

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

**Minutes**

**Wednesday, December 10, 2014**

The Special Education Advisory Committee of the Upper Grand District School Board met on Wednesday, December 10, 2014 at 7:00 p.m. in the Boardroom at 500 Victoria Road North, Guelph.

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

**Present from Staff were:** Trudy Counter, Coordinator of Communication, Language and Speech Services, Tracey Lindsay, Superintendent of Program, Jacqueline Foster, Special Education Coordinator, Cheryl Van Ooteghem, Principal of Program, Special Education Consultants; Mark Howe, Jackie Speers, Naomi Theodor

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

**Present from Public:** Carole Craig, John Potocska

**Regrets:** Stacey Stevens, VOICE for Hearing Impaired Children, Carla Anderson, Special Education Consultant

**Absent:** Special Education Consultants; Ben McCabe, Kathy Green, Christine Kay, Principal, Sandra Roberts, Vice-Principal

Tracey Lindsay, Superintendent of Program called the meeting to order and welcomed everyone.

**Approval of Agenda**

Laurie Whyte moved that the agenda of December 10, 2014 meeting be approved.

**The motion carried.**

**Approval of Minutes**

Laurie Whyte moved that the minutes of the meeting held on November 12, 2014 be approved as printed.

**The motion carried.**

**Appointment of Special Education Advisory Committee Members**

At the organization meeting of the Upper Grand District School Board held on December 10, 2014, the following motion "That the following representatives of associations and the community be appointed to the Special Education Advisory Committee effective December 1, 2014 to November 30, 2018" was reviewed and carried.

Tracey Lindsay read the names of the representatives of associations and the names of the Trustees of the Upper Grand District School Board – Special Education Advisory Committee for the four-year term ending November 30, 2018 listed below:

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Jason Offer, Association for Bright Children of Ontario (ABC); Carrie Proudfoot, Autism Society of Ontario, Sue Shaw (Alternate); Laurie Whyte, FASworld Canada (Fetal Alcohol Spectrum Disorders); Don Richardson, Integration Action for Inclusion in Education and Community (Ontario); Sharon Dills, Learning Disabilities Association of Wellington County; Stacey Stevens, VOICE for Hearing Impaired Children; Trustee Linda Busuttil and Trustee Bruce Schieck.

Tracey Lindsay relayed Marty Fairbairn's (Outgoing Chair and Trustee) best wishes to the Special Education Advisory Committee. Parents for Children's Mental Health Association is on hiatus for this year (2014 – 2015), and two other associations, Community Living Guelph Wellington (waiting for representative from Dufferin) and Community Care Access Centre – Community Member at Large are in the process of appointing their representatives. There are 8 voting members at present and quorum is 5.

### **Election of Chair of SEAC**

Cheryl Van Ooteghem and Jacqueline Foster were named as scrutineers, if required.

Tracey Lindsay called for nominations for the position of Chair of SEAC for the period of December 1, 2014 to November 30, 2015.

Linda Busuttil nominated Jason Offer as Chair of SEAC. The nomination was seconded by Don Richardson. Jason Offer declined the nomination.

Don Richardson nominated Carrie Proudfoot as Chair of SEAC. The nomination was seconded by Jason Offer.

Tracey Lindsay moved that the nominations for Chair be closed.

**The motion carried.**

Carrie Proudfoot was declared Chair of SEAC for the period of December 1, 2014 to November 30, 2015.

### **Election of Vice-Chair of SEAC**

Tracey Lindsay called for nominations for the position of Vice-Chair of SEAC for the period of December 1, 2014 to November 30, 2015.

Bruce Schieck nominated Linda Busuttil as Vice-Chair of SEAC. The nomination was seconded by Sue Shaw.

Bruce Schieck moved that the nominations for Vice-Chair be closed.

**The motion carried.**

Linda Busuttil was declared Vice-Chair of SEAC for the period of December 1, 2014 to November 30, 2015.

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### **Review of Action Items**

Tracey Lindsay asked the committee if the UGCloud distribution of meeting material was effective. New Trustee members were added to the “Share” listing for access to view the presentation material on UGCloud.

