

# Minutes

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The Minutes of the Special Education Committee Meeting held on February 16, 2017 at 6:30 p.m. in the Boardroom of the Catholic Education Centre.

## PRESENT

Members Maria Castiglione, Helen McCarthy, Melissa Gillespie, Ruth Ciraulo, Kelly Smigielski, Krista McEwen, Judy Burke-Byrne, Arlene Godby, Laura Quibell, Debra Beauchamp

Absent (by motion) Shawna Belcourt, Clare Paterson, Michelle Montague

Administration Anne Marie Duncan, Diane Mather

Recorder: Susan Mariutti

## **A. Call to Order:**

1. Kelly called the meeting to order and asked Ruth to lead us in opening prayer.
  
2. Approval of Agenda  
Motion: Moved by Ruth, seconded by Melissa, that the agenda be approved.  
Carried
  
3. Declarations of Conflicts of Interest  
None noted
  
4. Excusal from Attendance  
Motion: Moved by Judy, seconded by Maria, that Shawna Belcourt, Clare Paterson, Michelle Montague be excused from attendance at the February 16, 2017 Special Education Advisory Committee meeting.  
Carried
  
5. Approval of the Minutes of the January 19, 2017 meeting  
Motion: Moved by Maria, seconded by Ruth, that the Minutes be approved as presented.  
Carried
  
6. Business Arising from the Minutes  
None noted

## **B. Recommended Actions/Presentations:**

1. Remarks: Chairperson
  - Great agenda for tonight's meeting thanks for coming out tonight.

2. Empower Presentation (*Karen Stoker, Special Education Consultant*)
  - Karen, Melissa, and Nicole gave an informative demonstration of the Empower program.
  
3. Remarks: Superintendent of Learning/Special Education (*Anne Marie Duncan, Superintendent of Learning/Special Education*)
  - Principal learning teams meet once per month, and one of the learning teams will focus on special education during the next 3 sessions. Topics to include: collecting relevant data, challenging behavior in primary, and accommodating mild intellectual and slow learner students.
  - Attendance data from across the board was presented to principals at the Director's meeting on Wednesday.
  - As a result of a concern brought forward to the Ombudsman we are reviewing the administrative procedures of the "Instruction Out of School" policy. The Ombudsman reviews parent concerns regarding processes/procedures and makes recommendations to school Board to assist them in tightening their processes. We have added a parent signature requirement on our "Instruction Out of School" forms. Also, we are completing an administrative procedure for Exclusion. This would allow a principal to exclude a student on a very strict criteria such as medical or safety reasons; parents can appeal the decision. Once the document is complete Anne Marie will share with SEAC.
  - Educational Assistant (EA) allocation process is progressing with a review of (EA) needs across the system beginning in March. EA review committee will meet April 5<sup>th</sup> and 12<sup>th</sup>. The committee will consist of 8 principals, special education consultants, EA supervisor, & superintendent of special education. Anne Marie to share EA pillar information with SEAC at a future meeting.
  
4. Provincial Parent Association Advisory Committee (PAaC) on SEAC Video Module 2 Roles and Responsibilities (*Diane Mather, Principal Section 23/System Support Special Education*)
  - Diane shared the PAaC on SEAC video highlighting 'Roles and Responsibilities' of SEAC.
  
5. Renewed Math Strategy Journey (*Anne Marie Duncan, Superintendent of Learning/Special Education*)
 

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  - Emphasis on visuals; use of visuals to create open ended entry into problem solving;
  - Use of the 4 step problem solving model;
  - Use of feedback in Math to improve student achievement;
  - Tracking information was shared

Next steps:

  - Introduction to 'my favourite no' to all classes gr. 3 to 8
  - Example of what this strategy will look like <https://www.youtube.com/watch?v-uuDjke-p4Co>
  - Use staff release time creating additional visuals to supplement the 'eyes on math' resource from Marian small;
  - Connecting the achievement chart to 4 step problem solving model

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- Primary focusing on manipulatives, this will increase student confidence and understanding of how a problem is solved in an organized and diversified way;
  - Staff met for a day of learning about measurement, encouragement of manipulative use in the primary classroom and the invitation to math learning in an inquiry based classroom. Staff discussed the challenges in the area of communication in math and planned diagnostic assessments to be completed last week in ELKP, grade 1 & 2. Diagnostic tasks were given to students as a large group and pedagogical documentation was performed by classroom teachers and EAs. What was heard and what was seen was documented. Principal interviewed 5 young students with special needs and recorded their responses to the task on an iPad. These responses will be examined carefully during our next meeting next Friday.
  - Primary/Junior Project provides students with a more Balanced Math Program, where they teach specific strategies involving manipulative use, within a Math Problem Solving Framework. Students will then increase their confidence and understanding of how a problem is solving in an organized and detailed way.
  - Grade 2 – 6 teachers are involved with a collaborative inquiry with the help of the Math Itinerant teacher and 3 other school, to learn more about Problem Solving in Measurement and the encouragement of manipulative use in the primary Junior Classroom. An envelope task will be given to students from grades 2-6 and is currently being assessed for areas of strength and need.
  - Careful focus on learning disabled (LD) students; 4 students per class were interviewed and their responses were recorded to examine their processes of learning.
  - Continue to increase teacher confidence in teaching mathematic, continue to increase teacher confidence in using manipulatives in math, continue to increase teacher knowledge of the LD learner and how the exceptionality impacts the outcome of the task at hand. We continue to see a more positive attitude of staff and students in regards to math learning.
6. Care and/or Treatment, Custodial and Correctional (CTCC) Program (formerly called Section 23 Program) *(Diane Mather, Principal Section 23/System Support Special Education)*
- Diane gave an informative presentation on the CTCC programs.
7. Be Well Strategy Renewal Consultation Input
- SEAC completed the survey as a group
8. SEAC Agencies Carousal April 11 – Discussion/Input
- Members are asked to be at the Board office at 9am to set up; Carousal will begin at 930 am. With an expected end time of 11:30 pm
9. Report from SEAC members  
Included with agenda

**C. Information Items****D. Old Business**

**E. New Business**

**F. Next Meeting**

1. Thursday, March 9, 2017  
Boardroom, Catholic Education Centre  
6:30 – 9:00 p.m.

Future Agenda Items:

- a. PAaC Video # 3
- b. Transition of former BEST students transitioning to regular class (address in March in AM remarks)
- c. Anecdotal remarks on report cards for 110/121 schools – Anne Marie to report
- d. Well-being strategy renewal input
- e. Carousel planning – start time, agency availability etc. check to make sure of each member availability
- f. EA Pillars – Anne Marie will share

Selection of Member for Opening/Closing Prayer: Diane

**G. Conclusion:**

1. Closing Prayer: Ruth closed the meeting with prayer.
2. Adjournment  
Motion: Moved by Helen, seconded by Maria, that the meeting be adjourned.  
Carried