

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

**Thursday, April 27, 2023
Catholic Education Centre - Boardroom
6:30 P.M. – 8:00 P.M.**

Chairperson: Shawna Belcourt

Vice-Chairperson: Clare Paterson

**TRUSTEES/MEMBERS WHO ARE UNABLE TO ATTEND THE MEETING ARE
ASKED TO PLEASE NOTIFY VICKI BLAKELY (705) 748-4861 EXT. 1213**

A. Call to Order:

1. Land Acknowledgment: Jeannie Armstrong
As we continue to learn together in these exceptional circumstances, I (we) would like to acknowledge, as we do at school, that this land on which we live and learn daily, is the traditional territory of the Michi Saagig (Mississauga) Anishnaabe. All of the PVNC Catholic District School Board lies within the Williams Treaty territory and we are all Treaty people. We offer our gratitude to the First Peoples of this land who continue to care for, and share their teachings about, our earth and our relations. May we honour those teachings.
2. Opening Prayer: Kathleen Tanguay
3. Motion to Approve Agenda
4. Declarations of Conflicts of Interest
5. Motion for Approval of the Minutes of the March 23, 2023 Meeting
6. Business Arising from the Minutes:

B. Recommended Actions/Presentations:

1. Remarks: Chairperson, Shawna Belcourt

2. Remarks: Superintendent of Learning/Faith & Equity/Special Education Services, Jeannie Armstrong
3. Update from Trustee: Kathleen Tanguay

C. Presentations/Discussion Items:

1. Demographic Student Census Update - Benjamin, Tenesia - Equity, Diversity and Inclusion Advisor

From the presentations:

- i. What are the key learnings from the presentation?
 - ii. What do parents need to know?
 - iii. What options exist to get this information to parents?
 - iv. How can SEAC support parents in this process?
 - v. What can your associations/organizations add specifically to the learning today if any?
 - vi. What should be sent out to families in the DID YOU KNOW from SEAC?
2. Provincial Parent Association Advisory Committee ([PAaC](#) on SEAC) Checklist Review (Attached) - Shawna Belcourt

D. Correspondence Items:

1. Kawartha Pine Ridge District School Board - Special Incidence Portion Claim Funding (attached)
2. Bruce-Grey Catholic District School Board - Special Incidence Portion Claim Funding (attached)

E. Information Items:

1. PVNCCDSB Board of Trustee Minutes and Agendas
<https://www.pvnccdsb.on.ca/our-board/board-meetings/>
2. Community Living Trent Highlands - Monthly Update (attached)

F. Old Business:

1. Motion Tracking:

Motion Date	Subject/Status
February 17, 2022	PPM 172 FASD motion to draft letter
April 21, 2022	PPM 172 FASD draft letter approved as presented

April 21, 2022	PPM 81 Proposed Update Downloading medical procedures onto special education support staff - letter drafted ready for review by SEAC
May 19, 2022	PPM 81 draft letter approved as presented.
January 19, 2023	Special Incident Funding
January 19, 2023	Extending Secondary School Supports Past Age 21

G. New Business:

1. Special Education Advisory Committee Meeting June 15, 2023 suggested meeting time change

H. Next Meeting:

1. Selection of Members for Territorial Recognition, Opening and Closing Prayers

2. 2022-2023 Meeting Dates:

Date	Topic
May 18, 2023	Budget-Superintendent Sean Heuchert
June 13, 2023	Catholic Parent Engagement Committee Presentation: Trauma and the Pandemic-Kevin Cameron 6:30-8:00. Location TBD
June 15, 2023	Special Education Plan-Laura Di Ianni & Jeannie Armstrong

