

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

**Minutes**  
**Wednesday, October 10, 2018**

The Special Education Advisory Committee of the Upper Grand District School Board met on Wednesday, October 10, 2018 at 7:00 p.m. in the Boardroom at 500 Victoria Road North, Guelph.

**The following Association Members were present:** Jason Offer, Association for Bright Children-ABC (teleconference); Carrie Proudfoot, Autism Ontario-Wellington County; Laurie Whyte, FASworld Canada; Member-at-Large, Michelle Watterson, Monica Chamberlain

**Present from Staff were:** Tracey Lindsay, Superintendent of Program; Wendy Donaldson, Assistant to the Superintendent of Program; Hayley Warren, Secondary Vice-Principal; Heather Davis, Elementary Principal Special Education Consultants, Mark Howe, Jackie Speers, David Mesesnel, Andrea Moyer

**Trustees Present:** Barbara Lustgarten-Evoy, Martha MacNeil

**Regrets:** Sharon Dills, Canadian Mental Health Association Waterloo Wellington; Stacey Stevens, VOICE for Deaf and Hard of Hearing Children; Don Richardson, Integration Action for Inclusion in Education and Community (Ontario); Sue Shaw, Autism Ontario-Wellington County (Alternate); MaryAnn Schouten, Coordinator of Communication, Language and Speech Services; Audra Cook, Secondary Vice-Principal, Special Education Consultants, Kim Cozzolino, Erin Leslie, Debbie Snow, Jacqueline Weresch, Kathy Green

Carrie Proudfoot, Chair of SEAC called the meeting to order.

**Approval of Agenda of October 10, 2018**

Tracey Lindsay amended the agenda due to Don Richardson's absent therefore his presentation will be deferred to the November meeting. Michelle Watterson moved that the agenda of October 10, 2018 be approved. Monica Chamberlain seconded the motion.

**The motion carried.**

**Approval of Minutes of September 12, 2018**

Martha MacNeil moved that the minutes of September 12, 2018 be approved. Monica Chamberlains seconded the motion.

**The motion carried.**

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**Action Items**

Tracey Lindsay welcomed everyone and provided the following updates:

- Google Hangout for SEAC meetings – Peter Scantland will be presenting tonight.
- Letter of support of Bill 191 (to promote awareness and understanding of FASD) – Carrie Proudfoot wrote a draft – will be discussed later in the meeting.
- Progress Reports in Secondary Schools – is on agenda tonight as a result of the discussion at the last meeting and the feedback that was collected.
- Communication Strategy – on agenda
- Life Threatening Management Plans – Tracey Lindsay clarified the issues of having to get a doctor's note every year. She explained that if there were significant changes to the plan, a doctor's signature was required. In the spring (2019), information regarding the new form, Form 518-6 will go home explaining the new process. If there are no significant changes, the plan will continue unchanged. Carrie Proudfoot asked if there was wording that would be used. Tracey Lindsay responded that the Ministry has already provided this. Martha MacNeil added that this was reviewed when the policy was updated.
- Definition of Inclusive Education – will be deferred to the November meeting

**Open Forum – Best Practice and Good News**

**Laurie Whyte**, FASworld Canada – Thanked the Board for adding FASD information to the board website. She added that it has been well received. A meeting was held at Dufferin Child and Family Services in Orangeville today to discuss FASD and how to move forward in Dufferin County.

CanFASD Research Institute states that previous estimates claimed that one in every one-hundred Canadians have this disability. Current studies suggest that closer to four per cent of individuals in Canada have FASD.

FASD support group has made up stickers with a FASD logo that has been adopted nationally. Cost is \$6.00 and Laurie Whyte has brought some for distribution.

**Monica Chamberlain**, Member-at-Large – on behalf of Learning Disabilities Association of Wellington County – October 20<sup>th</sup> Conference only has 5 tickets left with 120 people registered (flyer is uploaded to the October folder). Attendance at workshops is increasing.

More workshops are planned: November 15<sup>th</sup> – Peer Support Network; November 28<sup>th</sup> – The Myth of IQ (with Dr. Sean Cameron who is a UGDSB Principal and teaches at the University of Guelph); December 6<sup>th</sup> – Non-medication and Medication Interventions for ADHS (with Dr. Alexandre Tavares, child psychiatrist)

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Reading Rocks filled up within hours of registration opening up. However, they are still looking for tutors in Fergus.

