

SPECIAL EDUCATION ADVISORY COMMITTEE

Wednesday, November 3, 2021

6:00 pm Teams Meeting

WCDSB Mission Statement

*As disciples of Christ,
we educate and nurture hope
in all learners
to realize their full potential
to transform God's world.*

CHAIR: Irene Holdbrook

MEMBERS

WCDSB Trustee – **Jeanne Gravelle**

WCDSB Trustee – **Tracey Weiler**

Waterloo Regional Down Syndrome Society – **Kim Murphy**

Waterloo Regional Police - **John Gilbert**

CNIB – **Irene Holdbrook, Chair**

Family and Children's Services of Waterloo Region – **Cindy Benedetti**

Waterloo Region Family Network – **Sue Simpson**

Members at Large – **Sarah Van Dyke**



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

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Kitchener, ON, Canada N2H 3Z1
519-578-3660
info@wcdsb.ca



SEAC Committee Meeting Agenda

Date& Time:	November 3, 2021, at 6:00 p.m.
Location:	Teams Meeting
Next Meeting:	December 1, 2021
Committee Members: Kim Murphy, John Gilbert, Tracey Weiler, Jeanne Gravelle, Irene Holdbrook, Sue Simpson, Sarah Van Dyke, Cindy Benedetti	
Administrative Officials: Gerald Foran, Erin Lemak	

1. Opening Prayer Welcome	G. Foran
2. Approval of Agenda Motion by: Seconded:	
3. Declared Pecuniary Interest	
4. Approval of the October 6th Minutes Motion by: Seconded	
5. School System Operational Business 5.1. Accessibility - Facilities	T. Pickett
6. Ministry Updates (10 min) 6.1. Support for Bill 172 An Act in Relation to Fetal alcohol Spectrum Disorder – Letter to the Minister of Education from the Trillium Lakelands District School Board	
7. SEAC Committee Functions 7.1. Review of the Sections 9-13 of the Special Education Plan	All
8. Policy Advice to the Board	
9. Updates (20 minutes) 9.1. Association Updates 9.2. Trustee Updates	
10. Pending Items	

11. Adjournment Motion by: Seconded:	
12. Action Items Place Holder	



SEAC Committee Meeting Minutes

Date& Time:	October 6, 2021, at 6:00 p.m.
Location:	Teams Meeting
Next Meeting:	November 3, 2021
Committee Members: Kim Murphy, John Gilbert, Tracey Weiler, Jeanne Gravelle, Irene Holdbrook, Sue Simpson, Sarah Van Dyke	
Administrative Officials: Gerald Foran, Erin Lemak Regrets: Jeanne Gravel	

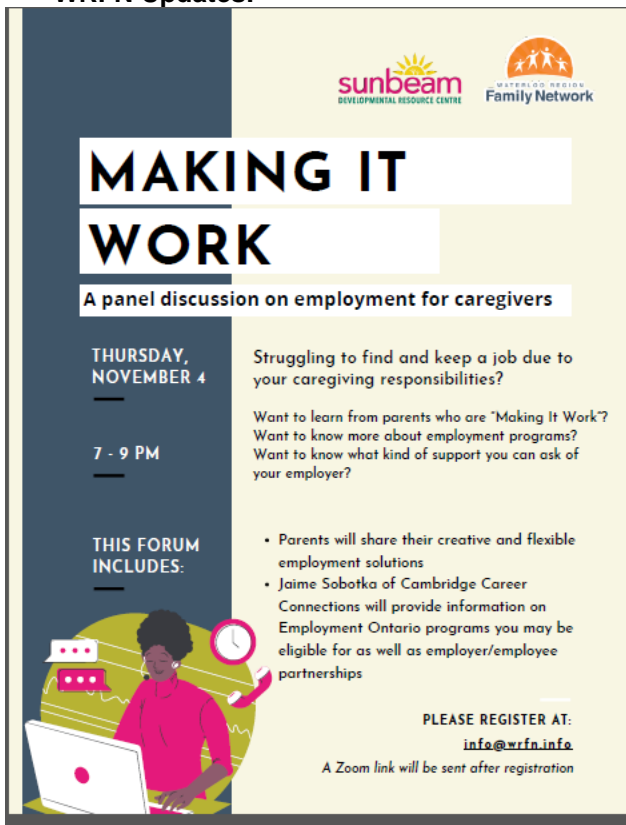
1. Opening Prayer		G. Foran
Welcome to the new Family and Children's Services of Waterloo Region representative, Cindy Benedetti.		
2. Approval of Agenda		
Motion by: Kim Murphy Seconded: Karen Kovats		
3. Declared Pecuniary Interest		
N/A		
4. Approval of the September 8th Minutes		
Motion by: Tracey Weiler Seconded: Kim Murphy		
5. School System Operational Business		M. Jacques
5.1. Michael Jacques – Author of the "Here's my Book" Q&A		
6. Ministry Updates (10 min)		G. Foran
• Q&A		
7. SEAC Committee Functions		All
7.1. Review of the Sections 5-8 of the Special Education Plan		
Section 5 – IPRC Process and Appeals		
1. Please highlight any information you feel is unclear or needs to be clarified in this section.	Better explanation as to why we do not have a lot of IPRCs	

