



## Special Education Advisory Committee (SEAC) Meeting MINUTES

September 16, 2013; 7:00 p.m.  
5050 Yonge Street, Boardroom

**Members Present:** Diana Avon, Heather Breckenridge, Aline Chan, Paul Cross, Clovis Grant, Debra Hayden, Trustee John Hastings, Olga Ingrahm, Trustee Howard Kaplan, Steven Lynette, Jean-Paul Ngana, Phillip Sargent, Trustee Sam Sotiropoulos, Nancy Turner Wright

**Alternates Present:** Michelle Brick, Elaine Dodsworth-Lever, Nora Green, Margarita Isakov, Oksana Romanov, Najia Shafi, Bantyeahun Tezazu

**Regrets:** Yama Arianfar, Christina Buczek, Richard Carter, Robert Gates, Wendy Huang, Gal Koren, Ginny Pearce

**Staff Present:** Sandy Spyropoulos, Cindy Burley, David Johnston, Margo Ratsep, Craig Tsuji, John Manalo

**Recorders:** John Manalo and Margo Ratsep

Item	Business
1.	<p><b>Call to Order</b></p> <p>A meeting of the Special Education Advisory Committee was convened at 7:03 p.m. on Monday, September 16, 2013, in the Boardroom, 5050 Yonge Street, Toronto, Ontario with Chair Steven Lynette presiding.</p>
2.	<p><b>Approval of the Agenda</b></p> <p><b>***Motion: Paul Cross moved that the Agenda be approved. The motion carried</b></p>
3.	<p><b>Declarations of Possible Conflicts of Interest</b></p> <p>No conflicts of interest were noted.</p>
4.	<p><b>Confirmation of Minutes of June 3, 2013</b></p> <p><b>***Motion: Oksana Romanov moved that the Minutes of June 3, 2013 be approved. The motion carried.</b></p>
5.	<p><b>Delegations and/or Presentations</b></p> <p>The meeting continued without presentations or delegations</p>
6.	<p><b>Business Arising from the Minutes</b></p> <p><b>PIAC/SEAC Parent Conference</b></p> <p>Clovis Grant provided details of the conference day, outlining that there will be morning workshop sessions and an afternoon networking marketplace, with an expected 300 guests to attend. Some TDSB staff will be presenting and also available to answer questions from</p>

	<p>attendees. Representatives of SEAC will be attending to promote the services provided by their organizations. Parents are being encouraged to pre-register early, especially for those needing child-care services; there will be a two-week cut-off prior to the conference date for registering for child-care services. Information is available on the TDSB website at: <a href="http://www.tdsb.on.ca/parentconference">www.tdsb.on.ca/parentconference</a></p> <p>SEAC members are to contact Clovis to confirm participation.</p>
7.	<p><b>Trustees' Report</b></p> <p>John Hastings reported that \$40000 was raised in a charitable June golfing event. SEAC Member Association parents interested in involving their kids in a similar kind of golf event are invited to contact John Hastings at <a href="mailto:John.hastings@tdsb.on.ca">John.hastings@tdsb.on.ca</a>.</p> <p>Howard Kaplan reported that the motion from the June 2013 SEAC meeting, regarding SEAC membership vacancies has not been to Board yet.</p> <p>Sam Sotiropoulos reported that TDSB has successfully contracted for roof repairs and solar panel installations through Feed In Tariff contracts with Ontario Power Authority. 4.3 million square feet of rooftops will be repaired over the next two years.</p>
8.	<p><b>Executive Superintendent's Report</b></p> <p>Sandy Spyropoulos submitted a report for inclusion in the minutes. <i>(See pages 5 to 7)</i></p> <p>Principal Craig Tsuji gave a brief presentation about TDSB Summer School programs for students with special education needs.</p>
9.	<p><b>System Superintendent's Report</b></p> <p>Cindy Burley submitted a report for inclusion in the minutes <i>(See page 8)</i></p>
10.	<p><b>Professional Support Services Report</b></p> <p>David Johnston submitted a report for inclusion in the minutes <i>(See pages 9 to 10)</i></p>
11.	<p><b>Reports/Updates from SEAC Subcommittees</b></p> <p>There were no SEAC Subcommittee reports.</p>
12.	<p><b>SEAC Member Association Reports</b></p> <p>Paul Cross reported that VOICE will be present at the October 19<sup>th</sup> Parent Conference and is also having a Hearing Awareness event on September 23<sup>rd</sup> – with a focus on teaching children about protecting their hearing and on the need for hearing screening</p> <p>Debra Fletcher distributed a handout from Easter Seals regarding new Tip Sheets available in a variety of languages to support families of students with disabilities through school transitions. <i>(See page 11 for more information.)</i></p>
13.	<p><b>Correspondence Received by the Chair</b></p> <p>The following correspondence was received:</p> <ul style="list-style-type: none"> <li>• Letter dated September 11, 2013 from Valerie Martin, Executive Director of Learning Disabilities Association Toronto nominating Michelle Brick as SEAC Representative in place</li> </ul>

