

# SPECIAL EDUCATION ADVISORY COMMITTEE

**Wednesday, December 3, 2025, at 6:00pm**

**Hybrid Meeting:** [Join the meeting](#)

In-Person: St. Francis Room (2<sup>nd</sup> Floor) Catholic Education Centre

Online:

## 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.*

**Co-chairs: Cindy Benedetti and Laura Shoemaker**

## MEMBERS

WCDSB Trustee - **Bob Sikora**

WCDSB Trustee – **Conrad Stanley**

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

Waterloo Regional Police - **Amanda Hennig**

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

Waterloo Region Family Network – **Karen Applebee**

International Dyslexia Association Ontario - **Laura Shoemaker**

Autism Ontario - **Monica Wenzlaff**

Member at Large - **Jeanne Gravelle**



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

35 Weber St. W., Unit A  
Kitchener, ON, Canada N2H 3Z1  
519-578-3660  
info@wcdsb.ca



**SEAC Committee Meeting Agenda**

<b>Date&amp; Time:</b>	December 3, 2025, at 6:00 p.m.
<b>Location (Hybrid)</b>	In-Person: St. Francis Room (2 <sup>nd</sup> Floor), Catholic Education Centre Online: Via Teams : <a href="#">Join the meeting</a>
<b>Next Meeting:</b>	January 7, 2025 @ 6:00 pm
<b>Committee Members:</b> Kim Murphy, Amanda Hennig, Cindy Benedetti, Karen Applebee, Laura Shoemaker, Jeanne Gravelle, Monica Wenzlaff, Bob Sikora, Conrad Stanley	
<b>Administrative Officials:</b> Gerald Foran, Erin Lemak	

<b>1. Opening Prayer</b> Welcome	Erin Lemak
<b>2. Approval of Agenda</b> Motion by: Seconded:	
<b>3. Declared Pecuniary Interest</b>	
<b>4. Approval of the November minutes:</b> Motion by: Seconded:	
<b>5. School System Operational Business</b> 5.1. SAP/MAPP	J. Ritsma/P. Leduc
<b>6. Ministry Updates (10 min)</b>	
<b>7. SEAC Committee Functions:</b> 7.1. Letter of Support for Summer Spec Ed Funding (5 min) 7.2. Sacramental Kits Event (5 min)	Chair E. Lemak
<b>8. Policy Advice to the Board</b>	
<b>9. Updates</b>	
<b>10. Pending Items</b>	
<b>11. Adjournment</b> Motion by: Seconded:	
<b>12. Action Items Place Holder</b>	



**SEAC Committee Meeting Minutes**

<b>Date&amp; Time:</b>	November 5, 2025, at 6:00 p.m.
Location (Hybrid)	In-Person: St. Francis Room (2 <sup>nd</sup> Floor), Catholic Education Centre Online: Via Teams : <a href="#">Join the meeting</a>
<b>Next Meeting:</b>	December 3, 2025 @ 6:00 pm
<b>Committee Members:</b> Kim Murphy, Amanda Hennig, Cindy Benedetti, Karen Applebee, Laura Shoemaker, Jeanne Gravelle, Monica Wenzlaff, Bob Sikora, Conrad Stanley	
<b>Administrative Officials:</b> Gerald Foran, Erin Lemak	
<b>Regrets:</b> Jeanne Gravelle	

<b>1. Opening Prayer</b> Welcome	Erin Lemak
<b>2. Approval of Agenda</b> Motion by: Karen Applebee Seconded: Bob Sikora	
<b>3. Declared Pecuniary Interest</b> N/A	
<b>4. Approval of the October minutes:</b> Motion by: Laura Shoemaker Seconded: Bob Sikora	
<b>5. School System Operational Business</b> 5.1. Self-Regulation Support and Resources Q&A	A. Snyder
<b>6. Ministry Updates (10 min)</b> N/A	
<b>7. SEAC Committee Functions:</b> 7.1. Letter of Support for Summer Spec Ed Funding (5 min) • Revised letter to be shared at the next meeting.  7.2. AI Parent Guidelines Survey (20 min) • <a href="#">PARENT GUIDELINES SURVEY LINK</a>  7.3. Sacramental Kits Event (5 min) • Confirmed that we are going ahead with the event on February 4 <sup>th</sup>	Chair/All
<b>8. Policy Advice to the Board</b> N/A	
<b>9. Updates</b> <b>9.1. Trustee Updates</b>	