2. Please highlight any information you feel has been left out or should be added in this section.	Declining trend across the province in formal IPRC What additional supports or rights does a designation of "exceptional" afford a student? Can a child be deemed exceptional with a diagnosis of Autism Spectrum Disorder and without going through the IPRC process?	
3. Overall General Comments for this section.	Thorough and easily followed, like chart format, Easy read	
4. Does this section adequately address the section topic (Yes/No)	Yes	
<p>Section 6 – Educational and Other Assessments Page 29-35 The Ministry's 2013 Book "Learning for All K-12" is referenced on: Page 32 x twice Page 33 x once</p> <ul style="list-style-type: none"> • If it truly is "Learning for All" the Ministry's Book should be revised to JK-to age 21 • Is there an effective way to request that the Ministry revise their resource material to include all students, not just K-12? • Can we consider adding the heading Exemption to clarify if there can be an exemption, who qualifies for it, whose decision is it, what is the process, what do students with exemptions do that day? <p>Section 7 - Specialized Health Support Services In School Settings Page 36-64</p> <p>➤ Appendix 7.1 Administration of Oral Medication to Students under the Age of 18</p> <ul style="list-style-type: none"> • Pg. 41 Can the title be updated to Age of 21 to include all students? • Pg. 42 Point 5 References an Oral Medication Log (Form APH004-03F). Has a Log and a Signing Sheet but it does not include a place to monitor symptoms and side effects. A minor dose change or new medication can have a big impact on a person's physical or mental state and should be monitored at home and at school. Does the policy clearly state whose responsibility is it to complete the Medication Log Daily? Does the policy clearly state how many times a year a verification/quality check takes place to ensure the Oral Medication Logs are completed? Page 42 Point 6 says temporary, or supply staff are not delegated the task of administering oral medication. Does the policy clearly state if there is a supply Teacher and EA, whose role is it to ensure the child receives their medication? <p>➤ Appendix 7.2 Anaphylaxis Policy Page 43</p> <ul style="list-style-type: none"> • Does the policy clearly state the recommendation is that the student always carry an EpiPen on them and keeps one in the office for emergencies? • Does the policy clearly state the recommend location and access to an EpiPen stored in the office? <p>➤ Appendix 7.3 Asthma Page 45</p> <ul style="list-style-type: none"> • Point 2. States Ensure access to necessary asthma medications. Does this need to expand or clarified? Can students keep them on their person, or they are in the classroom or office in a designated place. Can it be in a locker? • Point 3. States Ensure that school personnel are aware of which students within the school population have been diagnosed with this condition. Does the policy clearly state: How do we ensure school personnel are aware of which student have this condition? Where are Plans of care kept? How would a Supply Teacher and EA know about a student's plan of care? 		