I. Conclusion:

1. Closing Prayer: Clare Paterson
2. Motion for Adjournment

SEAC PAaC Groups	Sections for Review/Presentation	What action recommendations do you suggest PVNC SEAC implement based on your learnings?	Do you have any questions, need any information, or need to make a motion to ensure the learnings are implemented?
Sandra Arlene	Section 3.4 – Special Education Plan	<p>Annual Special Education Plan (Review, Accessibility & Distribution)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SEAC should develop an annual process for the review of the Special Education Plan. <input type="checkbox"/> Review each section of regulation 486/97, regulation 306, School Boards' Special Education Plans (2000) and the components of the plan checklist during meetings <input type="checkbox"/> Review as a group so we can make informed advice to the Trustees OR create sub-committee <input type="checkbox"/> Ensure to review process includes updates on stats, staffing, program locations and other info that may change annually <input type="checkbox"/> Ensure adequate time for SEAC to review changes/updates in conjunction with the special education budget before the end of school year <input type="checkbox"/> Continue having presentations on specific programs and identify what section of the plan needs to be changed and/or implemented <input type="checkbox"/> Make recommendations/motions to create records in SEAC minutes of SEACs participation in the review of the Special Education Plan and share comments, concerns, motions with Trustees through the SEAC minutes <input type="checkbox"/> Review the current parent guide on the IPRC process on a yearly basis as a group or in sub-committee's <input type="checkbox"/> Review new parents guides and brochures as they are developed <input type="checkbox"/> Develop or review the glossary of special education terms in parent guides 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the current annual process - to be done in September <input type="checkbox"/> Set aside time to review each section of Regulation 486/97, Regulation 306, the School Boards Education Plans (2000) and the components of the plan checklist - review in May or June <p>a) Decide on whether to do as a whole or in sub-committee - complete as a whole because of small group</p> <p>b) Decide on when this will take place in the meetings, standing agenda item</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ask for updates on stats, staffing, program locations etc. to review and may need changes and recommendations - ongoing - imbedded in the Superintendent's budget <input type="checkbox"/> Set aside adequate time to review all changes/updates regarding the special education budget by end of school year – decide when this will take place and what is needed - Set aside time in October or November to review as well as budget presentation each May <input type="checkbox"/> Review the current parent guide on IPRC/IEP and make recommendations to update where necessary. Review current accessibility and distribution of the guide - bring forward to next meeting just for information and review <input type="checkbox"/> Find out if there are developed videos for parents on the IPRC/IEP process <input type="checkbox"/> Review the current list of community organizations listed on the parent guide <input type="checkbox"/> Develop a parent survey with help of board staff to monitor parent experience and analyze results. Bring forward to suggest questions for next census <input type="checkbox"/> Develop or review any FAQ sections on the parent guide

		<input type="checkbox"/> Create any additional resources, like the IEP process and other programs and services. <input type="checkbox"/> Give direction on the promotion and distribution of the guide <input type="checkbox"/> Develop or update the current list of community organizations available to help parents with special needs <input type="checkbox"/> Develop a DVD or webcast with staff with information for parents on the IPRC or IEP process <input type="checkbox"/> Monitor parents' experience by designing a parent survey, oversee implementation and analyze results. Survey results can inform SEAC and lead to recommend changes in policies and practices. <input type="checkbox"/> Develop or review the FAQ for parents about IPRC's and IEP's	
	Table 3: SEAC Evaluation	<p>Section 3.8 of PAAC on SEAC recommends that each SEAC should periodically conduct a self-evaluation</p> <ul style="list-style-type: none"> • With assistance from school board staff, SEAC should design an evaluation process. This could be framed around the roles/responsibilities of SEAC based on Regulation 464 and the annual SEAC goals • Consider using Table 3 questions in the evaluation process • Develop a survey or key questions for SEAC members to answer • Allocate time within the meeting to complete the survey • Hold a special SEAC meeting to focus on evaluation of the survey answers 	<input type="checkbox"/> Create a survey to be used yearly by SEAC <input type="checkbox"/> Use questions in Table 3 to develop the survey with assistance from board staff <input type="checkbox"/> Should a sub-committee develop the survey? <input type="checkbox"/> Decide when to have the survey completed in the school year <input type="checkbox"/> Ensure a SEAC meeting during the year can focus on the survey answers. Use time to review and develop a plan with updates/changes/additions etc. Google form
	Section 5.3 – SEAC Motions	<input type="checkbox"/> Procedures may vary depending on Board by-laws <input type="checkbox"/> Some SEAC's make a few motions a year, others make regular motions to make sure important information is share with Trustees or to request specific information/resources to assist the work of SEAC	<input type="checkbox"/> What are the board's current procedures regarding motions that SEAC should know? <input type="checkbox"/> Discuss the motion process and how Helen as a Trustee will bring motions forward