	<p>of Loris Bennett</p> <ul style="list-style-type: none"> <li>• Email dated June 27 from Toronto Family Network re: TDSB operational questions</li> <li>• Email dated June 18 from Toronto Family Network re: TDSB operational questions</li> <li>• Copy of letter dated June 6, 2013 to Honorable Liz Sandals, Minister of Education from SEAC Chair Dave Marcus, Renfrew County DSB re: support for mandatory pre-service program in special education for all Ontario Teacher Education Programs</li> <li>• Copy of letter dated June 4, 2013 to Honorable Ted McMeekin, Minister Community and Social Services from Mart Krebs, SEAC Chair, Avon Maitland DSB re: concern about the termination of Special Services at Home (SSAH) funding for young adults with developmental disabilities</li> <li>• Copy of letter dated June 3, 2013 to Honorable Ted McMeekin, Minister of Community and Social Services from SEAC Chair Lynn Trevisan, Halton DSB re: changes to Special Services at Home (SSAH) funding and barriers to applying to Developmental Services Ontario</li> <li>• Copy of letter dated May 16, 2013 to Honorable John Milloy, Minister of Community and Social Services from Peggy O'Toole, SEAC Chair, Peterborough Victoria Northumberland Clarington Catholic DSB re: concern about the termination of Special Services at Home (SSAH) funding for young adults with developmental disabilities</li> </ul> <p><b>****Motion to Board: Diana Avon moved: that SEAC recommend to the Board of Trustees that they appoint Michelle Brick (currently the Alternative SEAC Representative for Learning Disabilities Association) as the primary representative in place of Loris Bennett, who has resigned that position.</b></p> <p><b>The motion carried.</b></p>
14.	<p><b>New Business</b></p> <p><b>1. TDSB Website Changes</b></p> <p>Several members have found the new TDSB website to be difficult to navigate and voiced concerns regarding the reduced visibility and accessibility of the Special Education and SEAC web pages.</p> <p>Trustee John Hastings recommended that SEAC send a letter to Erin Moroz, to work with the webmaster to make improvements to the new TDSB website, and for parents having difficulties using the website to email Erin Moroz directly at <a href="mailto:erin.moroz@tdsb.on.ca">erin.moroz@tdsb.on.ca</a></p> <p><b>****Motion: Jean Paul Ngana moved that SEAC submit a letter to the communications director recommending an improved display of special education on the TDSB website.</b></p> <p><b>The motion carried.</b></p> <p>Margo Ratsep volunteered to gather comments and concerns from SEAC members and forward the collected concerns to Chair Steven Lynette for inclusion in the letter.</p> <p><b>2. Executive Superintendent's Report Item on IEPs</b></p> <p>Trustee Sotiropoulos commented on what appears to be a growth in numbers of students</p>