The following items were discussed:

- Draft letters from Chair of SEAC reviewed and approved:
  - Letter to Minister Sandals adding UGDSB SEAC support to mandatory Special Education for Teachers College teaching programs
  - Letter to Minister Sandals requesting clarification from the Ministry of Education regarding its expectations vis a vis the Special Education Report and the Special Education Plan.
  - Thank you letter to Pauline Busby, Community Living Guelph-Wellington for her many years of service
- Further direction from SEAC requested for survey. Tracey Lindsay has contacted agencies and has received a quote of \$20,000. She suggested that SEAC consider establishing a sub-committee to make a decision on the type of survey that would be beneficial. Linda Busuttill, Don Richardson, Sue Shaw and Carole Craig have agreed to sit on this committee.
- A revised version of the SERT documents includes the input received from SEAC. This was distributed to SERTs and is posted on [www.ugcloud.ca](http://www.ugcloud.ca) in the SEAC folder, November 2014 meeting information.

### **Student Work Study Teacher (SWST)**

Cheryl Van Ooteghem, introduced the Student Work Study Teachers to the committee: Andrea Higgins is in her second year in this role; Patricia Josephson is a curriculum leader and worked as a SWST last year; Kelley Jones was a SWST for three years and has returned to the classroom at Kortright Hills Public School; Megan Haessler started her role in September 2014 and brings much information regarding surveys and statistics.

Student Work Study Teachers’ role is to study the student, recording what they see and reserving judgement. This initiative is targeting “students of mystery” to help understand their thinking and helping them move forward.

Please view their presentation on [www.ugcloud.ca](http://www.ugcloud.ca), Google Drive, “Shared with Me”, SEAC folder – November 2014 meeting information folder.

Sue Shaw commented that there was considerable work with this initiative. The top three strategies that students utilize in the project are not necessarily helpful with a special needs student. Sue Shaw would like to see this presentation with the special needs lens applied. Don Richardson questioned if any students with special needs were included. Andrea Higgins replied in the affirmative and understands that there are students that are lost in the classroom. This gives them a voice. Cheryl Van Ooteghem responded that this research speaks to the voice in the classroom.

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### **Ontario Special Strategy Update**

Sandra Ellis and Trudy Counter presented the new Ontario initiative “Special Needs Strategy for Children and Youth”. This comes from four Ontario Ministries: Children and Youth Services; Community and Social Services; Education; and Health and Long-Term Care. A new Developmental Screening Tool, Coordinated service planning and Integrated delivery of rehabilitation services are the key areas of focus. Our local service delivery area is Dufferin-Wellington and representatives from District School Boards/School Authorities, Community Care Access Centres, Local Health Integration Networks, Agencies funded to provide inter-agency service coordination, Preschool Speech and Language Program Lead Agencies, Children’s Treatment Centres, Autism Intervention Program Lead Agencies, and Applied Behaviour Analysis- based Services and Supports Lead Agencies are members of the region's joint proposal table. Timelines were discussed that relate to the table's task of developing proposals to submit to the ministries for both Coordinated Service Planning and Integrated Delivery of Rehabilitation Services. The needs of children and youth and their families will be the focus of all discussions and planning to create a system that helps them receive services that are timely, accessible, coordinated and seamless from birth to exit from school that will help them participate at home, school and in the community. Consultation with a wide range of stakeholders will be conducted.

A variety of questions and comments were provided by SEAC members around details of the Special Needs Strategy. Sandra and Trudy responded with information available at this time and will take these questions and concerns to the Dufferin-Wellington Planning Table. Details about the proposal development and the design of services for Dufferin - Wellington will be addressed by the Planning Table. More information about the consultation done with youth and parents that was used to inform this strategy can be found at:

<http://www.children.gov.on.ca/htdocs/English/documents/topics/specialneeds/PAreport.pdf>

A request was made to capture the questions posed by SEAC members. Specific questions and comments will be included within the SEAC folder under Special Needs Strategy in the January 2015 meeting information folder.