<ul style="list-style-type: none"><li>• Trustees Sikora and Stanley shared October updates.</li></ul> <p><b>9.2. Autism Updates:</b></p> <ul style="list-style-type: none"><li>• <a href="#">Autism Ontario - November 2025 update.pdf</a></li></ul> <p><b>9.3. WRFN Updates:</b></p> <ul style="list-style-type: none"><li>• <a href="#">Social and Recreational Info Fair</a> – Nov 24<sup>th</sup> at RIM Park</li><li>• <a href="#">School Navigation workshop series</a> – next session in January on Transitions</li><li>• <a href="#">Kaleidoscope Kids</a> – December 6<sup>th</sup></li><li>• Sensory Santa at Cambridge Centre mall – to book <a href="#">contact the city</a></li></ul> <p><b>9.4. WRPS:</b></p> <ul style="list-style-type: none"><li>• Sensory Santa at Conestoga Mall Conestoga Mall – November 3<sup>rd</sup> and December 7<sup>th</sup></li></ul> <p><b>9.5. WWDSS:</b></p> <ul style="list-style-type: none"><li>• WWDSS Fall Mini Conference - Saturday November 15, 2025, 9:00 am to 2:30 pm at KidsAbility - 500 Hallmark Dr, Waterloo, the agenda is:<ul style="list-style-type: none"><li>➢ Agenda Self Advocate Presentation</li><li>➢ Planning for the Future: Wills Trusts and Guardianship</li><li>➢ Lunch</li><li>➢ Future Financial Planning for Families and Individuals with Down Syndrome (RDSP, DTC, ODSP)</li></ul></li><li>• WWDSS Table at Social &amp; Recreation Information Fair - Nov 24 RIM Park</li><li>• WWDSS Christmas Party -Saturday December 6, 2025, 2:00 pm to 5:00 p.m. at Alpine Club, 464 Maple Avenue, Kitchener</li><li>• WWDSS: Speech &amp; Music Social Groups Registration Ongoing. Details and registration for all events can be found at <a href="#">wwdss.ca</a></li></ul>	
<p><b>10. Pending Items</b> N/A</p>	
<p><b>11. Adjournment</b> Motion by: Kim Murphy Seconded: Amanda Wenzlaff</p>	
<p><b>12. Action Items Place Holder</b> N/A</p>	



Via email [minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

The Honourable Paul Calandra Minister of  
Education  
438 University Ave 5th Floor  
Toronto, ON, M5G 2K8

Dear Minister Calandra,

This letter is in response to a recommendation brought forward by the Special Education Advisory Committee (SEAC) of Waterloo Catholic District School Board (WCDSB).

WCDSB is extremely grateful for the Responsive Education Program (REP) funding the Ministry of Education has provided school boards over the past **five** years for **Summer Learning for Students with Special Education Needs**. This funding has allowed for intentional programming with measurable gains for our most vulnerable learners within our schools.

More specifically, it has provided much-needed resources, transition programs, and additional staffing for students with special education needs over the summer months. Additionally, it has supported students with special education needs in transitioning successfully into their schools at the start of the new school year.

Furthermore, with this funding, WCDSB has been able to hire additional special education staff for existing summer learning programs which in turn has allowed for prioritizing registration for students who have an individual education plan (IEP).

We anticipate that our students will continue to benefit from this additional funding and support each year. Therefore, in an effort to support our most vulnerable learners within our schools, we are advocating that the following funding and directive be moved into the **Core Education Fund for Special Education**.

#### **E4 Project Plan - Summer Learning for Students with Special Education Needs**

This would assist school boards in long term planning for summer programs and transitions for our exceptional students, knowing that school boards can rely on this funding on an annual basis.

Thank you in advance for your consideration.

Yours in Catholic Education,