	<p>requiring special education support in the TDSB and requested that staff present a report by category for special education services, to compare with services in other school boards.</p> <p><b>***Cindy Burley undertook to provide a breakdown of this information to SEAC.</b></p> <p>A motion to extend the SEAC meeting by five minutes was carried.</p> <p>Cindy Burley responded to questions regarding the development and use of Individual Education Plans.</p>
<p><b>15.</b></p>	<p><b>Adjournment</b></p> <p><b>Trustee Kaplan moved that the meeting be adjourned. The meeting adjourned at 9:04 p.m.</b></p>

# **Special Education Advisory Committee**

## **Executive Superintendent's Report**

September 16, 2013

### **Focus for 2013-2014 – Director's Leadership Report**

I would like to begin by sharing with you some highlights of the Director's Leadership Report which was presented at Board on Wednesday, September 11, 2013. The theme for this year is on "ACTION!" From January 2013 to June 2014, the Director's Leadership Reports focused on the themes of Opportunity, Celebration, Accountability, Voice and Recognition. This year, the Director's "Taking Action Plan" will include:

- A) Action for our students, staff and communities that hold us all accountable for delivering:
- improved student achievement;
  - wise and effective use of all our resources; and
  - the foresight for what needs to be considered and done to sustain and modernize our learning environments.

The Director has outlined twelve areas that we will focus on to support better outcomes for students. These will include: Special Education Inclusion Plans; Mental Health and Well-Being; Youth in Care; Aboriginal Education; Early Years; Digital Technology; Student Engagement, to name a few. To accomplish our actions, we will focus on developing, growing and strengthening relationships and holding ourselves accountable.

- B) The five Strategic Directions will continue to drive our decision making:
- Make every school an effective school
  - Building leadership within a culture of adaptability, openness and resilience
  - Form strong and effective relationships and partnerships
  - Build environmentally sustainable schools that inspire teaching and learning
  - Identify disadvantage and intervene effectively.

Our three Priorities are:

- Student Achievement
- Parent and Community Engagement
- Financial Stability

- C) Demographics: We opened our doors on September 3 to 256,000 K-12 students in 590 buildings; we launched 114 more Full Day Kindergarten sites bringing the total to 304 sites (75% of our elementary schools); we are proudly working with 39,000 full time and part time employees representing 12 employee groups; we welcomed 7 new Superintendents of Education to the Senior Team; and a new Associate Director of Finance, Carla Kisko who will be joining us at the beginning of October.

### **Special Education Summer School Program**

Once again this year the Special Education summer school program offered engaging, purposeful and fun filled activities that provided an opportunity for students to consolidate and further their academic and life skills learning. In addition, they enjoyed interactive, thematic and

social experiences that included music and drama, sports and games, excursions into the community and end of program celebrations.

A total of **304** students attended our developmental disabilities programs at Seneca, Beverly, Park Lane, Lucy McCormick, Scarborough Village and W.J. McCordic. The physical disabilities program held at Sunny View had **116** students attend this summer over two sessions and the Deaf and Hard of Hearing program had **54** children in attendance.

Our dedicated staff and site administrators were instrumental in the success of the summer school programs by ensuring that the day-to-day operations of each school ran smoothly. Also contributing immensely to the overall positive experience that the students had this summer were the volunteers and co-op students, along with the parents who visited regularly and supported the staff and the students. Thank you to everyone for making this another enriching and worthwhile learning experience for all.

## **Individual Education Plans**

During the 2012-2013 school year there were over 50,000 active IEPs. Teachers are already busy working on their IEPs for this new school year. As of Monday, September 16<sup>th</sup>, 23,692 IEPs were started; 14,828 elementary and 8,864 secondary. This tremendous increase in the number of IEPs underway at this time compared to last year indicates that teachers are now very familiar with the web-based application and are accessing it early. The Special Education department continues to offer support to teachers through a series of workshops. Teachers new to writing IEPs were invited to information sessions in both the East and West regions on Monday September 9th. Over 100 teachers attended the sessions, which focused on parent/student consultation, programming and key information to be included in the IEP.

