

Upper Grand District School Board  
**Special Education Advisory Committee**

**Minutes**

**Wednesday, October 14, 2015**

The Special Education Advisory Committee of the Upper Grand District School Board met on Wednesday, October 14, 2015 at 7:00 p.m. in the Boardroom at 500 Victoria Road North, Guelph.

**The following Association Members were present:** Carrie Proudfoot, Autism Ontario-Wellington County, Sue Shaw, Autism Ontario-Wellington County, Jason Offer, Association for Bright Children-ABC, Sharon Dills, Learning Disabilities Association of Wellington County, Laurie Whyte, FASworld Canada, Don Richardson, Integration Action for Inclusion in Education and Community (Ontario), Carole Craig, Integration Action for Inclusion in Education and Community (Ontario), Stacey Stevens, VOICE for Hearing Impaired Children

**Present from Staff were:** Trudy Counter, Coordinator of Communication, Language and Speech Services, Tracey Lindsay, Superintendent of Program, Cheryl Van Ooteghem, Principal of Program, Wendy McIntosh-Clodd, Vice-Principal, Special Education Consultant, Mark Howe

**Trustees Present:** Bruce Schieck, Linda Busutil

**Absent:** Dr. Mary Susan Crawford, Chief Psychologist, Christine Kay, Principal, Special Education Consultants, Lesley Anne Jordan, Jackie Speers, Kathy Green, Debbie Snow, Ben McCabe, Kyla Lightfoot, Jacqueline Foster

Carrie Proudfoot, Special Education Advisory Committee Chair called the meeting to order and welcomed everyone.

**Approval of Agenda October 14, 2015**

Bruce Schieck moved that the agenda of October 14, 2015 meeting be approved. Laurie Whyte seconded the motion.

**The motion carried.**

**Approval of Minutes of September 16, 2015**

Laurie Whyte moved that the minutes be received. Sharon Dills seconded the motion.

**The motion carried.**

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### Action Items

Tracey Lindsay provided updates to the new actions items for the 2015-2016 year.

- Special Education Survey – we are waiting on University of Guelph for a date to meet.
- FASD Data – Tracey Lindsay met with George Ihnatowycz of IT to discuss the best option for extracting the data. This data is only available from the Individual Education Plan (IEP) under 'assessment'. Key words or phrases will be required to access this information. Laurie Whyte asked if we could start inputting the required wording in the assessment data when the new IPRCs are initiated. The previous IPRC data would need to be extracted manually to gather statistics and this may not be accurate. Special Education Consultants and Tracey Lindsay will meet to discuss a process to gather this data.
- SEAC Calendar – a calendar has been uploaded to UGCloud for associations to input events for tracking purposes – if you cannot add to calendar, please send information to Krystyna
- Tracey Lindsay has formatted an Association List for additional associations and organizations (please add to list)
- Carrie Proudfoot distributed the Presentation Association list for completion by members.

### Correspondence

Correspondence was received from Upper Canada District School Board SEAC expressing their concern over the previous, current and future planned decrease in their special education funding, due to the reformulation of the High Needs Amount (HNA) calculation, which excludes the Special Incidence Portion. No action from SEAC required at this time.

### Association Presentations/Sign-up

Carrie Proudfoot distributed the sign-up sheet for associations to complete. The following have been added to the calendar:

January 2016 – VOICE for Hearing Impaired Children

February 2016 – IAI (Integration Action for Inclusion in Education and Community (Ontario))

March 2016 – FASD

April 2016 – ASD (Autism Ontario-Wellington County)

May 2016 – Learning Disabilities Association of Wellington County (LDAWC)

Link to SEAC Shared Calendar 2015-2016 has been shared with SEAC.

### Budget Process Timelines

Janice Wright, Superintendent of Finance was introduced by Carrie Proudfoot. Janice Wright distributed the budget manual that details the timelines required in the budget

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process. This manual is available to Upper Grand District School Board employees on UGShare.

The budget process is based on the Guiding Principles and reflects the goals and objectives of the Board's Strategic Plan and the Board Improvement Plan for Student Achievement.

The following are the timelines for the budget process:

### **February**

- Budget preparation memo advising all budget holders of expected Grants for Student Needs (GSN)
- Guiding Principles for Budget, Process and Timelines, Budget Preparation Memo shared with Senior Administration and Leadership

### **March**

- Receipt of submissions by budget holders for draft expenditure budget
- Revised Guiding Principles for Budget, Process and Timelines, Budget Preparation Memo shared with Trustees at a Budget Workshop
- Ministry announcement of Grants for Student needs, Revenue Projection Summary by Board and EPO funding for next school year by last week in March.

### **April**

- Release of technical paper and grant calculation documents and the Education Funding Information System (EFIS) website
- Ministry Grant announcements shared with Leadership
- Approval by Board of Preliminary Teacher Staffing report for Elementary and Secondary panels
- Draft Expenditure Budget assembled and shared with Senior Administration

### **May**

- Information shared with SEAC
- Detailed review by the Director and the Superintendent of Finance of all expenditure budget submissions with the responsible member of the Senior Administration
- Strategies for balancing the budget developed

### **June**

- Board as Budget Committee to consider draft budget of upcoming school year
- Public attends meeting on the second Monday of June to provide input regarding the budget

A discussion regarding Board Budget timelines and when SEAC might give recommendations or delegate the Board resulted in the following timelines that will be included on the SEAC Shared Calendar 20105-2016.