		<input type="checkbox"/> SEAC needs to know what happens to their motions and what the respond was from the Trustee and board administration <input type="checkbox"/> Trustee feedback specifically from motions related to the Special Education Plan and Special Education Budget are key to learning how the feedback was received <input type="checkbox"/> Trustees have a role in sharing information between the board and SEAC <input type="checkbox"/> Use the Business Arising section of the meeting to track past motions, identify who will report on the motion and how, either verbal or in writing <input type="checkbox"/> SEAC should create an action chart to track past motions and Se prepare for new motions <input type="checkbox"/> SEAC should be provided with written responses to motions from the Trustees and/or board admin staff. <input type="checkbox"/> Review Table 8 – Sample Script for Motions <input type="checkbox"/> Recommend that at the start of every year, a review of how to make a motion is discussed	<input type="checkbox"/> Set up a motion tracking chart - under old business tracking motions in regards to letter writing/responses as well as motions being sent to the board <input type="checkbox"/> Start using Business Arising section to make motions <input type="checkbox"/> Ask for written responses to SEAC motions from Trustees/or board admin staff to add to SEAC minutes so feedback can be reviewed <input type="checkbox"/> Review Table 8 – Sample Script for Motions at the beginning of each year - provide each year in September <input type="checkbox"/> Motions to the board has been connected through correspondence <input type="checkbox"/> Seac should more clearly make motions supporting issues at the forefront of trustees minds, for example the Transition night DDSB - possibly a motion so that trustees are informed of important issues
Shawna Clare	Section 3.1 – Annual Planning	<input type="checkbox"/> Develop an annual calendar of SEAC activities. PAAC on SEAC shares an annual calendar on the website. www.paac-seac.ca. This calendar includes the information that SEAC should request to support the Annual Activities. <input type="checkbox"/> Set Meeting Agenda to correspond to SEAC annual calendar.	<input type="checkbox"/> Questions/Information Needed/Motion: <input type="checkbox"/> Review board planning calendar <input type="checkbox"/> Review EQAO Results <input type="checkbox"/> Review Ministry Initiatives <input type="checkbox"/> Sit down and plan at the May meeting with small achievable goals and measurable with motions attached. <input type="checkbox"/> Plan for the upcoming year and see the priorities and what presentations the group wants to come forward
	Section 3.2 - Annual SEAC Goals	<input type="checkbox"/> Set aside time in a meeting agenda (June) to identify priorities for the coming school year. <input type="checkbox"/> Focus on projects that can be achieved within the coming school year.	<input type="checkbox"/> Review Ministry goals and Board plans to ensure consistency with SEAC goals. <input type="checkbox"/> Review recommended PAAC on SEAC goal setting process: <input type="checkbox"/> Measurable outcomes – What will be accomplished? For example, a specific special education program or service