Over the summer the SAP CRM application that we use for our IEP and IPRC processes was upgraded to a newer version (CRM 7.02). The upgrade provides a stable IT environment, supports newer internet browser versions and provides access to support from SAP Canada for any program corrections. In the future, this upgrade will allow TDSB to take advantage of new functionality within the application to improve our business processes.

In addition to the upgrade, some enhancements to the IEP application were introduced that improve the writing experience for teachers and that provide additional reports for more comprehensive data analysis. All TDSB schools are now using the web-based IEP including the Section 23 teachers who started using the application last year.

## **Section 23 – Toronto District Elementary School and Toronto District Secondary School**

Purpose:

- To provide a wide array of treatment for students melding treatment and education; with treatment provided by the agency and education provided by the TDSB

Current structure:

- Elementary and secondary students from ages 4 to 21, located in 65 different geographic locations
- Elementary has 23 programs and 48 teachers; Secondary has 42 programs and 61 teachers; 21 EAs are assigned to various programs
- Partnerships with close to 35 different agencies

Variety of programs:

- Treatment programs offered through agency partnerships serve students and their families with a wide variety of needs, such as mental health, psychiatric, social/emotional/behavioural, pregnancy and motherhood, open detention and open custody, substance abuse, eating disorders, students who require medical treatment, such as dialysis, oncology, chronic pain, seizure disorders; and exceptional students with dual diagnosis whose needs require alternative placement

Program Changes for 2013-2014

- Two agencies provided last minute notice that they would not be continuing their partnership with Section 23. One is Hincks-Dellcrest serving students in open detention-open custody effective immediately. The other is The Hospital for Sick Children that was involved in the program for students with Fetal Alcohol Syndrome Disorder effective October 18th. All other programs in partnership with these two agencies will be continuing as planned.
- We have a change in focus in our partnership with Redemption Reintegration Services which now focuses on elementary-aged students.

## **Staff Changes**

We welcome the following staff who have joined our team or who will be working in a new role:

- Sandra Tondat, Central Coordinating Principal
- Maria LoBianco, Supervising Principal – West Region
- Juliet Jones, Vice-Principal – West Region
- Wendy Roberts, Vice-Principal – West Region
- Allyson Jeffery, Coordinator of Professional Learning
- Cindy Jaques, Coordinator of Behaviour Regional Services
- Ellen Walsh, Consultant – Secondary Focus

## **Community Living Toronto Annual Award for Inclusive Education**

I had the pleasure of attending the 65<sup>th</sup> Annual General meeting of Community Living Toronto on September 10<sup>th</sup> for the Inclusive Education Award presentation. Congratulations to his year's recipient Ms. Jane Dover, a kindergarten teacher from William Burgess PS, who was recognized for her commitment and work in empowering and including students with disabilities in her classroom.

**Looking forward to an exciting and productive year!**

# **System Superintendent SEAC Report**

September 16, 2013  
Submitted by Cindy Burley

## **Early Learning Program (Full Day Kindergarten)**

Full Day Kindergarten began last week in more than 100 TDSB schools, bringing the total to approximately 75% of our schools. Students are attending all day in kindergarten programs, including the Kindergarten Diagnostic Programs and the Kindergarten Intervention Programs. These special education programs are staffed with a teacher, either an EA or a CYW and lunch hour support. Staff have participated in a number of professional learning opportunities that focused on play-based learning.

## **Professional Development for Special Education Teachers**

Once again this year we will be providing professional learning sessions for teachers on a variety of topics, including exceptionality-specific programming for some of our ISP teachers and sessions for teachers supporting students in the regular class.