Shift Your Thinking LD Summit is scheduled for November 4<sup>th</sup>, in Mississauga. Tickets are \$100. - \$160. with 30 \$20 tickets available for parents sponsored by an organization or a school. Topics include: Self-Regulation, tackling Learning Issues in the Home Environment, Disorganization and Perfectionism, Homework Battles

More details at: <http://www.ldawc.ca/events/>

**Jason Offer**, Association for Bright Children-ABC – The Annual Conference is scheduled for this weekend at the Ontario Science Center. The organization has partnered with SENG (Supporting Emotional Needs of the Gifted) an American organization for this conference. A training session for parents to learn about SENG will be held on Saturday, October 13, 2018.

**Carrie Proudfoot**, Autism Ontario-Wellington County – Women on the Spectrum webinar is this Friday, October 12, 2018.

Attended two workshops focused on IEPs that were interesting. She would like to get together with UGDSB to see how to fill the gaps in these workshops.

### **Policy Review**

**Martha MacNeil** – Policy 503 Safe Schools (Student Discipline, Bullying Prevention and Intervention, Suspension and Expulsion) deadline for input is October 25, 2018 at 4:00 p.m. She asked SEAC to complete the survey.

<https://www.ugdsb.ca/board/policy/policy-503-safe-schools/>

### **Secondary Progress Reports**

Tracey Lindsay introduced Carlo Zen, Student Success Lead. She explained that he attended SEAC in September to discuss the secondary program review and is here tonight as a result of the feedback that was provided to the Superintendents from SEAC in the spring regarding the secondary interim reports.

Carlo Zen addressed SEAC and commented that there were questions from the feedback that was received last spring. He asked SEAC to clarify what they were looking for in the reports. Tracey Lindsay replied that the recommendation was for a common template that all schools would use. In the spring, we did not know if there were any templates and as parents, this was not helpful. Carlo Zen suggested that the committee think about what they would like to see in the secondary interim reports and draft a sample one tonight.

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Tracey Lindsay asked Carlo Zen to provide some background for the purpose of the report for groups that were not secondary. Carlo Zen responded that in secondary, progress reports are sent out in November for semester 1 and April for semester 2. Unlike elementary, there are no mandatory interim reports. Schools have taken it upon themselves to create their own versions and send them out in mid-October and early March. The secondary interim reports provide the same information as the elementary progress reports.

Carrie Proudfoot commented that the reports did not provide enough information if there were any problems. Communication between parents and the schools is not good. Carlo Zen responded that teachers, as per Growing Success, need to provide ongoing communication to parents. Additionally there isn't enough time in an interview to discuss the student's progress in detail. Carrie Proudfoot asked if this interim report could inform parents on how to contact the teacher if they have questions or need to request an interview as parents may not be aware that this is an option for them.

Barbara Lustgarten-Evoy asked how a letter of concern differs from the progress reports. This is already being done. Jason Offer responded that the letter of concern is sent from the school.

Carlo Zen replied that the letter of concern is sent out after the mid-term report cards. Parents should be contacted regarding the student's progress throughout the semester if a student is experiencing difficulty. The letter of concern should not come as a surprise to parents.

Hayley Warren added that there is also a credit recovery letter. Carlo Zen replied that this is sent out for students who have failed courses. Students are given the chance to participate in a credit recovery plan which allows students to cover expectations that were missed during the semester in order to get their credit without having to redo the entire course.

Carrie Proudfoot commented that we need a standardized interim report that is useful. Tracey Lindsay asked SEAC to gather in groups and determine what things are helpful or not helpful. Feedback was collected and discussed.

Laurie Whyte commented that a separate report for Life Skills program was needed. We need to look through a different lens. No child with an IEP should get 'Needs Improvement'; they should be at the satisfactory level. Tracey Lindsay agreed and added they should be following the IEP to get the progress. If this is not working, the IEP should be reviewed.

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The list of recommendations for the progress and interim report will be uploaded to the October SEAC folder on UGCloud.

Carlo Zen will come to a future SEAC meeting with an update.

**Accessible Meetings**

Peter Scantland, ICT Infrastructure Manager, thanked SEAC for the opportunity to present an update. He introduced Bill Mackenzie, IT-Program Liaison, who works with teachers and special education to ensure equipment is in classrooms. He will be assisting with the demonstration of the proposed option tonight.

Peter Scantland provided a summary of what has been accomplished to date to make meetings accessible for all. He added that there are many products available. Based on the tools we have in the board, budgets and user requirements, five products were selected and analyzed to determine which product was best suited.

Google Meets has been proposed and Peter Scantland demonstrated the steps in setting up the meeting. One of the drawbacks during the demo was audio feedback. Peter is working with Ron Berti, Collaborative Technologies Project Coordinator to correct this problem.