			<p>review will be completed, or three information sessions will be delivered;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsibilities – Who will be responsible for activities? For example, will all SEAC members be involved, or will a school board staff member or ad hoc committee lead the activity; <input type="checkbox"/> Timelines – When will activities occur? For example, a new parent guide will be drafted in the fall, for review over the winter and printing and distribution in the spring; <input type="checkbox"/> Interim measures – How will we know we are making progress on the goal? For example, participant evaluation forms from the first session will provide feedback to modify and improve the subsequent workshops; <input type="checkbox"/> Evaluation process – How will we know what we did was worthwhile? This may include evaluation of both the outcomes and the process. For example, all the participants provide positive evaluations, but only 10 parents attended. SEAC may conclude that it was a lot of work, created worthwhile resources, but was an ineffective method to reach the majority of parents. <input type="checkbox"/> Set small achievable and measurable goals <input type="checkbox"/> Writing to the ministry in order to change the criteria to be a member of SEAC - due to its limitations accessing agencies that help students but cannot sit on SEAC
	Section 3.6 – Special Education Budget & Financial Statements	<ul style="list-style-type: none"> <input type="checkbox"/> Provide orientation and training to SEAC members regarding Financial Statements, the Special Education Grant and its 6 components, revenues and expenditures. <input type="checkbox"/> Board of Education to include SEAC member(s) in the Budget Committee or working groups <input type="checkbox"/> Regular (?monthly) updates on Financial Statements and the budget process at SEAC meetings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review Board Budget Development process to include participation on SEAC Calendar
Helen Laurie	Section 2.2 – Trustees	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to update SEAC and the board of trustees 	

		<input type="checkbox"/> Trustee representative shares information from SEAC with Board of Trustees at board meetings via Trustee Update & relays information/updates back to SEAC <input type="checkbox"/> Recommended actions from SEAC can be shared by the Superintendent of Special Education Services at appropriate meetings as needed.	
	Section 2.6 – School Board Personnel	<input type="checkbox"/> Suggest we maintain the high degree of compliance we have.	
	Section 2.8 – Replacing SEAC members & Filling Vacancies	<input type="checkbox"/> Formalize the departure for three seats in written form in the terms of reference.	
Jeannie Laura	Section 3.3 - Special Education Programs & Services Development & Delivery	<input type="checkbox"/> That the special education team continues to keep the committee updated and current with respect to new legislation, PPM's, and Ministry reports such as the OHR Commission's Right to Read, Destreaming, etc.	N/A Review PPM changes all the time, right to read, presentations on summer transition, SBIPSAW, UDL, student census, pd, destreaming, transition evening
	Section 3.5 – Board Improvement Plans for Student Achievement	<input type="checkbox"/> (BIEP) Board Improvement & Equity Plan will be new as of 2022. We will share the goals identified in this plan as it relates to equity and special education. Information gathered from parents will be available via the Demographic Student Census (administered yearly) and through consultations.	N/A By 2022 the min was supposed to release board improvement equity plan - students that are marginalized, racial, poverty, special education We believe the board plan would merge - board improvement equity plan We have presented the student census, staff census is coming back - we do present on our cbipsaw, presenting as much as we have
	Section 3.7 – Public Access and Consultation	<input type="checkbox"/> The Demographic Student Census information asks questions related to special education. The results of this survey will be used to inform the Special Education Plan along with public consultations from parents (regarding feedback). In addition, offering PD sessions for special education parents throughout the year would be helpful.	N/A Demographic student census data - must be completed annually as of 2023 EQAO - one snapshot Would like to bring a presentation on neuro-diversity to SEAC next month and talk about ways we can bring those presentations to parents. Have parent nights with topics on trauma, etc. through virtual platform to create accessibility Want to be able to merge many data - align data sources to provide a larger picture



March 10, 2023

Honourable Stephen Lecce, Minister of Education
Ministry of Education
15th Floor, 438 University Avenue
Toronto, ON M5G 2K8

Dear Minister Lecce:

Re: Special Incidence Portion (SIP) Claim Funding

I am writing to you on behalf of the members of the Kawartha Pine Ridge District School Board (KPRDSB) Special Education Advisory Committee (SEAC) to request your consideration of an increase in the maximum per pupil SIP claim amount. Currently, the maximum per pupil funding received from the Ministry of Education is \$28,803.00, which, while very appreciated, amounts to approximately one quarter of the Education Worker salary and benefits costs to support our students with the highest needs. The remaining cost is funded through both the Special Education enveloped grants, as well as through the GSNs.