- Appendix 7.4 Diabetes Management Guidelines Page 46
 - Is it accurate to say “The ultimate responsibility for Diabetes Management rests with the family and the child” if this is managed at school, does someone at the school need to be knowledgeable and oversee the management of it?
 - Does the policy state that needles must be disposed of in a Sharps container that is easily accessible to the student? (FYI: Some of these Policies have links that require a Board log in to view.)
- Appendix 7.5 Concussion Page 47
 - Does the policy clearly state procedures for Field Trips? Is it policy that a teacher takes their vehicle and travels with the bus? If a class is skiing at Blue Mountain and a child takes a hard fall at the end of the day, who decides if that child should go to emergency or if they should be monitored on the 2-hr. bus drive home? Teachers and students left behind is inconvenient, but ought to be addressed so staff know what is clearly expected of them.
- Appendix 7.6 Home/Hospital Instruction Page 48
 - States Home/Hospital instruction is intended for a limited duration and will not exceed one reporting period (three months) in elementary and one semester in secondary schools. What is the policy for a family to request an extension?
- Appendix 7.7 School Health Support Services: Waterloo Wellington Home and Community Care Support Services (HCCSS) Page 50
 - Page 51 Once completed, please FAX the referral, using the fax number on the referral and consent form. Is this done using FAX or is this outdated? (There are 16 references to FAX throughout the Spec Ed Plan)
- Appendix 7.8 School Based Rehabilitation Services: Kidsability School Based Rehabilitation Services (SBRS) Page 54 - No feedback
- Appendix 7.9 Catheterization and Suctioning Procedures Page 59
 - Page 60 - Point 3 States A conference will be held during April or May, prior to the September registration of a student who requires clean intermittent catheterization and/or shallow suctioning.
Does the Policy clearly state what role physically performs this procedure for the student?
Does the policy clearly state who provides the training and when the training takes place?
- Appendix 7.10 Service Dogs Page 62
 - Does the Policy clearly state what staff member title also receives training and takes the dog outside for a break?
 - Does the Policy clearly state how to manage a situation when another student is terrified of dogs?
- Appendix 7.11 Access to Students in Crisis Page 63 - No feedback
- Appendix 7.12 Suicide, Depression and Self-Harm Page 64 - No feedback
- Should there be an Appendix for: Epilepsy Seizure Disorder?
There is an 8-page memo with 20+ links. Should it have its own Appendix?
- Blind Low Vision - Orientation and mobility training for the student to teach how to navigate the school property with a cane. The Board accesses that service from CNIB. Would it be listed in this area?

Section 8: Categories and Definitions of Exceptionalities

- Ministry defined categories and definitions cannot be adjusted.
- Gerald to confirm if wording can be changed and if not, examples would be beneficial.

8. Policy Advice to the Board N/A	
9. Updates (20 minutes) 9.1. Association Updates: <ul style="list-style-type: none"> WWDSS Association Updates: <ul style="list-style-type: none"> ➤ October is Down Syndrome Awareness Month ➤ WWDSS held their Any Which Way You Can A-Thon on Sept 26th and raised \$47,571.01. ➤ WWDSS continues to offer social groups, dance classes, cooking classes, Mother's Connection, baskets for new families and so much more to our members. ➤ Annual photo series campaign is happening on social media for the month of October. WRFN Updates:  	
9.2. Trustee Updates <ul style="list-style-type: none"> Board of Trustees 	
10. Pending Items N/A	
11. Adjournment Motion by: Tracey Weiler Seconded: Kim Murphy	
12. Action Items Place Holder	



Date: November 3, 2021
To: Board of Trustees
From: Director of Education
Subject: Construction Projects, Ventilation and Accessibility, 2020-21 School Year

Type of Report:

- ☐ Decision-Making
- ☐ Monitoring
- ☒ Incidental Information concerning day-to-day operations

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☐ Monitoring Information of Board Policy **XX XXX**
- ☒ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

This report provides an update on major capital construction projects undertaken during the 2020-2021 school year.

Policy Statement and/or Education Act/other Legislation citation:

Board Policy IV009 "Asset Protection"

"...the CEO shall not allow assets to be unprotected, inadequately maintained nor unnecessarily risked. Further...

3. Subject plant and equipment to improper wear and tear or insufficient maintenance"

Alignment to the MYSP:

Strategic Priority: Nurturing Our Catholic Community

Strategic Direction: Promote a culture of belonging and respect that supports success for all

Goal: Equitable access to learning opportunities

Background/Comments:

During the 2020-2021 school year, numerous construction projects were undertaken at many of our schools throughout the Region. As in previous years, all projects were funded by the Ministry of Education and were related to School Renewal Allocation (SRA) funding, School Condition Improvement (SCI) funding and Capital Project monies. Recognizing that COVID-19 created new demands in our schools, the Ministry also introduced a new, time limited COVID-19 Resilience Infrastructure Stream (CVRIS) fund to address various infrastructure needs. Other Ministry funding included the Federal Climate Action Incentive Fund and the Optimizing Air Quality and Ventilation (Phase 1 and Phase 2).