**January** – Guiding Principles reviewed at SEAC (input brought forward by Superintendent)

**February** – Budget Preparation Memo to Budget holders; Guiding Principles reviewed and trustees consulted – shared with SEAC; SEAC makes recommendations to Superintendent

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**March** – Ministry announcement of Grants for Student Needs, Revenue Projection Summary by Board and EPO funding for 2015-2016 on March 26; Budget requests (from Senior Administration) due before March Break

**April** – Draft expenditure budget assembled and shared with Senior Administration; April SEAC – Superintendent reports back to SEAC whether SEAC recommendations are going in the draft budget

**May** – Budget information shared with SEAC

**June** – second Monday delegations to budget; last Board meeting – recommend budget approval

Tracey Lindsay recommended that Janice Wright present to SEAC in January and share the Special Education 2014-2015 results and the current budget. The revised spending projections for 2015-2016 are done by November and this information can also be shared at the January meeting. Adjustments are made due to staffing requirements as this is dependent on student enrolment. The budget for Educational Assistants is constantly challenged and this is an area that tends to be overspent. Carrie Proudfoot asked if a printout could be provided showing where the larger amounts of spending were occurring. Tracey Lindsay will provide a comprehensive report for SEAC in January 2016.

### **Special Education Plan and Review (small group discussion)**

The Committee formed small groups to discuss the 'Transition Plan' section of the Special Education Plan. Input by SEAC will be considered when reviewing the Plan for 2016-2017.

The groups shared their suggestions with the rest of the committee. A collated chart will be shared at November meeting.

Carrie Proudfoot asked the committee if this review process was beneficial. Feedback was positive.

### **Association Letter – Draft (small group review)**

Tracey Lindsay and Carrie Proudfoot met to discuss ways to increase the number of organizations within SEAC. The possibility of jointly recruiting SEAC members with Wellington Catholic SEAC was presented.

Carrie Proudfoot will draft a letter to MACSE raising the issue of the difficulty of engaging SEAC members with a suggestion to redefine the membership to include additional Members at Large.

Tracey Lindsay compiled an association list for members to add to. Linda Busuttil commented that the list helps to show what each organization is doing. Another form was created for associations that are not able to have a presence to be able to share information.

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### Survey Questions

Tracey Lindsay asked the Committee if they had any questions to include in the Survey that we are hoping to develop. None were received to date. Tracey Lindsay will be meeting with other groups to incorporate questions into the survey.

### Open Forum

**Sharon Dills**, Learning Disabilities Association of Wellington County – reminder of the Conference on October 24, 2015. Lesley Anne Jordan, Special Education Consultant will be participating in the panel for communication between parent and school.

**Don Richardson**, Integration Action for Inclusion in Education and Community (Ontario) – His association is looking into how Boards in the province are looking at compliance. He is looking at Bill 13 and whether or not Boards are in compliance. Don Richardson asked if UGDSB had a Bully Plan that was separate from the school plans. This is to be reviewed every two years. Linda Busuttill replied that she will address this concern as it pertains to the Board, not SEAC.

**Stacey Stevens**, VOICE for Hearing Impaired Children – VOICE has updated their website. Resources are now available in English and French for Kindergarten – Grade 2.

**Carrie Proudfoot**, Autism Ontario-Wellington County – Webinar with Dr. Wendy Roberts 'Navigating the System after Autism Diagnosis' on October 28, 2015, 12:00 p.m. – 1:00 p.m.

**Laurie Whyte**, FASworld Canada – The Resilient Child: Fortifying Your Child Against Street on October 29, 2015 with guest speaker Teresa Pitman; Healthy School Conference on November 5, 2015; People for Education conference on November 7, 2015 with guest speaker Dr. Allan Sears; Nokum Is My Teacher by David Bouchard who will be the guest speaker for the PIC's Pro Grant event on November 4, 2015 in Orangeville and November 5, 2015 at John F. Ross CVI (Posters provided and sent out to SEAC)

Cheryl VanOoteghem reminded the Associations to please copy her when sending newsletter information to Ben McCabe.

### Updates from the Superintendent of Program

- Due to the labour disruptions at this time, teachers are not being released and Board Professional Development that was planned for this year is not being done.
- In-service for SRA training was on September 18, 2015 - Data is being collected and we are providing classroom support for the Wilson program as well.
- EA allocations are scheduled for October 15, 2015.
- New Specialized Mental Health Interventionists will provide support for some new Kindergarten students with complex needs.
- French Survey was launched October 1, 2015. Further details on UGDSB website.

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**Trustee Report** – No report

### **Meeting Summary, Recommendation(s), Motions(s) and Action(s)**

- Action Item: Share Calendar with Association members
- Add budget timelines to the Calendars
- FASD – not able to collect the data centrally but looking at a different ‘manual’ method
- Add SEAC dates to Calendar
- New Action Item – new association listing
- Draft letter to MACSE – what to include
- Process to bring back the responses from SEAC meeting
- Bullying Compliance – Linda Busutil to address this concern

### **Questions for October Meeting Topics**

Sharon Dills – what is the process for SEA equipment? What needs to happen at the school level?

Carole Craig asked if the survey information could be available at the November SEAC meeting. Tracey Lindsay responded that this is an Action Item and will be updated each month. Standing item - Pro Grant updates

Laurie Whyte questioned what was required from associations for presentations. Tracey Lindsay responded that a sharing of associations’ involvement, activities, contact information, services and resources would be beneficial to Program staff.

### **Special Education Plan Topic for November**

Transportation section was distributed. Committee will bring back their suggestions for revisions at the November SEAC meeting. Please also read SEA equipment (pages 57 & 58) and bring suggestions to this meeting.

### **Other**

Pro Grant – Sue Shaw updated the committee regarding the Pro Grant. The speaker that was tentatively booked for this event was cancelled due to the Ministry’s late release of funding information. The committee will revisit options due to amount of funding received.

### **Adjournment**

Laurie Whyte motioned for adjournment of meeting at 9:40 p.m. Seconded by Carole Craig.

**The motion carried.**