# DRAFT MINUTES

**SEAC Meeting**

**Date:** 14 January, 2019 **Location:** Board Room, 5050 Yonge St**. Time:** 7:08 – 9:15

**Committee Chair:   Richard Carter
Committee Vice-Chair:  Steven Lynette**

A meeting of the Special Education Advisory Committee convened on January 14, 2019 from 7:00 pm to 9:15 pm in the TDSB Board Room (5050 Yonge Street, Toronto, ON).

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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 Deborah Fletcher

Epilepsy Toronto regrets

Integrated Action for Inclusion (IAI) regrets

Learning Disabilities Association Toronto Patrick Smith

VIEWS for the Visually Impaired David Lepofsky

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

TDSB Trustees Trustee Alexander Brow,

 Trustee Michelle Aarts,

 Trustee Alexandra Lulka

## 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, Jennifer Newby, Centrally Assigned Principal, LC4, Susan Moulton, Centrally Assigned Principal, LC2, Janine Small, Centrally Assigned Principal, LC1

Lianne Dixon, TDSB SEAC Liaison

Lynn Ziraldo – Guest Speaker

Regrets: Kirsten Doyle, Stephanie Butler, Steven Lynette, Tania Principe

|  # | **Item** | **Recommendation/ Motion** |
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| 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. |  - |
| 2. | Approval of Agenda |  Agenda was approved  |
| 3. | Declarations of Possible Conflict of Interest |  No conflicts of interest were declared |
| 4. | Approval of SEAC Meeting Minutes for December 18, 2018 |  December 18, 2018 Minutes were approved with no changes |
| 5.  | SEAC Orientation  | Lynn Ziraldo presented “SEAC Successful Practices”. She provided insights and information on:* SEAC Mandate, Policies and Procedures
* Ministry Regulations
* Importance of Staff and SEAC working collaboratively
* Setting Goals and Objectives
* Interaction with Board Committees
* Conflict resolution skills
* The importance of being systematic – representing and advocating for your community or association – not yourself or your child
* Including student voice and a reflection to start the meeting and set the tone
* Developing an Annual Calendar – things to make sure are covered throughout the year
* Self-reflection
* Meeting norms and expectations
* Celebrating successful practices and acknowledging challenges
* Importance of Trustee Reports and involvement
* The importance of giving a rationale of why you need data
* Association reports
* Motions – role of SEAC is to recommend to the board (policy change, annual review, budget)
* Special Education Plan – if you have a question about something in the plan, make suggestions on an ongoing basis. Lynn provided a template for suggesting changes to the Special Education Plan
* SEAC has a role to approve the Special Education Plan – the board can still submit the report if Trustees approve it
* She provided a budget suggestion template – make suggestions with rationale and the board can respond – a way of providing input to budget
* Lynn answered questions and made suggestions to SEAC members about self-reflection
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| 6. | Leadership and Learning Department Staff updates and requests for SEAC input* Training
* Refusal to Admit Policy
* Action Plan Updates
 | * CPI (Crisis Prevention Institute) training – over 850 staff have been trained
* Sometimes in response to a safety plan – but also just good practice – have doubled the opportunities for staff to participate
* As outlined in the November meeting, the numbers of students who are formally on a Refusal to Admit have decreased significantly
* “G” is a the code that is used to indicate students who are on refusal to admit but it is also the code provided by the Ministry for being excused for other reasons
* Refusal to Admit Policy will be shared prior to the next meeting and will be discussed at the February meeting
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| 7. | Trustees’ Report(s)  | * January 23, 2019 Budget Meeting – encouraged SEAC members to attend (shared information electronically)
* Will include report on the EPO cuts
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| 8. | SEAC Member Reports* Announcements/Upcoming Events.
* Parents as Partners Conference update
 | * SEAC members were encouraged to submit workshops online to present at the Parents as Partners conference
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| 9. | Other business - Correspondence Received | * P042 (DRAFT) – Student Dress Code Policy – invitation to review and provide feedback
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| 10. | Next Meeting: | Future agenda items:**May Meeting** – Start Stop Continue – self-evaluation and share with staff **February** – Refusal to Admit/Caring and Safe Policy – Ted Libera**February** – Budget Update with Craig Snider**March or April** – Student Independence, Pathways**Action Items*** Add Special Education Plan as standing agenda item
* Have SEAC IDEA Cards available
* Start a reflection or mindful moment at beginning of the meeting
* Celebrate/highlight student voice at SEAC meetings
* Add Successful Practices/Challenges as an Agenda Item
* Mental Health – Suicide protocol – bring to SEAC?
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