

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

**Thursday, March 23, 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: Cheryl Kottelenberg
3. Motion to Approve Agenda
4. Declarations of Conflicts of Interest
5. Motion for Approval of the Minutes of the Feb. 16, 2023 Meeting
6. Business Arising from the Minutes:

B. Recommended Actions/Presentations:

1. Remarks: Vice-Chairperson, Clare Paterson

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

C. Presentations/Discussion Items:

1. Durham Community Transition Evening - Erin Bibby - CASA Teacher, Holy Trinity CSS.
2. De-Streaming to Support Special Education Students - Sandra Connolly, Learning Consultant

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?
3. Provincial Parent Association Advisory Committee ([PAaC](#) on SEAC) Checklist Review (Attached) - Shawna Belcourt

D. Correspondence Items:

1. Near North 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 - March Break Events Flyer (Attached)
3. Alternatives Community Program Services - March Break Event

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:

H. Next Meeting:

1. Selection of Members for Territorial Recognition, Opening and Closing Prayers
2. **2022-2023 Meeting Dates:**

Date	Topic
April 27, 2023	Demographic Staff Census-Benjamin, Equity Advisor and Sandra Connolly
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: Kathleen Tanguay
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 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
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
	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 review will be completed, or three information sessions will be delivered;

			<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.
	Section 3.6 – Special Education Budget & Financial Statements	<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.	<input type="checkbox"/> Review Board Budget Development process to include participation on SEAC Calendar
Helen Laurie	Section 2.2 – Trustees	<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 & Deliver	<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
	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
	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



Head Office
P.O. Box 3110
963 Airport Road.
North Bay, ON
P1B 8H1

Main switchboard
for all offices:
705.472.8170
Toll
free: 1.800.278.4922
Fax: 705.472.9927

www.nearnorthschools.ca

February 14, 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

The Special Education Advisory Committee (SEAC) of the Near North District School Board would like to send this letter of support for the concerns expressed by the Durham District School Board regarding funding of the Special Incidence Portion (SIP)

Like other school boards in Ontario 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 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 at the Near North District School Board is \$52,397. A student who requires 2 plus Educational Assistants to support their learning needs would be at a cost of \$104,794 plus.

In the 2021-2022 school year alone, the NNDSB allocated \$707,634 more than was given in Special Education Grants to Special Education services. Some of the revenue the NNDSB has used to fund this gap is the Local Priorities Funding, which, as you are aware, is not guaranteed annual funding from the Province.

Furthermore, when you take into account the claw-back of the SIP funding increase in 2018, combined with the reallocation of the Special Education Per Pupil Amount, this resulted in a net **decrease** in funding and a further increase in the NNDSB's Special Education deficit. In 2017, the Auditor General highlighted that the Ministry of Education's "[f]unding formula uses out-of-date benchmarks and is due for a comprehensive external review."

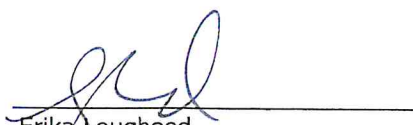
Specifically, we urge the Minister to consider:

- A minimum 5% increase in the Special Education funding that will better align with the true costs associated with SIP claims to support our students and increase funding accordingly.
- That the Special Education funding model be reviewed annually and changed to accurately reflect the increasing and more complex needs of students with special needs.
- An improved process that will eliminate the need for such intensive applications or provide support for Boards to complete the SIP applications. It takes countless staff hours per SIP application, which impacts the time our trained Special Education teachers and leads are away from their other important work supporting high-needs students.

Sincerely,



Albina Lavictoire,
Chair, Special Education Advisory Committee,
Near North District School Board



Erika Loughheed,
Chair, Board of Trustees,
Near North District School Board

cc: Chairs of all Ontario Special Education Advisory Committees



PETERBOROUGH FAMILY SUPPORT MARCH BREAK ACTIVITIES

Choose 1 Date to attend: Tuesday, Wednesday or Thursday March 14, 15 or 16

Time: 9:30am – 3 pm

Ages 13-18

We are still required by the Ministry to do the screening COVID-19 questions and ask that your youth wear a mask while participating in the program except when eating/drinking.