With the Board allotted funds, approximately \$3.8 million was spent on SRA projects which capture non-building envelope items such as flooring, millwork, and painting; approximately \$8.5 million was spent on SCI projects capturing repairs to building components, energy efficiency projects, and improving accessibility and approximately \$8.1 million was devoted to CVRIS projects such as heating, ventilation and air conditioning (HVAC) upgrades, replacement and/or refurbishing of portables, window replacement projects and a variety of smaller projects.

The Climate Action Incentive Fund (CAIF) was initiated to support energy efficient improvement and retrofits to schools in Ontario to reduce energy consumption, utility costs and carbon pollution. It was a time-limited, cost-matching program for eligible and approved expenditures incurred by school boards between May 15, 2020 and March 31, 2021. Projects which utilized this funding included St. Clement CES (unit ventilator replacement), St. Dominic CES (replacement of roof top units), St. Elizabeth CES (boiler replacement) and St. Gregory CES (roof replacement). CAIF funding totaled \$430,000.

Optimizing Air Quality and Ventilation Funding was provided in 2 phases. School Boards were expected to employ multiple strategies to support healthy and safe learning environments for students and staff. Monies from this funding was used to provide UV filtration units to interior classroom spaces as well as Spec. Ed. Rooms and Learning Common spaces, purchase replacement filters and bulbs for the UV units and upgrade our MERV rating from MERV 10 to MERV 13, where possible. Optimizing Air Quality and Ventilation funding - \$500,800 (each phase).

Much of this work was conducted within a nine-week period through July and August. However, the effect of COVID-19 continued to impact on the manufacturing and delivery of supplies and materials throughout the summer. Knowing this may be a factor, provisions were made in our tender documents to allow for unfinished work to continue into September in the evening and weekends so that the school day would not be interrupted. The attached "Summer Construction Projects Report" provides an overview of the projects completed this past summer.

Using the Long Term Accommodation Plan as a reference, planning of construction projects has already begun for the 2021-2022 school year. Additions and/or revisions to the plan will be made as required. The Construction Department will continue improving our facilities to ensure our students are provided with the best learning environment possible.

Although most larger projects occur during the summer months, special education alterations and improvements are also reviewed throughout the year. Administrators can submit a "Special Education Renovation Request form" to the Superintendent of Special Education when alterations are required due to the needs of a specific student or children. Requests are reviewed and carried out as required.

Recommendation:

This report is being provided as information only.

Prepared/Reviewed By:

Loretta Notten
Director of Education

Shesh Maharaj
Executive Superintendent of corporate Services and Chief Financial Officer

Terri Pickett
Senior Manager of Facility Services

Adrian Frigula
Construction Supervisor

*Bylaw 5.2 "where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – **except where approval is required by the Board of Trustees on a matter delegated by policy to the Board** – the



minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred.”

SUMMER CONSTRUCTION PROJECTS 2021-2021	
Location	Project
Blessed Sacrament	FDK Space – extend pavement, line painting, relocate play feature Exterior signage upgrades
Christ The King	Corridor coat hooks, additional fob access
Dutton Drive	Window replacement (fall)
Holy Rosary	Window replacement (fall)
Holy Spirit	Replacement of roof top units, exhaust system upgrades, office renovations
John Sweeney	Replacement of roof top units, commissioning of system, washroom upgrades, floor, and ceiling replacement
Monsignor Doyle CSS	Window coverings, electrical upgrades, pylon sign upgrades, sound system upgrades and millwork Heat recovery unit replacement
Our Lady of Lourdes	Window replacement Unit ventilator replacement
Sir Edgar Bauer	Exterior basketball nets, triple hoop and soccer posts, gym scoreboard, millwork
St. Aloysius	Unit ventilator replacement
St. Anne - Cam.	Unit ventilator replacement / exhaust fan replacement
St. Aloysius	Exterior lighting, interior millwork
St. Anne - Kit.	Unit ventilator replacement / exhaust fan replacement
St. Augustine	Window replacement Staff room upgrades – millwork New roof top units
St. Bernadette	Millwork in Learning Commons and basement storage area
St. Daniel	Learning Commons – carpet replacement, installation of white boards
St. David CSS	Window coverings, millwork, flooring upgrades
St. Elizabeth	Window replacement Main office renovations Fluid Cooler Replacement
St. Gabriel	Exterior signage, millwork in office and other areas of school
St. Gregory	Boiler Replacement
St. Joseph - Cam.	Window replacement Staff washroom renovations Interior door and hardware replacement (AODA) Unit ventilator replacement
St. Kateri	HVAC and mechanical upgrades, interior flooring, interior door, and hardware replacement (AODA), interior flooring, washroom upgrades

