

Upper Grand District School Board
Special Education Advisory Committee

Minutes

Wednesday, September 16, 2015

The Special Education Advisory Committee of the Upper Grand District School Board met on Wednesday, September 16, 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

Present from Staff were: Trudy Counter, Coordinator of Communication, Language and Speech Services, Tracey Lindsay, Superintendent of Program, Cheryl Van Ooteghem, Principal of Program, Jeni Vaughan, Vice-Principal, Christine Kay, Principal, Special Education Consultants; Lesley Anne Jordan, Jackie Speers, Kathy Green, Mark Howe, Ben McCabe, Kyla Lightfoot

Trustees Present: Bruce Schieck

Regrets: Stacey Stevens, VOICE for Hearing Impaired Children, Linda Busuttil, Trustee, Special Education Consultant, Jacqueline Foster

Absent: Don Richardson, Integration Action for Inclusion in Education and Community (Ontario), Carole Craig, Integration Action for Inclusion in Education and Community (Ontario), Mary Susan Crawford, Chief Psychologist, Special Education Consultant, Debbie Snow

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

Approval of Agenda September 16, 2015

Jason Offer moved that the agenda of September 16, 2015 meeting be approved. Laurie Whyte seconded the motion.

The motion carried.

Approval of Minutes of June 10, 2015

Jason Offer moved that the minutes be received. Bruce Scheick seconded the motion.

The motion carried.

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Action Items

Tracey Lindsay and Carrie Proudfoot met to review and discuss Action Items. Items from the previous year have been archived. The remaining open items will continue:

- Guidelines for Integrated Transition Plans – updates will be provided as they are available.
- Annual Review of UGDSB Special Education Plan – sections of the Plan will be reviewed and revised monthly.
- Inclusion – presentation to administration is on hold pending Labour negotiations
- Special Education Survey – Lynn Woodford, Manager, Mental Health/Addictions Program and Services, Tracey Lindsay and Bonnie Talbot, Superintendents of Education, have discussed survey design with a researcher from University of Guelph. As a board, we complete a Climate Board Survey. The hope is to have this survey encompass all questions relating to mental health, special education and equity. Meeting scheduled for the end of September.
- SEAC Survey Committee (Sue Shaw, Don Richardson and Linda Busuttil) has not yet met this year
- VTRA and Statistic Presentation – waiting for updates
- Investigate Google Hangout for SEAC meetings – Tracey Lindsay met with Brent McDonald, Superintendent of Education/IT in the summer to discuss the possibility of Google Hangout in the Boardroom. Brent McDonald is looking into what renovations are required for this option.
- FASD Data - Tracey Lindsay is working with IT to discuss the possibility of gathering FASD data.

Everyone present at the meeting introduced themselves. Tracey Lindsay introduced the new Special Education Consultants: Debbie Snow and Kyla Lightfoot

Correspondence

Correspondence was received and no action required at this meeting. Concerns have been addressed at previous meetings.

Roles and Responsibilities of SEAC – Plan and Goals for 2015-2016

Tracey Lindsay and Carrie Proudfoot met to discuss ideas to improve SEAC meetings. As a result, items listed below were brought forward. An easy-to-use reference document was drawn up for UGDSB SEAC.

Membership – require a written process on the steps to fill vacancies

- Recruiting local groups and chapters to get more involvement
- Dufferin and Wellington should all be included and the list of organizations made available to parents

Roles and Responsibilities

- **Special Education Plan** – participate in the process
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- SEAC to have thorough knowledge of the Plan to enable them to offer recommendations for updating the next Plan
- Monthly meetings will include opportunities for review and questions
- **Budget** – SEAC to participate in the budgeting process
- Superintendent of Finance to walk through the budget process (October 2015 SEAC meeting) and provide the year-end financial report
- In January, the current year and the planning of 2016-2017 will be provided
- SEAC to be aware of the timelines
- SEAC could request a delegation to Board and Trustees for budget recommendations
- **SEAC Annual Year-End Report** – A report given to Trustees would be a good way for SEAC to show all the work that has been done through the year.
- **Sub-committees - Communication**
- Find ways to get parents involved and learning
- What are other boards doing
- Yearly review of parent guides
- Documents on the web in several formats
- Subcommittees will work outside of SEAC meetings
- **Agenda** – how will meetings be structured
- Chair and Co-Chair will develop agenda in consultation with Superintendent of Program
- Agenda items may come from the Annual Calendar of SEAC Business
- Association presentations at SEAC will enable staff to be well informed on what associations offer
- Create a SEAC calendar – at the end of the agenda, questions for next meeting will be forwarded to presenters
- Include an agenda item – **Newsletter** of association events.
- Ben McCabe will send information to schools. If there are any events that SEAC Associations would like broadcast, contact Ben McCabe. Newsletters are sent out mid-month. Dates to be provided to SEAC. The first newsletter to be sent out will feature SEAC.
- **Training** for new SEAC members – orientation for new members

Complete document is available on www.ugcloud.ca SEAC Folder, September SEAC 2015 Meeting folder.

Print and Web-based Documents including Special Education Plan and Review

Most of the material is posted on the Upper Grand District School Board website and on UGShare. Lead, Learn & Inspire are the goals of our Board.

Student Support and Program Services booklets have been updated. The purple booklet, “Student Support & Program Services” reflects the current staff and their services. “How do We Support Students” booklet is designed for principals and teachers. These booklets are for staff to know how to access the services. Two mental health workers and two psychologists have been hired to work directly with students with complex needs.

