with SEAC topics by having Behaviour Team presentation include parents. • Having Ministry Memos distributed at meetings <ul style="list-style-type: none"> ◦ Rhonda to provide link to Jeanne/Laura to check for updates prior to meetings • SEAC idea card <ul style="list-style-type: none"> ◦ Will go forward with this for next meeting • Sacramental preparation for Students with special needs <ul style="list-style-type: none"> ◦ Suggestion for future PRO Grant. • More sub-committees – specifically to apply for PRO grants. <ul style="list-style-type: none"> ◦ Open to all members who would like to join this working group. We discuss through email and meeting prior to SEAC meetings when necessary. • Elementary and secondary admin at SEAC <ul style="list-style-type: none"> ◦ Also consider offering parish priests associated with schools to attend. • Recognizing people who champion special education in the WCDSB <ul style="list-style-type: none"> ◦ Laura and Sherry to take on this initiative. Winner of this recognition could be invited to our June meeting/social. • SEAC going to school councils <ul style="list-style-type: none"> ◦ Rather than individual school councils, attending the Family of Schools Council meetings is more practical. • SEAC more visible at board meeting/committees <ul style="list-style-type: none"> ◦ Trustees and members to be aware of committees/initiatives that should have SEAC representation. • SEAC and CPIC having joint meeting <ul style="list-style-type: none"> ◦ Laura to speak to Derek Haime about Feb 3 joint meeting. • Admin support <ul style="list-style-type: none"> ◦ Support will be provided for minute-taking in future meetings. <p>6.3 Subcommittee</p> <ul style="list-style-type: none"> • See IEP checklist. This letter to parents will be distributed with students IEP packages and posted to the board site. If it is successful we will look to do similar communications in future years. The next task for the subcommittee is to prepare for our application for a PRO Grant. 	<p>Attachment</p>
<p>7. Association Concerns/Association Updates (20 minutes)</p> <p>7.1 Easter Seals website available mid-September to provide a general Q&A for Special Education questions.</p> <p>7.2 Twisters Cheer Athletics - cheer, tumbling and dance movements for special needs children.</p>	



<p>7.3 Waterloo Region Family Network (WRFN) hosting a Family Fund Day, September 26, 2:00-5:00 pm. And an IEP/IPRC seminar Sept 22, 7-9pm.</p> <p>The link to all associate update flyers and the SEAC conference presentation:</p> <p>https://drive.google.com/open?id=0B5pV0Mx30jwEQzAyV2RHLCzOVE</p> <p>Association updates can all be found here:</p> <p>https://drive.google.com/open?id=0B5pV0Mx30jwEeTU5WjVremVUMkE</p>	
8. Policy Advice to the Board	
9. Pending Items	
10. Adjournment Motion by: Rhonda Ruetz Seconded: John Gilbert	
11. Action Items Place Holder	

SEAC TOPICS FOR 2015-2016

Month	Topic	Presenter	Location
October 7, 2015	SNS Feedback from Subcommittee letter		C.E.C.
November 4, 2015	Program Services/SLP & Literacy /Learning for All		
December 2, 2015	Behaviour Team		Carizon Family and Community Services
January 6, 2016	Mental Health/IEP		
February 3, 2016	CPIC		
March 2, 2016	Wayne Hobbs – E.A.'s & CYCW's – PD/ Training/Vision/CSW		
April 6, 2016	Transition Support Worker Updates/IEP		
May 4, 2016	Laura Isaac Magnus Mode		
May 25, 2016	Budget		
June 1, 2016	Social		



Summary of Revisions to WCDSB Special Education Plan- 2015

(original Plan 2009; amended 2014)

Special Education Plan 2015	Addition	Update	Reordering	Deletion
Entire document	Header with WCDSB logo Footer with WCDSB Special Education Plan- 2015			
Introduction	p. 3-website link added to access Special Education Handbook 2015	p.3-wording changes made to reflect Special Education Plan 2015 from former document original Plan 2009; amended 2014		
Section 1-The Board's Consultation Process				p. 5- Purpose of the Standard and Requirements of the Standard – this information was quoted from the Ministry document – Standards for School Board's Special Education Plans 2000 ; inclusion of this Purpose and Requirements information was not consistent throughout all Sections of the original Plan 2009; amended



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				<p>2014 and so was removed from the Special Education Plan 2015 document; see below for other examples</p> <p>p. 5-paragraph 3- removed reference in original Plan 2009; amended 2014 to Public Consultation Survey and Appendix 1.1 as this Appendix did not appear in 2014 version</p> <p>p. 5-removed outdated references in original Plan 2009; amended 2014 to reviews of Special Education programs and services by Phil DeFrancesco and KPMG</p> <p>p. 5-removed outdated references in original Plan 2009; amended 2014 to Terms of Reference Vision of Inclusion subcommittee</p>
Section 2-Model for the Delivery of	p.7-first paragraph added to reflect information in the			