On September 19, MARTs, HSP teachers and CL/ACLs, who are new to their role, will participate in a half day workshop about special education policies, procedures and System practices. The workshop has become an annual tradition with the Shared Solutions document and its approaches being referenced throughout the half day. Part 2 of the workshop will be held in November.

## **Professional Learning for Newly Promoted Vice Principals**

On August 22, our department presented a workshop about special education topics, policies and procedures to approximately 60 newly promoted principal and vice principals. There will be additional sessions held throughout the fall which will focus more specifically on teaching and learning for students with special education needs.

## **Special Education Department Professional Learning**

On September 3, the consultants, coordinators and administrators of Central Special Education began this year's work on building capacity within the department. This year's priority is to continue to develop a tiered approach to supporting our schools. As well, the Department had a refresher in the area of privacy, confidentiality and file management, entitled: Working Safe and Working Smart.

## **Special Education Report**

In accordance with Ontario Ministry of Education expectations, the TDSB Special Education Report is now available on the website as of July 31, 2013. Thank you to the SEAC Subcommittee for their input throughout this process.

# SEAC Report

## Professional Support Services

September 16, 2013  
Submitted by David Johnston

### Professional Support Services Focus for the School Year

For the 13/14 school year, each service in PSS will be working on activities that align with our focus this year of “Priming Children for Success”. We are beginning with identifying what we already do to support this goal, and expanding to new initiatives, programs, projects that will extend our work. We also look forward to finding ways of working with one another, as well as other system and community partners.

“Priming Children for Success” involves: supporting the whole child; a focus on identifying and using the strengths of children, families and schools; developing capacity within students, families and schools; identifying supports and resources that children need to be successful; and, creating environments and conditions that allow children to be successful at school and in life.

### Diversion Program

Staff in Professional Support Services have been working with TDSB Caring and Safe Schools, Toronto Catholic District School Board, Crown Attorneys, and the Toronto Police Services on a project for young students involved in sexually acting out behavior. We have been asked to create a program that would be educational and preventative for young students who were engaging in inappropriate sexual behavior. The goal of the program is to educate the students about appropriate and healthy behavior, in order to avoid entry into the criminal justice system. Social Workers from the TDSB worked with colleagues from the TCDSB in creating a 5 unit program that would increase awareness and understanding in order to help students accept responsibility for their actions. The educational program covers topics that include: empathy; healthy relationships, boundaries, and consent. These sessions with individual students would be led by a Social Worker and requires the participation of the identified student and involvement of their family. At the conclusion of the program, any charges that might have been pending would be withdrawn. The program is currently being tested with a few students before opening it up on a wider scale.

### Department Staffing

The following permanent allocations have been approved for the Professional Support Services for the 2013/2014 school year:

*Attendance Services – 12*

*Occupational Therapy and Physiotherapy Services - 26*

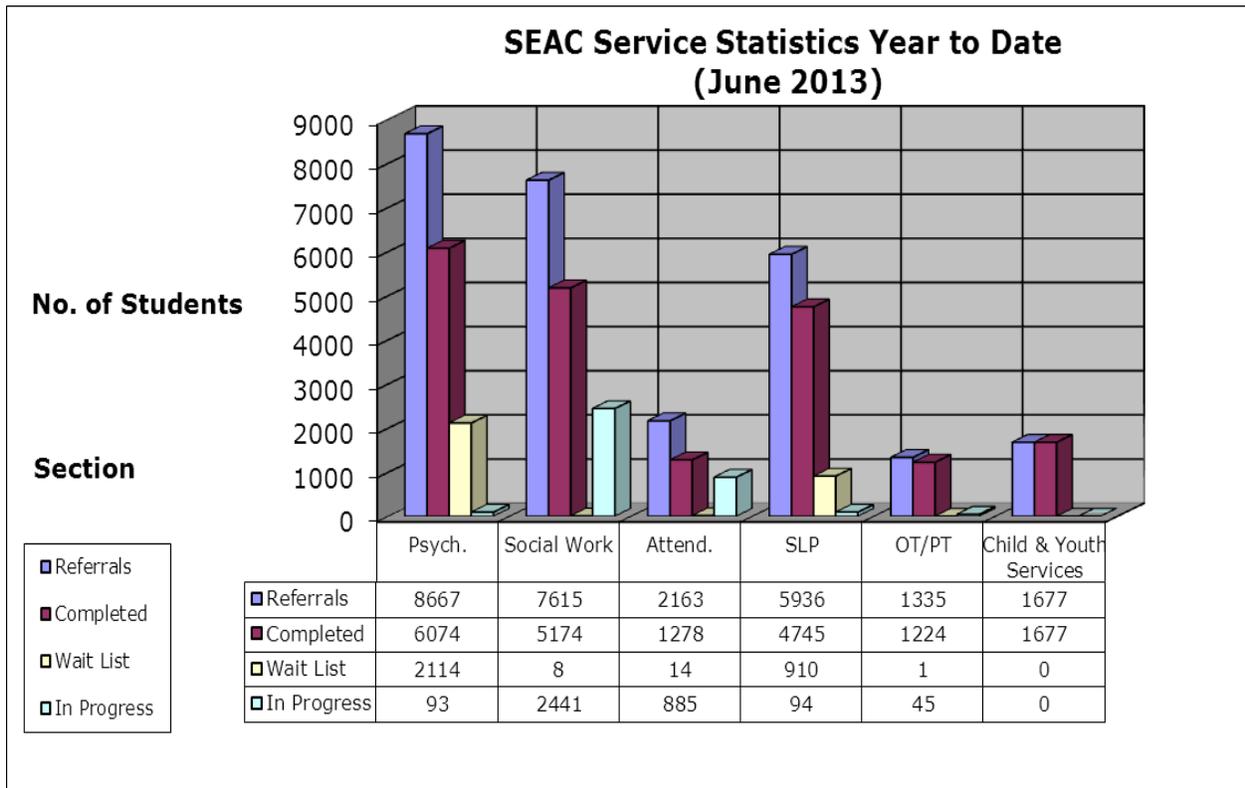
*Psychological Services - 130*

*Social Work Services – 113*

*Speech-Language Pathology Services - 74.5*

## Service Statistics June 2013

	Psych.	Social Work	Attend.	SLP	OT/PT	Child & Youth Services
Referrals	8667	7615	2163	5936	1335	1677
Completed	6074	5174	1278	4745	1224	1677
Wait List	2114	8	14	910	1	0
In Progress	93	2441	885	94	45	0





## Announcement!

### Tip Sheets: Helping Families & Students with Transitions

**Easter Seals Ontario**, in partnership with **Holland Bloorview Kids Rehabilitation Hospital** and the **Ontario Association of Children’s Rehabilitation Services (OACRS)**, is very **excited** to announce the launch of a series of **tip sheets** to support families of students with disabilities through **school transitions**. The sheets are now **available on the Easter Seals website**: [www.easterseals.org/services/parent-resources/transitions](http://www.easterseals.org/services/parent-resources/transitions)

These Tip Sheets promote the development of independence and self-advocacy to support their full participation as adults.

The ‘**Parent Tips**’ include information on **how to deal with accessibility, health and personal care supports, and special equipment**. Parent Tip Sheets are available in English, [French](#), [Farsi](#), [Punjabi](#), [Simplified Chinese](#) and [Spanish](#).

‘**Student Tips**’ cover the **move to secondary and post secondary school** and are available in English and [French](#).

The Tip Sheets have been supported by a Parents Reaching Out Grant from the Ministry of Education Parent Engagement Office. The translation of tip sheets to Punjabi was made possible by a contribution from the Ontario Association of Children’s Rehabilitation Services (OACRS).

Many thanks are due to the volunteer parents and transition staff from across the province who contributed to this project.

If you require additional information about this project and these resources, please contact:

**Alison Morse**  
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