In order to join a web conference, participants will need: a desktop or laptop computer with Chrome or Firefox browser, camera, microphone and speaker OR Smartphone with the Google Meet app installed OR landline or cell phone AND a 10 digit meeting code provided by the meeting organizer to the participants. Google Meets allows: people or documents to be seen on the screen; documents to be edited online; presenters to share their screen for online viewing; and participants to use the chat function to add text.

Bill MacKenzie added that a board computer will be required in the Board Room for web conferencing. Peter Scantland will work with Tracey Lindsay to have this set up for the November SEAC meeting.

Carrie Proudfoot thanked Peter Scantland and Bill MacKenzie for their presentation.

*Presentation material has been uploaded to the October SEAC folder on UGCloud.*

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**Communication Strategy**

Carrie Proudfoot asked the committee to form groups to brainstorm ideas of how to make communication valuable between home and school. She referred to the IPRC letters that SEAC reviewed and revised. She added that there are documents that are sent home by staff that may need to be reviewed. She suggested that we target the progress reports and the letter of concern and asked if there were any other pieces that SEAC needed to review. Tracey Lindsay responded that we know the types of communication that comes from Special Education but there is not a list of system letters that go out and there are very few 'system letters'.

Carrie Proudfoot questioned whether letters could be standardized. Is the letter of concern standardized? Does it work with our population?

Tracey Lindsay responded that letters sent through the special education lens could and have been reviewed. Carrie Proudfoot replied that communication be a standing item and SEAC could add to it when anything came up. She added that as an association, we need to look at the letters.

Tracey Lindsay replied that letters of concern will be collected from other schools to compare. She will add this to the action items chart as a standing item.

**Inclusion Definition**

This agenda item is deferred to the November SEAC meeting.

**SEISSC Monthly Update**

Next meeting is scheduled for November 21, 2018.

**Updates from the Superintendent of Program**

- Letter from LDAWC was received appointing Monica Chamberlain as the representative. Tracey Lindsay will hold the letter until the December Inaugural meeting when all associations will be required to submit new letters of appointment. Letters are to be addressed to Dr. Martha Rogers, Director, who will present them to the Board for approval at the meeting. A new board will be in place in November.
- Today is World Mental Health Day:  
Concerns with mental health can happen to anyone and the UGDSB has resources for students and staff that are suffering from these concerns. For more information, please visit [the board website](#).

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- The Upper Grand District School Board honoured Orange Shirt Day this year on October 1. Orange Shirt Day is an opportunity for everyone to come together in the spirit of reconciliation and to keep discussing openly all aspects of residential schools, something the Upper Grand DSB does throughout the year. Orange Shirt Day originated in the spring of 2013 as a response to Phyllis' story about when she had her shiny new orange shirt taken away on her first day at the St. Joseph Mission residential school
- October is child and youth abuse awareness. On October 24, educators across the province, including those in the Upper Grand District School Board, will work to raise awareness for child and youth abuse prevention. Ontario Dress Purple Day will take place on Wednesday October 24.

**Trustee Report**

**Barbara Lustgarten-Evoy** – At the Business Operations meeting on Tuesday, October 9<sup>th</sup> 2018, Dr. Martha Rogers submitted her resignation effective 2020. She will be missed by all.

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

Letter of support of Bill 191 (to promote awareness and understanding of FASD) –Draft letter was uploaded to folder for SEAC's review. Revision to letter was to change Bill 191 to Bill 44. When the legislature was prorogued and Bill191 was dropped it was presented again in April 2018 and is now Bill 44. Revised letter to be signed by Carrie Proudfoot and sent out.

**Action Items:**

- Google Hangout – Peter Scantland and Bill MacKenzie will work with Tracey Lindsay and Krystyna Gazo to have Google Meet ready for November SEAC meeting
- Progress Reports in Secondary Schools – Carlo Zen gathered feedback and will return with an update at a future SEAC meeting
- Communication Strategy – will look at the letter of concern from the special education lens. Hayley Warren will collect samples and forward to Tracey Lindsay. This will be on the November SEAC agenda for discussion
- At the Program Committee meeting, the yearly EQAO results were presented. The data shows that we have great gains with students with special needs. The Board presentation (including more specific Special Education data) has been shared in the October SEAC folder for you. If you have any questions or would like to discuss further let Tracey Lindsay know.

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- Inclusive Education – Safe Schools (Policy 503) and Equitable and Inclusive Education (Policy 504) – deferred to November.

#### **Other**

#### **Adjournment**

Laurie Whyte motioned for adjournment of meeting at 8:50 p.m. Monica Chamberlain seconded the motion.