

SPECIAL EDUCATION ADVISORY COMMITTEE

Wednesday, September 9, 2026, at 6:00 pm
Teams Meeting: [JOIN THE 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.*

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

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SEAC Committee Meeting Agenda

Date& Time:	September 9, 2026@ 6:00 pm
Location (Hybrid)	In-Person: St. Francis Room (2 nd Floor), Catholic Education Centre Online: Via Teams: Join the meeting
Next Meeting:	October 7, 2026@ 6:00 pm
Committee Members: Kim Murphy, Amanda Hennig, Cindy Benedetti, Karen Applebee, Laura Shoemaker, Jeanne Gravelle, Monica Wenzlaff, Bob Sikora, Conrad Stanley	
Administrative Officials: Gerald Foran, Angela McHardy, Erin Lemak	

1. Opening Prayer Welcome	Erin Lemak
2. Approval of Agenda Motion by: Seconded:	
3. Declared Pecuniary Interest	
4. Approval of the June minutes: Motion by: Seconded:	
School System Operational Business: 5.1 Welcoming the new Superintendent of Special Education, Angela McHardy 5.2 Summer Boost and Transition Update 5.3. 26/27 Special Education Plan Checklist 5.4. Professional Development Plan for the Year	G. Foran E. Lemak
6. Ministry Updates (10 min)	
7. SEAC Committee Functions: 7.1. 26/27 SEAC Topics 7.1. SEAC Terms of Reference	A.McHardy L. Shoemaker
8. Policy Advice to the Board	
9. Updates	



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



SEAC Committee Meeting Minutes

Date& Time:	June 15, 2026 @ 5:00 pm
Location (Virtual)	Online: Via Teams: Join the meeting
Next Meeting:	September 9, 2026@ 6:00 pm
Committee Members: Kim Murphy, Amanda Hennig, Cindy Benedetti, Karen Applebee, Laura Shoemaker, Jeanne Gravelle, Monica Wenzlaff, Bob Sikora, Conrad Stanley	
Administrative Officials: Gerald Foran, Erin Lemak	
Regrets: Jeanne Gravelle	

1. Opening Prayer Welcome	Erin Lemak
2. Approval of Agenda Motion by: Cindy Benedetti Seconded: Bob Sikora	
3. Declared Pecuniary Interest N/A	
4. Approval of the May minutes: Motion by: Cindy Benedetti Seconded: Monica Wenzlaff	
5. School System Operational Business: 5.1. 26/27 Budget Estimates - Budget Process Overview - Grant Announcement - Special Education Funding - Special Education Expenditures Q&A ➤ Motion that SEAC accepts Special Education 26/27 budgets estimates as presented to the SEAC committee: - Motion moved by Bob Sikora. - The Chair called for a vote: All those in favor? All those opposed? Any abstentions? The motion was carried.	R. King Manager of Budget and Financial Reporting



6. Ministry Updates (10 min) N/A	
7. SEAC Committee Functions: 7.1. SEAC Terms of Reference Added as an addendum for members to review and discuss in the fall.	L. Shoemaker
8. Policy Advice to the Board N/A	
9. Updates N/A	
10. Pending Items N/A	
11. Adjournment Motion by: Seconded:	
12. Action Items Place Holder	



Waterloo Catholic District School Board

Board Committee Terms of Reference Special Education Advisory Committee (SEAC) 2025/2026

Mandate

A Special Education Advisory Committee (SEAC) is a mandated committee in Ontario, established by school boards under the Education Act (Regulation 464/97) to advise on special education programs and services. SEACs consist of local association representatives, trustees, and community members who make recommendations to improve support for students with special needs.

Core Responsibilities

- **Advise the Board:** Provide recommendations on the establishment, development, and delivery of special education programs.
- **Review Financials:** Participate in the board's annual budget process to review funding allocated for special education.
- **Annual Review:** Assist in the annual review of the school board's Special Education Plan.
- **Hear Concerns:** Provide a forum for parent associations to raise systemic issues affecting exceptional students.

Limits of Authority

- **Systemic Focus:** Review board-wide policies, budgets, and programming models.
- **No Individual Cases:** Avoid advocating for or discussing specific individual students or staff members during meetings.
- **Advisory Only:** Submit formal recommendations to the Board of Trustees, who hold final decision-making power.

Membership

1. The Special Education Advisory Committee (SEAC) will be comprised of the following members:
 - a. Two Trustees who are appointed by the Chair of the Board.
 - b. the Director of Education or their representative(s) as non-voting members.
 - c. representatives of local associations operating within Waterloo Region, to a maximum of 12 associations.
 - d. One or more additional members who are neither representatives of a local association nor members of the board or another committee of the board.



2. All committee members who are not board staff board are to be residents of Waterloo Region and qualified to vote in municipal elections.
3. At the first meeting of the term, the members will elect a Chair of the Committee as well as a Vice-Chair. If agreed to by the majority of the voting members, the roles of Chair and Vice-Chair can be elected as Co-Chairs in which case there will be no Vice-Chair.
4. A member of the SEAC vacates his or her seat if he or she absents themselves from three regular meetings of the committee.
5. Each non-staff members of an association is entitled to a single vote on matters before the committee.

Role of Alternates

6. Each local association is to nominate an alternate representative for their association.
7. The Chair of the Board shall appoint two alternates for Trustees.
8. Where alternates are attending in place of the designated member, they have the right to vote.
9. Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate and the alternate shall attend the meeting and act at the meeting in the member's place.

Term

10. All persons appointed to the committee shall hold office for the term of office of the Board of Trustees, which commences after Municipal Elections.
11. Trustee members are to continue their terms for a four-year period.
12. Members from local associations are expected to serve a four-year term, and when unable to serve the full term, the association is expected to provide a substitute representative.

Objectives of SEAC

13. Advocate to the Ministry of Education and other government entities to address the needs and concerns of Special Education students.

14. Review and approve the following:
 - a. Special Education Plan
 - b. Special Education Budget

Meetings

15. The Committee will meet at least 10 times during the school year. Regular meetings are scheduled for the first Wednesday of each month.
16. Members are allowed to participate via electronic means if they cannot attend the meeting in person.
17. A majority of the members of the Committee, exclusive of board staff, that includes at least one Trustee constitutes a quorum for meetings of the Committee.

Reporting and Communication

18. The committee will provide agendas prior to meetings and maintain minutes of each meeting.
19. The committee will provide specific communications to the Board when deemed appropriate or necessary. Regular meeting minutes to the Board will serve this purpose when no specific matters are deemed necessary to bring forward.
20. Provide an annual report to the Board no later than the last Board meeting of the school year.

Other

21. The board shall ensure that the SEAC is provided with the opportunity to participate in the board's annual budget process as that process relates to special education.
22. Within a reasonable time after a Special Education Advisory Committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,
 - (a) the role of the committee and of the board in relation to special education; and
 - (b) Ministry and board policies relating to special education.