Special Education Plan 2015	Addition	Update	Reordering	Deletion
Special Education Programs and Services	<p><u>Special Education Handbook 2015-Section 1-Philosophy-Placement-Programs</u></p> <p>p.8-paragraph added re: changes in placement through IEP or IPRC processes to reflect information in the <u>Special Education Handbook 2015-Section 1-Philosophy-Placement-Programs</u></p>			
Section 3-Roles and Responsibilities				
Section 4-Early Identification Procedures and Intervention Strategies	p. 14-website link to <u>Special Education Handbook 2015-Section 2-Process-Procedures</u>		p.14-paragraph 5 and 6 in original Plan 2009; amended 2014 moved to right after paragraph 2 in Special Education Plan 2015 to create better flow of information	p. 14- Purpose quoted from <u>Standards for School Board's Special Education Plans 2000</u> document-see Section 1 above
Section 5-IPRC Process and Appeals	p. 16-website link to <u>Special Education Handbook 2015-Section 12-IPRC</u>	p. 16-information re: IPRC referrals and appeals updated for 2014-2015 p. 17-28-information from original Plan 2009;	p. 18-Appendix 5.2-first 4 paragraphs –moved from p. 31 in original Plan 2009; amended 2014	<i>WCDSB Parent Guide to the IPRC</i> was included in its entirety in original Plan 2009; amended 2014; this information has been revised and so



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	p. 16-website link to <i>WCDSB Parent Guide to the IPRC</i>	amended 2014 sorted into separate appendices and updated to reflect <u>Special Education Handbook 2015</u> -Section 12-IPRC	<p>redundant information in Section 5 (appeared in 2 or more other Sections of original Plan 2009; amended 2014) was re-ordered as follows</p> <p>-Categories and Definitions of Exceptionalities – now only appears in Section 8 of the Special Education Plan 2015</p> <p>-Alternative Programs – now only appears in Section 8 of the Special Education Plan 2015</p> <p>-Placement Options – now only appears in Section 9 of the Special Education Plan 2015</p> <p>Provincial Demonstration Schools-now only appears in Section 11 of the Special Education Plan 2015</p>	was replaced by a website link to provide updated access to the document-see second column left
Section 6- Educational and Other Assessments	p. 30-31-information re: academic, educational, speech-language, psychoeducational	all Appendices updated to coordinate with <u>Special Education Handbook 2015</u> -Sections 2 and 7 (see right),		Specific copies of Student Services forms, which change periodically; links to



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	<p>assessments added to coordinate with <u>Special Education Handbook-2015-Section 2-Process-Procedures</u> and Section 7- Assessments in Special Education</p> <p>p. 32-45-web links to <u>Special Education Handbook 2015</u> added as needed</p> <p>p. 45-Appendix 6.11- Overview of Special Education Process and Procedures to coordinate with <u>Special Education Handbook 2015-Section 2-Process-Procedures</u></p>	<p>and to create a logical flow of information re: classroom intervention, In-school Team and Collaborative Team processes</p>		<p><u>Special Education Handbook 2015-Section 17-Forms</u> to enable access to forms discussed in Section 6 provided as necessary</p>
<p>Section 7- Specialized Health Support Services</p>	<p>In all Appendices-links to appropriate AP memo added</p>	<p>p. 69-75-Appendix 7.8- Catheterization and Suctioning Procedures-added to <u>Special Education Handbook 2015-Section 13-Health-Therapy-Emergency</u></p>	<p>p. 51-59-information re: Medical Conditions and corresponding AP Memo grouped together for logical flow (Appendices 7.2-7.6) and to coordinate with <u>Special Education Handbook-2015-Section 13-Health-Therapy-Emergency</u></p>	

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			<p>p. 60-68-information related to Community Care Access Centre (Appendices 7.7-7.8) moved to follow Medical Conditions (see above) to coordinate with <u>Special Education Handbook-2015-Section 13-Health-Therapy-Emergency</u></p> <p>p. 76-82-other information re: life-threatening situations and corresponding AP Memos (Appendices 7.9-7.12) grouped together to coordinate with <u>Special Education Handbook-2015-Section 13-Health-Therapy-Emergency</u></p>	
Section 8- Categories and Definitions of Exceptionalities				<p>p. 85-removed Purpose quoted from <u>Standards for School Board's Special Education Plans 2000</u> document-see Section 1 above</p>
Section 9-Special Education Placements	<p>p. 91-added Special Education Assistive Technology Resource Teacher; Behaviour</p>	<p>p. 101-107 – Appendix 9.2 – updated with current information re: support staff roles, to coordinate with the <u>Special Education</u></p>		



