

# Minutes

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## SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, February 17, 2022

VIRTUAL

Google Meet Link: [meet.google.com/erw-bupd-bgj](https://meet.google.com/erw-bupd-bgj)

6:30 P.M. – 8:00 P.M.

Chairperson: Arlene Godby

Vice-chairperson: Melissa Gillespie

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**Members:** Arlene Godby (Chair), Shawna Belcourt, Clare Paterson, Sandra Scott, Helen McCarthy

**Guests:**

**Administration:** Laurie Corrigan, Jeannie Armstrong, Laura Di Ianni

**Recorder:** Vicki Blakely

**Absent (by motion):** Melissa Gillespie

### A. Call to Order:

1. Land Acknowledgment: Helen McCarthy

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 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: Helen McCarthy

3. Additions to the Agenda

4. Approval of the Agenda

Moved by: Sandra Scott

Seconded by: Shawna Belcourt

That the agenda be approved as presented.

Carried

5. Declaration of Conflicts of Interest

None noted.

6. Motion for Excusal from Attendance

Moved by: Shawna Belcourt

Seconded by: Clare Paterson

That Melissa Gillespie be excused from attendance at the February 17, 2022 Special Education Advisory Committee meeting.

Carried

7. Motion for Approval of the Minutes of January 20, 2022 Meeting.

Moved by: Sandra Scott

Seconded by: Shawna Belcourt

That the minutes of the Special Education Advisory Committee Minutes held on January 20, 2022 be approved as presented.

Carried

8. Business Arising from the Minutes

None.

**B. Recommended Actions/Presentations:**

1. Remarks: Chair – Arlene Godby

Excited to unpack the PAaC Handbook and appreciate the efforts by the committee members. Asked members to review the handbook with the future in mind. Spoke to how much she enjoyed working with Superintendent Corrigan. Wished her well, joy, and good health in her new role as Director of Education at the Catholic District School Board of Eastern Ontario. Welcomed Superintendent Jeannie Armstrong and is looking forward to working together.

2. Remarks: Superintendent of Learning/Special Education Services – Laurie Corrigan

PVNCCDSB is continues to implement the Being Well Strategy that was revised in September to align with the Strategic Priorities. Three-tiered intervention has continued (good for all, some, few) by the mental health leadership team. Recently hosted Parent Cafes which have wrapped up now that students have returned to schools, but are now being offered to virtual school parents.

During the provincial shutdown, over 200 exceptional students attended, the most ever during the closures. Special Education staff continue to support our schools despite many challenges including the school closures.

PVNCCDSB has partnered with ACT Learning Centre to support transitions from home to school for our early years' students living with ASD, with our Itinerant ASD Teacher Sharon Davenport taking the lead on this.

As of October, 30 educational assistants have been added to support exceptional students. The second half of the COVID-19 funding has come through with funding for these supports ending in June.

PVNCCDSB applied to the Ministry and was successful in expanding the Education Community Partnership Program (ECP) at St. Peter CSS to benefit those students that receive treatment during school.

PVNCCDSB has partnered with the Catholic Principals Council of Ontario to offer Special Education for Administrators – Additional Qualification with 12 administrators participating beginning next week and ending in May.

Thanked SEAC for the learning and the privilege of working with the committee.

3. Update from Trustee McCarthy:

The Catholic Board Improvement Plan was a substantial and comprehensive report presented by Superintendents of Learning Jonathan Di Ianni, Sheila Piggott, Laurie Corrigan & Jeannie Armstrong in regards to mental health & well being at the Board meeting.

**C. Discussion Items:**

A. PAaC on SEAC Handbook Group Activity:

<http://www.paac-seac.ca/wp-content/uploads/PAAC-on-SEAC-Effective-Practices-Handbook-2016-Oct-12-2016-FINAL.pdf>

1. Special Education Advisory Committee members and staff broke into groups of two and took 20 minutes to review the section information and effective practices from the PAaC on SEAC Handbook. Members and staff then presented a brief highlight of what they learned specifically related to the effective practices of the sections they reviewed.

The following is a summary of what was presented from the review and discussion by group members:

Section 3.1 Annual Planning

Develop an annual calendar of SEAC and set meeting agendas to correspond to the annual calendar. Identify important events by reviewing the board planning calendar and set a plan of reviewing documents such as legislation, Special Education Plan, Board Improvement Plan.

### Section 3.2 Annual SEAC Goals

Establish annual priority goals to ensure members know what the committee is trying to achieve. Set aside time annually to identify priorities and projects to be achieved in the coming year. Plan for professional development for SEAC members. Decide through the planning who will be responsible to achieve these goals/priorities (staff or members), set sub-committees if needed and ensure ways the goals/priorities can be measured/evaluated.