SUMMER CONSTRUCTION PROJECTS 2021-2021	
Location	Project
St. Louis (Main)	Flooring upgrades, painting, main office renovations
St. Margaret	Digital exterior sign
St. Mark	FDK compound upgrades
St. Mary's	Port-a-pak – refurbishing of classrooms (roofing, flooring, hvac)
St. Matthew	Heat recovery unit replacement / exhaust fan replacement
St. Michael	Classroom upgrades, bottle filling station, exterior signage
St. Nicholas	Replacement of roof top units and commissioning of systems, washroom, and flooring upgrades
St. Peter	FDK Flooring upgrades Window replacement
St. Teresa - Kit.	HVAC upgrades
Learning Common Upgrades @ Various Locations	Flooring and/or millwork @ Holy Rosary, Our Lady of Lourdes, Resurrection, St. Augustine, St. Clement, St. Kateri, St. Mark, St. Nicholas, St. Teresa (E) (in collaboration with S. Wood)
Exterior work @ Various Locations	Can include one or more of the following: fencing, turf and asphalt work @ St John, St Anne K, St. Gregory, St. Joseph, St. Peter, St. Teresa of Calcutta, St. Timothy, St. Vincent de Paul
Automatic Door Openers @ Various Locations (AODA)	Additional automatic door openers were installed at Our Lady of Lourdes, Sir Edgar Bauer, Saint John Paul, St. Aloysius, St. Anne (K), St. Bernadette, St. Dominic, St. Teresa (E)
SPECIAL EDUCATION PROJECT REQUESTS 2021-2021	
Location	Project
Our Lady of Grace	Renovations required in JK washroom to accommodate student needs
St. Kateri	Renovations required in JK washroom to accommodate student needs
Christ the King	Accessibility door and ramp added at rear entry door to playground
Holy Spirit	Ramp added at JK exterior door to outside play space
St. Gregory	Renovations to Spec Ed. washroom
St. Mary's	Concrete spaced added to front of school to accommodate wheelchairs and bystanders while waiting for school bus.



MEMORANDUM

TO: All Administrators

FROM: Superintendent of Learning: Special Education

DATE: October 20, 2015

SUBJECT: Special Education Renovation/Construction Form

Prior to completing a work order with respect to a special education renovation/construction at your school, please ensure the Special Education Renovation/Construction Form is completed prior to the work order being submitted for approval to the appropriate staff listed on the form.

Attachment



SPECIAL EDUCATION – RENOVATION/CONSTRUCTION

School:

Principal:

School Superintendent:

SERT Contact:

Description of Need

(please give detailed information about the need that must be addressed by the construction/renovation being requested)

Equipment to be installed as part of renovation/construction

(please refer to details provided by OT/PT/Other Contacts)

Reason(s) why currently available space at the school can't be utilized for this purpose

Other details about construction/renovation being requested

☐ **Approved**

☐ **Not Approved**

Superintendent of Special Education Signature: _____

Date: _____

Superintendent of Special Education Distribution:

1. Principal
2. School Superintendent
3. Senior Manager of Facility Services

F-1-RENO Request-School
Revised September 2015

October 5, 2021

The Honorable Stephen Lecce
Minister of Education
Mowat Block 22nd Floor
900 Bay Street
Toronto ON, M7A 1L2

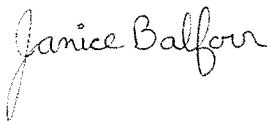
Dear Minister Lecce,

Re: Support for Bill 172 An Act in Relation to Fetal Alcohol Spectrum Disorder

Trillium Lakelands District School Board's Special Education Advisory Committee is in full support of Bill 172. This proposed legislation will require all boards of education throughout Ontario to develop policies and guidelines with respect to FASD and require the Ontario College of Teachers and ECE programs to provide training with respect to FASD.

The high prevalence of FASD in Ontario makes it imperative that we offer comprehensive services to those impacted. The Ontario government has supported communities by providing funding for FASD Workers, an online information portal, indigenous FASD/child nutrition programs, and family and caregiver support groups. This support needs to be expanded to ensure that our educators have the knowledge and skills they need to support children and youth impacted by FASD to reach their full potential.

Thank you for acknowledging our support for Bill 172.



Janice Balfour
Chair of SEAC, TLDSB

Cc: Norm Miller, MPP
Laurie Scott, MPP
SEAC Chairs