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The Parent guide to the IEP is updated annually. The Dispute Resolution is included in this booklet.

The teacher's guide to IEP writing guide provides detailed steps on writing an IEP. Chris Kay, Elementary Principal commented that is a valuable resource for her staff.

Review Board Improvement Plan for Student Achievement

This draft document has some very strategic changes. The question "why" is now being put first. Cheryl VanOoteghem commented that our job is to improve achievement of all students; they need to be engaged, healthy, and included. Sue Shaw commented that the language has lots of action but no mention of monitoring or measurement. Cheryl VanOoteghem responded that the accountability section covers this concern. There is a five year monitoring and evaluation plan endorsed by the Superintendents that will be rolled out when labour issues have been resolved. A new plan on how to provide Professional Development to schools will provide the accountability and monitoring piece.

Carrie Proudfoot questioned whether this approach is ready to go once the negotiations are over. Cheryl VanOoteghem commented that this has been ready since May.

Open Forum

Laurie Whyte, FASworld Canada - International FASD day was celebrated all around the world on September 9, 2015. The Guelph Wellington FASD Action Group held an event at the Bookshelf. It was a reading done by author Linda Rosenbaum from her book "Not Exactly as Planned: A Memoir of Adoption, Secrets and Abiding Love".

The Ministry of Children and Youth Services has completed their round table discussion of FASD around the province. The report on these sessions was released on September 9, International FASD day. Report is included on UGCloud, SEAC folder, September 2015 SEAC meeting.

The Waterloo Board now has two classrooms for children with FASD. One is elementary and run by Corizon with the Board in St. Agatha. The other new one is secondary and is a Section 24 classroom.

Laurie Whyte circulated a resource to Tracey Lindsay which was sent out to various schools, Special Education Consultants. Resource link:

<http://www.crisisprevention.com/Blog/September-2015/FASD>

Sharon Dills, Learning Disabilities Association of Wellington County – Have received some short term funding from United Way. This has allowed LD to replace their administrator who recently retired from the position and to move forward with plans. They are pursuing other funding sources so that they may look at providing other services. October is LD month and a Family Conference is scheduled for October 24, 2015, 9:00 a.m. – 4:00 p.m. Topics include: LDs and anxiety, technology, communication between

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home and school, IEP/IPRC, neuroplasticity and a special personal story from Eric Gillis. The final agenda will be available soon with more topics. The September newsletter has been distributed.

Carrie Proudfoot, Autism Ontario-Wellington County, website is bilingual. Resource online is Q & A with the Psychologist.

No other updates.

Updates from the Superintendent of Program

- Dufferin Education Centre was officially renamed to Grant Evans Education Centre on September 8, 2015. Grant Evans was the former Dufferin Director of Education. Celebration was well attended and Grant Evans was honoured at this ceremony.
- Training sessions that were scheduled are being cancelled due to labour negotiations. BMS training was provided at the beginning of September. Full day certification and half day for recertification for Educational Assistants (EAs). Tracey Lindsay thanked her staff for the great training. The new SERT in-service was cancelled for today (September 16, 2015). SERT in-service for September 22 will be moving forward as this is Secondary.
- LDCC and MID in-service scheduled for Friday, September 18 has not been cancelled. SRA program was purchased and training will be provided on this day. This is an individualized program for students that struggle with reading. Family of Schools meetings for elementary and secondary scheduled for September 23, 2015. Secondary will continue with this meeting. Elementary will not be participating.
- This is the first year for using the Transportation Planner. Each student who requires Special Transportation must have a plan. IT worked with the Special Education Consultants who collaborated with the schools to implement this. Tracey Lindsay will be meeting with Transportation after Thanksgiving to review the implementation and improve the planner.

Trustee Report

Bruce Schieck – At the Business Operations meeting, committee was informed that student enrolment numbers have increased this school year. Centre Peel Public School, which is in a rural Mennonite community, has seventy-one new students.

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

- Action Item: Create a SEAC calendar in Google docs (include deadlines for School Newsletters and other pertinent dates)
- Newsletter with association events and dates to be distributed by Ben McCabe to schools
- Develop a list of associations in Dufferin and Wellington for representation to Tracey Lindsay or Krystyna Gazo

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- Create a document on Google Docs where all SEAC members can add contacts or lists of local Associations for Dufferin and Wellington

Questions for October Meeting Topics

- October budget timelines-concerns that the timing of the SEAC meeting does not enable us to consider or reference anything for the Budget
- When it is budget time, is it possible to have the SEAC meeting later
- Is it possible to have a consultative process

Tracey Lindsay responded that Janice Wright, Superintendent of Finance will provide the current budget (2015-2016) and share timelines. In January, Finance could provide the actuals of the year and the draft of the next year's budget.

Jason Offer asked if there was a target date for completion of the survey. Tracey Lindsay will be meeting with the researcher to discuss how to include the additional questions in the Climate Survey. Sue Shaw, Linda Busutil and Don Richardson will be included in meeting for survey questions.

Sections of the Special Education Plan will be reviewed monthly.

Updates on EQAO results will be provided for Secondary and Elementary

Mental Health Strategy- Presentation provided at previous meeting. This agenda item will be revised at a later date.

Special Needs Strategy will bring updates to SEAC when available.

Goals of Communication committee to be defined in upcoming agenda items.

Notification of Pro Grant approval has not been received. Cheryl VanOoteghem received email from Ministry that decision will be sent out soon.

Other

Adjournment

Laurie Whyte motioned for adjournment of meeting at 8:30 p.m. Seconded by Jason Offer.

The motion carried.