### Section 3.6 Special Education Budget & Financial Statements

Ensure SEAC continues to be a part of the budget process and have an opportunity to participate and provide advice to the Board. Provide orientation and familiarization of financial statements to members. Financial statements to be provided to SEAC monthly/bi-monthly basis.

### Section 3.4 Special Education Plan

In recent years the Ministry has only required the Special Education Plan to review their checklist, instead of a full plan review, SEAC should continue to have a role in this process. SEAC should encourage the promotion and advertising of the Special Education Plan to families. Parent Guides should be reviewed by SEAC, a glossary of terms for parents developed, review FAQ section, promote and advertise the guide. Update on staffing to be shared with the committee. Process and review of regulations.

### Table 3: SEAC Evaluation

Develop an evaluation process for SEAC and how often it occurs, possibly through the development of a survey.

### Section 5.3 SEAC Motions

Review the Terms of Reference and process at PVNCCDSB in regards to the motion process. Use Business Arising from the Minutes section to track past motions for follow up and have a motion tracking chart. Have sample script for motions.

### Section 2.2 Trustees

Continue to ensure Board minutes are available to SEAC on a timely basis. Continuation of the budget presentation in May annually. Invite all Board members to attend. Continue to maintain the high degree of compliance.

### Section 2.6 School Board Personnel

Addition of a CUPE and OECTA member to the committee.

### Section 2.8 Replacing SEAC Members & Filling Vacancies

Formalize the departure of seats and filling of vacancies ensuring the Terms of Reference have language in regards to this as well as how to proceed with attendance issues of members.

### Section 3.3 Special Education Programs & Services Development & Delivery

Special education teams will continue to keep SEAC updated and current with respect to new legislations, policy program memorandums (PPMs) and Ministry reports as they become available.

### Section 3.5 Board Improvement Plans for Student Achievement

As of 2022, the Board Improvement & Equity Plan will replace Board Improvement Plans. The goals identified from this process will be shared as it related to equity and special education. Information will be available from parents through the Demographic Student Census (administered annually) and through consultations.

### Section 3.7 Public Access and Consultation

The Demographic Student Census will provide information on special education that can be used to inform the Special Education Plan. Providing Professional Development for parents/guardians of special education students through the year would be helpful.

A checklist for the recommendations is to be assembled and brought back to the March 24, 2022 SEAC meeting for discussion.

Motion to extend the meeting 20 minutes

Motion: Helen McCarthy

Second: Shawna Belcourt

Carried

## B. Correspondence Items:

1. C1 from January 20, 2022 meeting - Waterloo District School Board - Online Supports and Universal Design for Learning
  - a. Nature of the online learning D2L/Brightspace. PVNCCDSB uses the Google Classroom platform as it is more accessible and allows for Catholic content expected to be integrated into the classroom. Google Classroom at PVNCCDSB is not dependent on these systems, therefore PVNCCDSB is not really effected by this.
  - b. Item was received for information.
2. Algoma District School Board - Letter to the Minister to Support Bill 172 FASD
  - a. Received for action – see B.3.b.
3. C1 from November 18, 2021 meeting - Trillium Lakelands District School Board - Support for Bill 172 An Act in Relation to Fetal Alcohol Spectrum Disorder
  - a. PVNCCDSB has been able to expand our ECPP program that supports some of our FASD students.
  - b. Item was actioned - Letter in support of Bill 172 to be drafted and come forward to next SEAC for review/motion.

C. Information Items:

1. Information items/updates were received for as follows:

- a. [PVNC Board of Trustees Minutes](#)
- b. Down Syndrome Association Update - starting in person programming again following current guidelines. Please visit their website for more information. <https://downsyndromepeterborough.ca/>
- c. Autism Ontario Report

D. Old Business:

None.

E. New Business:

At the next meeting, review the recommendations/checklist from the PAaC Discussion.

**D. Next Meeting:**

- 1. Selection of Members for Territorial Recognition, Opening and Closing Prayers
  - a. Territorial Recognition & Opening Prayer: Laura Di Ianni
  - b. Closing prayer: Sandra Scott

**2. 2021-2022 Meeting Dates:**

<b>6:30-8:30 pm</b>	<b>Virtually</b>
<b>Date</b>	<b>Topic</b>
March 24	Equity Census Update – Superintendent of Learning/Special Education Services Jeannie Armstrong
April 21	Update from Social Workers regarding support of Mental Health Dr. Cynthia Chan Reynolds
May 19	Budget Review – Superintendent of Learning/Special Education Services Jeannie Armstrong and Superintendent of Business Finance/Plant Isabel Grace
June 16	Special Education Plan Review
10 <sup>th</sup> Meeting	TBD

**E. Conclusion:**

- 1. Closing Prayer: Clare Paterson
- 2. Adjournment

Moved by: Sandra Scott

Seconded by: Shawna Belcourt

That the meeting held on February 17, 2022 be adjourned at 8:10 p.m.

Carried