

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

Minutes

Wednesday, January 14, 2015

The Special Education Advisory Committee of the Upper Grand District School Board met on Wednesday, January 14, 2015 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, 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, Christine Kay, Principal, Special Education Consultants; Mark Howe, Jackie Speers, Carla Anderson, Ben McCabe

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

**Present from Public:** John Potocska

**Regrets:** Sandra Roberts, Vice Principal, Jacqueline Foster, Special Education Coordinator, Naomi Theodor, Special Education Consultant

**Absent:** Dr. Mary Susan Crawford, Chief Psychologist, Special Education Consultant, Kathy Green

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

**Approval of Agenda**

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

**The motion carried.**

**Approval of Minutes**

Bruce Schieck moved that the minutes of the meeting held on December 10, 2014 be approved as printed. Sue Shaw seconded the motion.

**The motion carried.**

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### Action Items

Tracey Lindsay reviewed the Action Items chart and provided updates from the December 10, 2014 meeting.

- The survey subcommittee met to discuss the content of the survey. Some of the ideas brought forward included school climate, roles of agencies on SEAC and happenings at the Board. Linda Busuttill will contact University of Guelph for further information regarding strategies to include a variety of subjects.
- Tracey Lindsay reported that Google Hangout for SEAC members in the Boardroom is not available at this time. Microphones have been provided until an alternative can be determined.
- Carrie Proudfoot requested the renaming of “Class Field Trips and Student Involvement in School Activities”. Several examples were discussed for the meaning of this item. SEAC decided to change the title to “Inclusion”. Don Richardson commented that his agency (Integration Action for Inclusion in Education and Community (Ontario)) offers workshops and training for inclusion. Tracey Lindsay requested that this information be forwarded to her for PD options for the Special Education resource teachers. Trudy Counter questioned if there were any online opportunities for learning. Don Richardson responded that his agency does not provide any at this time. He commented that it is important that inclusion be continued and that it is more effective when it filters from the top down. Major commitments will be necessary for inclusion to become second nature. Tracey Lindsay and Don Richardson will meet to discuss how to incorporate inclusion in all school activities. Tracey Lindsay will also share this action item at the Superintendents of Education meeting.

### Correspondence

Letters addressed to the Honourable Liz Sandals from Conseil scolaire catholique du Nouvel-Ontario, Thames Valley District School Board, and Hastings and Prince Edward District School Board advocating for mandatory special education preparatory courses for all teachers graduating from teacher education programs in Ontario were reviewed. Thames Valley District School Board recommends that information about SEAC, and the role of SEAC within the school board also be included in initial teacher education programs. The SEAC committee has requested that the Chair draft a letter supporting Thames Valley District School Board and adding that practicum training should include working directly with students with special needs and applying the skills learned in Special Education Part 1.

### Transitions and Support for Students Entering Post-Secondary Education

Tracey Lindsay introduced and welcomed Bruno Mancini, Director of Counselling & Student Accessibility Services, from University of Guelph.

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Bruno Mancini thanked Ben McCabe for the invitation to present at the SEAC meeting. His role is to liaison with identified secondary students and universities and colleges to provide information of the supports that are available at these institutions. In his presentation he explained that at the University of Guelph, there are 1,800 students registered who are receiving support from Counselling and Student Accessibility Services. In order for these supports to be available to students, it is a requirement that a range of documented reports be submitted. The largest group accessing supports is Learning Disabilities; second is Mental Health (Autism) and the remaining are medical, physical, visual and hard of hearing. Programs with accommodations are mandated from the Ministry. Assessments are costly and the university will work with the parents/students. Linda Busuttill questioned the relationship between faculty and the Counselling and Student Accessibility Services. Bruno Mancini responded that students do not need to identify with their faculty to access the accommodations.

Educational development has changed. The whole culture of new faculty of inclusion is becoming part of the cultural norm and faculty is responding by the way they teach. Don Richardson commented that it is important for Upper Grand District School Board to understand how post-secondary supports these students. Sharon Dills asked how secondary receives this information. Bruno Mancini responded that 300 secondary schools receive a letter from University of Guelph in February specifying what programs are offered to students in university. Transition programs are offered in the summer to allow a student the university experience for a week. Carrie Proudfoot questioned if these transitions programs are available at any other time of the year. Bruno Mancini responded that students are welcome to come in for a day during the March Break. Residence closes for the summer and this is the only time that the student is able to live on campus. This year students with accommodations will register and have the opportunity to move into their residences earlier than other students.

Any questions or comments for Bruno Mancini may be directed to Ben McCabe at [benjamin.mccabe@ugdsb.on.ca](mailto:benjamin.mccabe@ugdsb.on.ca).

### **Parent Guide to the Individual Education Plan**

Mark Howe distributed the draft booklet of the Parent Guide to the Individual Education Plan to the committee. This draft was available for SEAC review in the SEAC folder on UGCloud prior to the meeting.

Mark Howe explained that the team reviewed what other boards in the province have included in their design of the booklet. This booklet pulls information from the Ministry, is parent-friendly, concise and includes questions that parents may ask.

