**MINUTES**

**SEAC Meeting**

**Date: 17 December, 2018  Location: Board Room, 5050 Yonge St.**

**Time: 7:00 pm**

**Committee Chair:  Vacant**

**Committee Vice-Chair: Vacant**

A meeting of the Special Education Advisory Committee convened on December 17, 2018 from 7:00 pm to 9:25 pm in the TDSB Board Room (5050 Yonge Street, Toronto, ON). Associate Director Kathy Witherow chaired the meeting until a chair and vice chair were elected.

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**Attendance:**

Association for Bright Children (ABC) Melissa Rosen

Autism Society of Ontario – Toronto Lisa Kness

Community Living Toronto Tracey O’Regan

Down Syndrome Association of Toronto Richard Carter

Easter Seals Ontario *Regrets*

Epilepsy Toronto Steven Lynette

Integrated Action for Inclusion (IAI) Tania Principe

Learning Disabilities Association Toronto Patrick Smith

VIEWS for the Visually Impaired *Regrets*

VOICE for Hearing Impaired Children Paul Cross

LC1 Nora Green Aline Chan

LC2 Jean-Paul Ngana Jordan Glass

LC3 Olga Ingrahm

LC4 Diane Montgomery Paula Boutis Stephanie Butler (alt)

TDSB Trustees Trustee Alexander Brown, Trustee Michelle Aarts (phone)

**Also present were:**

Kathy Witherow, Associate Director, Leadership, Learning and School Improvement

Brendan Browne, Executive Superintendent, Leadership, Learning and School Improvement

Vicky Branco, System Superintendent, Leadership, Learning and School Improvement

Lori Moore, Centrally Assigned Principal, Special Education

Cynthia Zwicker-Reston, Centrally Assigned Principal, LC3

Lianne Dixon, TDSB SEAC Liaison

Regrets: David Lepofsky,Trustee Alexandra Lulka, Deborah Fletcher, Kirsten Doyle, Jordan Glass,

**AGENDA**:

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|  | **Item** | **Facilitator** | **Time** | **Recommendation/**  **Motion** |
| 1. | Call to Order (quorum) - Acknowledgement and Welcome and Introductions of new and returning SEAC Members, TDSB Staff, Guests and Observers; announce call-in attendees and audio recording of meeting. | Kathy Witherow | 7:00 | Members introduced themselves and gave brief personal biography and history with SEAC. |
| 2. | Approval of Agenda | Kathy Witherow | 7:05 | Moved by Richard Carter  Seconded by Olga Ingrahm |
| 3. | Declarations of Possible Conflict of Interests | Kathy Witherow | 7:08 | None |
| 4. | Approval of SEAC Meeting Minutes for November 5, 2018 | Kathy Witherow | 7:10 | Moved by Olga Ingrahm  Seconded by Melissa Rosen |
| 5. | * Welcome to new members * Chair/Vice Chair Election discussion * Information for new members | Kathy Witherow | 7:15 | Regulation 464 Section 9 indicates that  at their first meeting of a newly appointed SEAC “shall” elect Chair and Vice Chair. This Regulation supersedes the Terms of Reference.  SEAC was reminded that a motion passed Spring 2018 changed the Terms of Reference so that it is no longer required that one of the Chair/Vice Chair positions be held by a Trustee.  Richard Carter was nominated for Chair. As there were no additional nominees, Richard Carter was acclaimed as SEAC Chair.  Steven Lynette was nominated for Vice Chair. As there were no additional nominations, Steven Lynette was acclaimed as SEAC Vice Chair. |
| 6. | **Setting up working groups**  **- call for volunteers**  **- updates**  **Call for additional working groups** | **Chair** | 7:30 | Volunteers were requested for Working Groups  **Budget (Kathy Witherow)**   * Jean Paul Ngana * Alexander Brown * Melissa Rosen * Paula Boutis * Olga Ingrahm * Tania Principe   **Communication (Brendan Browne and Jennifer Newby)**   * Patrick Smith * Diane Montgomery * Tracey O’Regan * Richard Carter   **Special Education Plan (Brendan Browne and Susan Moulton)**   * Stephanie Butler * Lisa Kness * Tania Principe * Paula Boutis * Melissa Rosen * Aline Chan * Nora Green   **Action Plans (Kathy Witherow and Cynthia Zwicker-Reston)**   * Stephanie Butler * Aline Chan * Diane Montgomery * Melissa Rosen * Steven Lynette   **Action:**  Staff will create a process for consultation  There will be a staff member attached to each working group  Working groups were asked to start to develop a short list of priorities  Action Plan Update will be added as a standing item on future SEAC agendas |
| 7. | Leadership and Learning Department Staff updates and requests for SEAC input   * Training for new members (January) - input/focus? | Kathy Witherow  Brendan Browne  Vicky Branco  Lori Moore | 7:4 | CTCC Care Treatment Custody and Corrections (Section 23) are programs for students whose primary need resides outside education. TDSB is responsible for education and different agencies are responsible for treatment component.   * Hospitals * Clinical Treatment Programs (Mental Health) * Youth Detention System   Refusals to Admit policy will be brought to SEAC in January for consultation.  Training for SEAC members will take place on January 14th.   * Lynn Ziraldo – Member of the Minister’s Advisory Committee on Special Education (MACSE)   **Action: If any SEAC members would like to provide suggestions/input to January 14th training session, please email Kathy Witherow/Brendan Brown directly**. |
| 8. | Setting Directions/Priorities for 2019/20 | Chair | 8:00 | SEAC members sent suggestions for direction through Chair Richard Carter in fall 2018. These will be revisited and further input requested from new members. |
| 9. | Trustees’ Report(s) | Trustees | 8:15 | The Ministry sent memos that EPO grants were changed. Each board received a different memo with specific cuts/changes. TDSB staff are working to determine what the impacts will be for students. Some of the grants that are cancelled or reduced include:  – Experiential learning, Tutors in the classroom, Focus on Youth, Student Success Leaders, Indigenous focus, DPA, Physical Activity for secondary,  **Action: Trustee Alexander Brown will share the list with SEAC,** |
| 10. | Association/Community Representative Report(s)   * Announcements/Upcoming Events * Association/Community Representatives to share where to find their Special Education and Employment resources/initiatives for students, teachers and parents. | SEAC Members | 8:30 | Paula Boutis – PAP Conference – March 30th Beanfield Centre   * online form is coming out to sign up for a workshop (now shared) * Lianne and Paula will look through submissions – they will be due last week of January * Members will be asked to volunteer to look after SEAC table, answer questions, help with organizing/set-up, etc. * Association/Community Representatives item was deferred but members representing Associations were asked to send Lianne Dixon information on special education and employment if it is available. |
| 11. | Other business - Correspondence Received   * Invitation to participate in focus group (Dress Code) * Consultation invitation (The Restrictions on Alcohol, Drug and Tobacco Use Policy * Toronto Family Network emails (Dec. 3, Dec. 10) | Chair | 8:45 |  |
| 12. | Next Meeting: 14 January, 2019 7 pm   * SEAC member training * Craig Snider * Refusal to Admit Policy |  | 9:00 | Meeting was adjourned at 9:25 pm  **Action:**   * Invite Craig Snider to the January meeting * Refusal to Admit Policy to be on the January agenda * Revise Terms of Reference to align with Regulations * Put Action Plan Update as a Standing Agenda Item (anything that goes to PSSC that has to do with special education) * Send dates of PSSC to SEAC members * Send TFN email to communication and Special Education Plan working groups. |