At KPRDSB, we strive to be very efficient with our resources, yet we continue to spend beyond the Special Education funding envelope by 6.7% in order to ensure that students' programming needs are met. Expenses related to supporting students continue to outpace the revenue provided, which includes the very labour-intensive SIP claims. We do not want to reduce services which some students need to be successful at school; therefore, our entire school system is put under strain because we are required to allocate revenues from other grants to meet our moral and legal obligations to students with special education needs.

We urge you and your team, Minister Lecce, to review the data which is being used to determine Special Education grants in order to assess the true costs of supporting students with special needs. Specifically, we are requesting that the maximum amount of SIP claim funding per pupil be increased to accurately reflect the costs of ensuring these students have full access to education.

We look forward to your response, and we thank you for your consideration.

Sincerely,

Angela Lloyd, SEAC Chairperson
Kawartha Pine Ridge District School Board

Trustees:

*Steve Russell
(Chairperson)*

*Jaine Klassen Jeninga
(Vice-chairperson)*

*Cathy Abraham
Paul Brown
Terry Brown
Sean Conway
Cyndi Dickson
Kathleen Flynn
Rose Kitney
Angela Lloyd
Diane Lloyd*

*Maria Mahfuz
Kelly Mitchell
(Student Trustees)*

*Rita Russo
Director of Education*

EDUCATION CENTRE

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1 (877) 741-4577
Fax: (705) 742-7801*

Website: www.kprschools.ca

Honourable Stephen Lecce
March 10, 2023
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Cc: Ontario Public School Boards
Chairs of all Ontario Special Advisory Committees
Ontario Public School Boards' Association (OPSBA)
Todd J. McCarthy, MPP Durham
Hon. David Piccini, MPP Northumberland - Peterborough South
Laurie Scott, MPP Haliburton – Kawartha Lakes - Brock
Dave Smith, MPP Peterborough Kawartha
Hon. Todd Smith, MPP Bay of Quinte



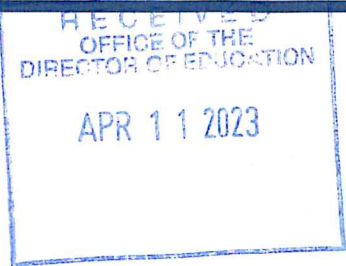
Bruce-Grey Catholic District School Board

799 16th Avenue, Hanover, Ontario N4N 3A1

519-364-5820

www.bgcdsb.org

1-877-471-8121



March 22, 2023

Hon. Stephen Lecce, Minister of Education
Ministry of Education
15th Floor, 438 University Ave.
Toronto, Ontario M5G 2K8

Dear Minister Lecce:

Re: Special Incidence Portion Claim Funding

I am writing to you on behalf of the members of Bruce-Grey Catholic District School Board's (BGCDsb) Special Education Advisory Committee (SEAC), regarding funding of the Special Incidence Portion (SIP).

We would like to remind you that, in the spring of 2018, the previous government announced an increase to the SIP claim funding of \$11,016.00, bringing that funding amount up to \$38,016.00 per student from the previous funding amount of \$27,000.00. On August 24, 2018, after school board budgets were prepared and approved, the Ministry announced that the previously-announced increase would be clawed back. Currently the funding received from the Ministry is \$28,803.00, bringing the net increase to \$1,803.00 per student.

SEACs across the province were dismayed by the Ministry of Education's decision to claw back that increase, given that the true costs of supporting a student with a SIP claim are significantly higher than the allocated amount. For example, the average cost, including salary and benefits, for an Educational Assistant is \$50,189. A student who requires 2 plus Educational Assistants to support their learning needs would be at a cost of \$100,378 plus. The Ministry of Education's SIP amount covers approximately 28.7 percent of the true cost to support a student with significant learning needs. The BGCDsb covers the remaining 71.3 percent of the cost from other Special Education and operational grants.

In 2017, the Auditor General highlighted that the Ministry of Education's "funding formula uses out-of-date benchmarks and is due for a comprehensive external review." An additional concern for our board is the half/full day allocation of the amount. Given that it already does not come close to covering the cost for students who require these intense supports, we believe a more fair approach is to prorate the amount for a student who is not accessing these supports for a full/half day. Lastly, due to the vast geographical area of our board, large transportation costs are often incurred to transport students with a SIP claim to and from school since regular bussing is not often an option.