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<p>Provided by the Board</p>	<p>Analyst; Autism Support Facilitator</p> <p>All points below are coordinated with the <u>Special Education Handbook 2015</u>-Section 1-Philosophy-Placement-Programs</p> <p>p. 93-94-added Special Education Program – Gifted Education</p> <p>p. 96-added Special Education Program – Supervised Alternative Learning (SAL)</p> <p>p. 97-added Special Education Program - College Cooperative Education Program and Section 23 Schools</p> <p>p. 98-added Special Education Program - Provincial Demonstration Schools</p>	<p><u>Handbook 2015</u> – Section 3 – Roles-Learning Services; this replaced outdated information in <i>original Plan 2009; amended 2014</i> p. 115-118</p>		

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<p>Section 10- Individual Education Plans</p>	<p>p. 109-IEP Definition; Function and Purpose of an IEP</p> <p>p. 110-paragraph re: process for parental and student disagreement with the IEP</p>	<p>p. 110-IEP Improvement Plan-outdated information from original Plan 2009; amended 2014 removed and replaced with information re: 2014-2015 IEP Compliance Subcommittee</p>		<p>Outdated information re: IEP Template and sample IEP removed (original Plan 2009; amended 2014 p. 122-129) as they do not reflect the current template and PPM 140 and 156</p> <p>Appendix 10.1 (original Plan 2009; amended 2014 p. 130-131) System Priority re: IEP Standards as it is outdated</p>
<p>Section 11- Provincial and Demonstration Schools in Ontario</p>	<p>p. 114-117-website links for all provincial schools added</p>			
<p>Section 12-Special Education Staff</p>		<p>p. 120-123-Appendices 12.1 and 12.2 updated to include new staff positions from 2014-2015 (eg. Behaviour Analyst); FTE column in both Appendices updated as per Laura Shoemaker and John Klein</p>	<p>The information re: Support Staff roles from original Plan 2009; amended 2014 p. 141-150 was moved to Special Education Plan 2015 Section 9 Appendix 9.2 p. 101-107 (see Section 9 Update column above);</p>	



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			information did not need to be included in two places	
Section 13-Staff Development		p. 125-paragraph 4 updated to reflect current PD trends p. 125-paragraph 5 updated to reflect PD supports for training of new SETs p. 125-paragraph 6 updated to reflect name change to Carizon from KidsLink p. 126-130-Staff Development chart updated to reflect 2014-2015 data		
Section 14-Equipment		p. 132-134-general information re: SEA updated to reflect current information in <u>Special Education Handbook 2015-Section 9-Individualized Equipment</u> p. 135-138-Appendix 14.1 Computer SEA Funding updated to reflect current information in <u>Special Education Handbook 2015-Section 9-Individualized Equipment</u>		

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Section 15- Accessibility of School Buildings	p. 140-website link added re: WCDSB Accessibility plan			Dated info from original Plan 2009; amended 2014 p. 163 removed re: accessibility funding; accessibility plan working group
Section 16- Transportation		p. 142-43-information updated to reflect WCDSB Special Education website		T1 and T2 forms replaced with link to <u>Special Education Handbook 2015</u> -Section 17-Forms-Transportation subfolder
Section 17-Special Education Advisory Committee	p. 149-51-new Appendix 17.1 created to incorporate information from original Plan 2009; amended 2014 re: Roles of Ministry; School Board; Local School; Provincial Associations; Other Ministries	p. 148-links to <u>Special Education Handbook-2015</u> and <i>WCDSB SEAC Brochure</i> provided to ensure access to current information re: SEAC Roles; Responsibilities; Meeting Procedures; Meeting Agenda; Membership		p. 173-183-old Appendices 17.1-17.6 related to SEAC from original Plan 2009; amended 2014 -see update column on right
Section 18- Coordination of Services with other Ministries	p. 153-reference to WCDSB's APO026 re: partnerships with external agencies p. 155-information re: Connections for Students program			



Special Education Plan 2015	Addition	Update	Reordering	Deletion
	p. 155-information re: Child and Adolescent Inpatient Program (CAIP) Protocol			
Section 19-Submission and Availability of School Board Plans		p. 158-updated re: SEAC approval of <i>Special Education Plan 2015</i>		