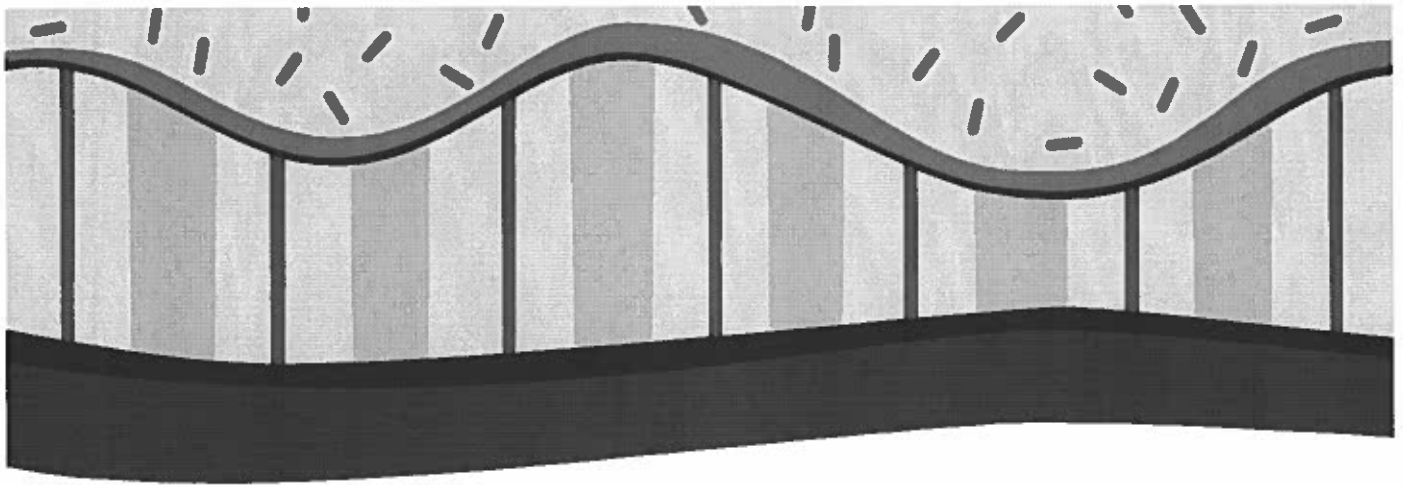
Please rank (circle) choices 1, 2, 3	Date	Morning Activity 9:30am – 12	Afternoon Activity 1 – 3:00
1. 2. 3.	Tuesday March 14 Cost \$10	Bowling at Lakeview Bowling Alley 109 George St. North 10a-12noon -bring bagged lunch	Walk or ride to Ptbo Square Mall downtown 360 George Street, Unit 100 -Cricut make your own Name sign for your bedroom -Lego building kits
1. 2. 3.	Wednesday March 15 Cost \$10	Swimming at Comfort Inn hotel's pool 10-12 1209 Lansdowne St W -we will have a lifeguard -bring bagged lunch	Walk or ride to the CLTH office 223 Aylmer St. Art in the Afternoon Dream Board/ Vision Board
1. 2. 3.	Thursday March 16 Cost \$10	Cooking lunch and snack for the day CLTH day program Connex location at Peterborough Square lower level at the VON/Nursing Home end of the mall entrance. 360 George Street, Unit 100	Connex location at Peterborough Square 360 George Street, Unit 100 Movie and snack in our Day Program location

Total Cost per person: \$10 per day

Money due by: March Friday March 3, 2023

Please bring a bagged lunch with no nut products if you are attending Tuesday or Wednesday. Lunch will be cooked by the youth on Thursday.

Please let your Family Support Coordinator know what your choices of dates are so we can give as many youth an opportunity for at least 1 day of supports.



Building Bridges March Break Event
**St. Patrick's Day Craft, Games and Pizza
Lunch!!**

March 13, 2023, 9am-12pm

Location: Alternatives Community Program Services
270 Braidwood Ave Peterborough

Please RSVP to Kia and Kylee by March 3
kiam@alternativesptbo.ca
705-742-0806ext.234

*If participant requires behavioral supports or assistance with personal care,
they will need to be accompanied with a 1:1 support