Let Your Light Shine

Our SEAC is extremely concerned about the direction funding for special education is taking. Inadequate funding of Special Education puts our most vulnerable children at risk by cutting the services that they need to be successful. Our entire system is strained when school boards are required to take revenues from other areas to meet its statutory commitment to children accessing Special Education services. We urge the Minister to evaluate the true costs associated with SIP claims to support our students and increase funding accordingly. We further request, once again, that the Special Education funding model be reviewed and changed to accurately reflect the increasing and more complex needs of students with special needs.

On behalf of the Bruce-Grey Catholic District School Board's Special Education Advisory Committee, I thank you for your time and attention to this matter,

Linda Strader

Linda Strader, Trustee
Bruce-Grey Catholic District School Board

cc: Chairs of Ontario Special Education Advisory Committees
Rick Byers - MPP Bruce Grey Owen Sound
Lisa Thompson - MPP Huron Bruce



DESCRIPTION:

- *Sibshop is best described as an opportunity for brothers and sisters of children with developmental health needs to obtain peer support and education within a recreational context.*
- *Sibshops are geared toward providing siblings opportunity to discuss common joys and their concerns, with other "Sibs" in a relaxed setting, and to learn how to cope with situations commonly experienced amongst this group.*
- *The Sibshop model intersperses information and discussion activities with games, cooking activities and special guests.*

WHO: *Sibshop is intended for individuals between the ages of 9-12 yrs.*

WHEN: *Thursdays April 27, May 4, 11, 18, 25, June 1, 2023*

TIME: *6:00-8:00 pm*

WHERE: *Queen Elizabeth Public School- 830 Barnardo Street,
Peterborough (GYM)*

COST: *\$50.00 per child (snack and activity/craft supplies)*

Facilitated by: Carrie Wright and Ben Hartwick

Registration and payment by: April 14th to reserve your spot with Carrie Wright 705-743-2412 x518 cwright@clth.ca

May 1

Teen Reviewers
4-5p | Register online
ptbolibrary.ca/teens
Peterborough
Public Library

May 2

Learn to Zumba
Dance Class
4:30-5:30p | Drop-In
Downtown
Youth Space

May 3

Riddle Run Team Event
6-8p | Drop-In
Bring a team of friends
or join a team and make
new ones!
Peterborough
Museum

May 5

Drop-In Badminton
7-9p | Drop-In
PSWC

May 2

Multicultural Festival
4-6p | Drop-In
Downtown
Youth Space

May 4

Star Wars Movie Night
5:30-8p
Register online
ptbolibrary.ca/teens
Peterborough
Public Library

May 5

Paper Maché
Secret Art Sculpture
6-8p | ptbolibrary.ca
Art Space &
Peterborough Public Library

May 3

Learn to Play
Archery Tag
6-8p | Drop-In
PACE @ PCVS
Lower Gym

First Friday Art Crawl
6-10p | Self Guided Tour
firstfridayptbo.com

May 4

Live Musical Entertainment
By Chris Jaros
4:30-5:30p | Drop-In
Downtown Youth Space

Bollywood Dance Lessons
4-6p | Drop-In
PACE @ PCVS
Lower Gym

May 6

Forest Bathing
Woodland Hike
10-11:30a | Drop-In
PSWC | Foyer

National Youth Week

May 1-7, 2023

Celebrate Youth actively
participating in their communities
across Canada.

May 7

Fun Swim
Age 10+
12:30-2:30p | Drop-In
PSWC

**All events
are free!**

 **peterborough**





Canopy
Support
Services

Neurodevelopmental

SUMMER

CAMP

\$125
Details in
caption



AGES 8-12: JULY 24-28
AGES 13-17: JULY 31-AUG 4

GRACE UNITED CHURCH
581 Howden St. Peterborough