Please go to [www.ugcloud.ca](http://www.ugcloud.ca), Google Drive, “Shared with Me”, SEAC folder – December 2014 meeting information for a synopsis of their December 10, 2014 presentation.

### **Special Education Survey**

This item was discussed in Action Items.

### **Open Forum**

- Laurie Whyte (FASworld Canada) Book by Linda Rosenbaum “Not Exactly as Planned: The Making of a Family” is receiving great reviews. Several groups are working to have her speak in the community.

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- Don Richardson (Integrated Action for Inclusion in Education and Community (Ontario) raised a question regarding the Bully Prevention Committee at his daughter's school. Inaccurate information was posted on the school website and has since been corrected. He asked how do we ensure that schools have committees and that the minutes are posted to ensure that the Plan is being followed. Discussion regarding the awareness and approach of dealing with bullying brought forth several items:
  - Carrie Proudfoot felt that posting minutes on the School website would be beneficial.
  - Sue Shaw commented that she believes there is no meaningful change. Bullying is ongoing. It is a cookie cutter approach.
  - Don Richardson commented that the real purpose of these committees is to have strategies in place in the school environment
  - Linda Busutil asked whether our efforts are making a change. Is it increasing or decreasing? Who is accountable? Is the framework in place? Is it making a difference?
- Carrie Proudfoot (Autism Ontario-Wellington County) Peer webinars on website. New workshop for finding work by Patricia O'Connell - success rate is 99.9%
- Sharon Dills (Learning Disabilities Association of Wellington County) December newsletter has been distributed. Peter Wright, who was at AGM, will be the guest speaker for a workshop in the new year about LDs and Math. Details about the workshop will be forwarded when date, time and location have been established.
- Correspondence was read and received
- Draft letters from Chair to be signed and sent out
- Don Richardson brought copies of PAAC on SEAC Effective Practices Handbook for SEAC Members. This book provides SEAC business experience. This document could be integrated into the SEAC meetings as a learning tool. The full document is available on PDF and is in the SEAC folder, on UGCloud, December 2014 meeting information folder.
- Calendar to be added to the Action Items. Tracey Lindsay asked the committee if they want to dedicate time at the January meeting to assimilate the calendar in the Action Item chart.
- Linda Busutil commented that other local associations could bring their calendars to layer them with local and provincial dates.

### **Updates from the Superintendent of Program**

- Board is holding a Digital Saturday on January 24, 2015 at Island Lake Public School in the morning. Workshops will also be offered for parents whose children have an IEP. Another workshop is planned for the spring in Dufferin.
- Sue Shaw questioned if parents will go to either one of the workshops. Tracey Lindsay responded that the IT is more of an exhibit. The IEP will be more interactive with communication with parents. Sue Shaw commented that this was not really a training session. Sue Shaw asked if this is education or problem solving. Jacqueline Foster explained there is a generic pamphlet with generic questions for parents. This will be a trial run to find out what kinds of questions parents are asking. Tracey Lindsay added that the workshop will be more personal by asking parents to bring in

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their student's IEPs for clarification. Sue Shaw commented that only some parents will attend. She felt that parent training is more time invested and will give you parent input.

- Learning Disabilities has IEP workshops on their website that links parents to Ministry websites. Sharon Dills suggested that you may want to include this in the IEPs and IPRCs. Please visit the website.

### **Trustee Report**

Linda Busuttill provided the Trustee report.

- Special Needs Strategy was presented at the Business Operations meeting on Tuesday, December 9, 2014.
- Accommodations review recommendations will carry on until February 2015
- Accessibility- Are we making a change?

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

1. Survey sub-committee will be comprised of Linda Busuttill, Don Richardson, Sue Shaw and Carole Craig
2. Feedback and questions regarding Bully Prevention Plans will be brought to Bonnie Talbot, Superintendent of Education.
3. January agenda will work on future agendas
4. Update Board website so current minutes are visible
5. Better communication method for Jason Offer and SEAC meeting (Google Hangout)

### **Other**

No items

### **Adjournment**

Laurie Whyte motioned for adjournment of meeting at 9:35 pm. Seconded by Jason Offer.

**The motion carried.**