The committee made suggestions for revisions which started with parent and collaboration in mind, roles and responsibilities of teachers and principals, links to UGDSB website for IEPs, link to SEAC, accountability and credibility, communication between parent and student, dispute resolution process, timelines and links on website indicating timelines, and additional resources available.

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Mark Howe commented that the team had hoped to have the revisions completed by January 24, 2015 to distribute at the Digital Open House at Island Lake. Visit [www.ugdsb.on.ca/digitalsaturday](http://www.ugdsb.on.ca/digitalsaturday) for details of this event.

A suggestion was made that the booklet be given to principals for distribution to parents that are removed from SEAC. Feedback will be included for revision and the revised version will be uploaded to Google Drive. Mark Howe will include the “comment” option for SEAC members for this document. Any suggestions may be emailed to [mark.howe@ugdsb.on.ca](mailto:mark.howe@ugdsb.on.ca)

### **SEAC Agenda Planning**

Examples for agenda planning were brought forth. In the February SEAC meeting, SEAC will brainstorm and prioritize ideas on a dot matrix. A google calendar will be drafted with the input from the meeting and uploaded to the Google Drive for review each month.

### **Open Forum**

**Jason Offer** (Association for Bright Children-ABC) – Annual Conference for Association for Bright Children of Ontario will be held on February 20<sup>th</sup> and 21<sup>st</sup> 2015 at Humber College, North Campus, Toronto, ON. Flyer will be forwarded for distribution to SEAC and teaching staff.

**Stacey Stevens** (VOICE for Hearing Impaired Children) – Norah-Lynn McIntyre will be replaced by Hailee Morrison as the Executive Director.

**Sharon Dills** (Learning Disabilities Association of Wellington County) – Lost United Way funding of \$10,000 for this year and the association may fold in June 2015. Learning Disabilities changed their focus for the application but it was not sufficient to secure funding. SEAC will draft a letter of support for Learning Disabilities Association of Wellington County. Website [www.ldawc.ca](http://www.ldawc.ca)

**Carrie Proudfoot** (Autism Ontario-Wellington County, Sue Shaw, Autism Ontario-Wellington County) – There are new webinars on website [www.autismontario.com](http://www.autismontario.com) .

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

- The Kiwanis Christmas Lunch on December 11, 2014 at the Italian Canadian Club was a great success. Dufferin school students were not able to attend due to weather conditions.
- Cheryl VanOoteghem attended the Gifted Class Parent Night at Spencer Avenue Elementary School on January 13, 2015.
- Tracey Lindsay will be attending the Gifted Class Parent Night at Waverley Drive Public School on January 15, 2015.
- Schools visits have been very productive and rewarding. School alterations, meeting teachers and staff and meeting the students are part of these visits.
- School lists for class placements for next year have been completed recently.
- Updates from Sandra Ellis regarding timelines for Special Needs Strategy were provided and were uploaded to SEAC folder, January 2015 Meeting Information.

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- Special Education Consultants, Kathleen Green and Lesley Anne Jordan will represent Upper Grand District School Board at the upcoming Digital Saturday at Island Lake Public School on January 24, 2015 for IEP information. Ben McCabe and Jackie Speers, Special Education Consultants, represented the Board at the Fergus Information Fair held in October 25, 2014.

### **Trustee Report**

**Linda Busutil** – A public information session was held at Edward Johnston Public School to review current and projected enrolment, limitations on accommodating students at the school and options for addressing these issues for 2015/16 and 2016/17. At the Business Operations Meeting on January 13, 2015, the Board removed the option due to parent pressure.

French Immersion boundary lines and their impact on Upper Grand District School Board were reviewed. Linda Busutil received emails and telephone calls from upset parents as they were expecting consultation. The recommendation from staff is to provide terms of reference. A French Language Advisory Committee has been established to determine numbers for the French Language program.

**Bruce Schieck** – The Accommodation Review Committee recommended that Kenilworth Public School remain open and the necessary renovations be completed. Staff at the Upper Grand District School Board recommended that Kenilworth Public School be closed as of September 2015. A decision will be made at the Board meeting on February 24, 2015.

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

- Action Item “Class Field Trips and Student Involvement in School Activities” will be renamed “Inclusion”. Don Richardson will provide information regarding workshop.
- Carrie Proudfoot to draft letter to Minister Liz Sandals supporting Thames Valley District School letter and adding that practicum training should include working directly with students with special needs and applying the skills learned in Special Education Part 1.
- Carrie Proudfoot, Linda Busutil and Tracey Lindsay will draft letter in support of Learning Disabilities Association of Wellington County from SEAC for funding appeal.
- Dispute mechanism to be investigated
- SEAC agenda planning scheduled for February meeting
- Parent Guide to the Individual Education Plan will be revised with parent feedback from Digital Saturday (January 24, 2015) and SEAC recommendations.
- Definition of bullying
- Carrie Proudfoot will bring bullying issues to SEISSC and report at SEAC meetings.

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Other

Adjournment

Linda Busuttill motioned for adjournment of meeting at 10:15 p.m. Seconded by Bruce Schieck.

**The motion carried.**