

Upper Grand District School Board
Special Education Advisory Committee

Minutes

Wednesday, February 9, 2022

The Special Education Advisory Committee of the Upper Grand District School Board met on Wednesday, February 9, 2022 at 7:00 p.m. in the MS Teams virtual meeting platform.

The following Association Members were in attendance: Jason Offer, Association for Bright Children-ABC; Laurie Whyte, FASworld Canada; Carrie Proudfoot, Autism Ontario-Wellington County; Stacey Stevens, VOICE for Deaf and Hard of Hearing Children; Shelley Marks, OPVIC/IEWS (Ontario Parents for Visually Impaired Children); Kelsey Noseworthy, VOICE for Deaf and Hard of Hearing Children (Alternate); Danielle Richer, FASworld Canada (Alternate)

Present from staff were: Tracey Lindsay, Superintendent of Program; Wendy Donaldson, Assistant to the Superintendent of Program; Rochelle Murray-Cako, Elementary Principal; Brent Bloch, Secondary Principal; Special Education Consultant, Mark Howe

Trustees present: Jennifer Edwards

Regrets: Denise Helm, Canadian Mental Health Association Wellington Waterloo; Robin Ross, Trustee

Absent: Don Richardson; Inclusion Action in Ontario; Mandi Naismith, Autism Ontario-Wellington County (Alternate); Michelle Barrett, OPVIC/IEWS (Ontario Parents for Visually Impaired Children) (Alternate); Patricia Townson, Learning Disabilities Association of Wellington County (LDAWC)

Carrie Proudfoot, Chair welcomed everyone to the meeting and read the land acknowledgement statement.

Approval of Agenda of February 9, 2022

Stacey Stevens moved that the agenda of February 9, 2022 be approved. Jason Offer seconded the motion.

The motion carried.

Approval of the Minutes of January 12, 2022

Jason Offer moved that the minutes of January 12, 2022 be approved. Laurie Whyte seconded the motion.

The motion carried.

Upper Grand District School Board

Special Education Advisory Committee

Action Items

Tracey Lindsay greeted SEAC and provided the following updates:

- Parent Guide to Special Education – feedback was requested to be sent to Wendy Donaldson who will incorporate the input and bring back the final version
- SEAC Brochure – working on brochure tonight
- CLEVR sandbox – will be presented tonight
- Template letter and list of organizations for SEAC recruitment in folder – Carrie Proudfoot and Jason Offer to review and send out
- Letter to Minister – to be reviewed by Chair and Vice-Chair and sent out
- Equity Plan – Gerry Walker will bring back report at a later date

Correspondence

1. Letter dated January 13, 2022, addressed to the Honourable Stephen Lecce, Minister of Education, from Pat O’Grady, Chair, Special Education Advisory Committee, of Renfrew County Catholic District School Board sharing concerns expressed by Algoma District School Board (ADSB), Durham District School board (DDSB), and Waterloo Region District School Board (WRDSB) SEACs in regards to Online Learning Supports and Universal Design for Learning in provincial online learning resources and the platforms used to access these resources.

No action required.

Open Forum – Best Practice and Good News

Stacey Stevens, VOICE for Deaf and Hard of Hearing Children – VOICE Conference will be held virtually on May 6th and 7th. The theme is ‘Breaking Barriers for Future Success’. More details will be posted on the VOICE website when they become available.

Laurie Whyte, FASworld Canada – Planning conference for May. There are ongoing groups for siblings and social groups going online as well as monthly learning series events targeted for caregivers, professionals and anyone in the community who may be interested. There are upcoming sessions for basic introduction to FASD; one during the day and an evening session that can be accessed through the website:

<https://www.dufferinwellingtonfasd.com/>

Carrie Proudfoot, Autism Ontario-Wellington County – Autism Ontario has a new provider list for Ontario on their website: <https://www.autismontario.com/find-provider>

Upper Grand District School Board

Special Education Advisory Committee

Policy Review Update

Tracey Lindsay commented that there are no policies out for public consultation.

Roles – Special Education

Wendy Donaldson began her presentation by listing the staff that work in special education. She provided details of their responsibilities and explained how they support students in the classrooms. She concluded by showing a colour coded graph representing how a student in the UGDSB is supported by specialized staff; consultant-based team; in-school team; school staff; community, parents/advocates; and parents and guardians.

PowerPoint presentation was uploaded to the SEAC folder on UGCloud.

CLEVR Sandbox

Wendy Donaldson introduced Mark Howe, Special Education Consultant, who has been instrumental in the work around CLEVR. She added that he has been the ideas person who gathered people to help digitize the work that is being done in the special education department. Some of the work that Mark Howe is presenting was shared with Erin Leslie, another Special Education Consultant who has also been involved in the implementation of CLEVR over the last few years.

Mark Howe explained that CLEVR is a Cloud-based solution for form development. It holds multiple forms for students within the Student Support and Program Services department. It allows for digital data collection so that information is more efficiently accessed to run searches and reports. He explained how UGDSB is utilizing CLEVR and the advantages of the program.

He provided timelines of the transition to CLEVR for IEPs, SCIT, Individual Student Transportation Plans, and SEA equipment tracking and ordering. The IST/CST meeting log is to be launched this month.

He explained next steps and provided examples of the upgrades to the Individual Education Plan.

He shared a walk thru for CLEVR (using fictitious data) and SEAC was able to see the type of data that was inputted and the options for each of the tabs within the program.

Jason Offer asked if additional information could be added under each of the tabs. Mark Howe replied there were options to add more information.

Jason Offer added that as we are now creating forms we have more control over collecting the data that comes off the forms which will help us improve on making some changes in policy and decision. Mark Howe replied that it's exciting to be able to go in

Upper Grand District School Board

Special Education Advisory Committee

and flag any of the fields to be searchable and be able to pull that data out and work with it in Excel.

Laurie Whyte commented that in her experience historically, the safety plans or IEPs are not always being reviewed when there is a new staff member at the school. Is there a way to track who is accessing this information and when? Do we know that the safety plans are being read?

Mark Howe explained that the format for safety plans to be used is within this program, so while they are written in CLEVR using the template, the official copy that staff are to refer to is always the hard copy that is maintained in the school's office. The safety plans are signed off physically by staff at each school.

Laurie Whyte asked who has access to the student's plans in CLEVR. She understands that the special education teachers and all the affiliated professionals would but do the EAs? Would they be able to log in and access the information?

Mark Howe replied that the EAs don't have access to the OSR. The teacher working with the student would share the IEPs and other plans.

Wendy Donaldson added that there is a lot of information in CLEVR that would also be in the OSR. There would be some privacy concerns if this access was given to people outside the scope of their work. There was a considerable amount of work done with Mark Howe at the beginning to make sure that the job roles were connected to access to the forms they need for their role, while also being careful around confidentiality so staff only have access to the forms they need for their role.

Laurie Whyte commented that if EAs knew what a child's diagnosis is or even an understanding, specifically around FASD, they could understand why the accommodations are the way they are, or why a safety plan is to be implemented the way it is. If there is no background understanding of why that is, then there are often so many questions regarding the methods when there is an opportunity to educate staff that's working most closely with the student so that people don't question why things are being done a certain way.

Wendy Donaldson replied that she will take the recommendations into consideration around next steps and what can be done.

Carrie Proudfoot asked if a parental consent form could be provided for EAs to access student information.

Tracey Lindsay responded that the process has been revamped. EAs are providing input and are signing off on Safety Plans. They have access to the IEP through the teacher and as they are working with the student, they would have a really good

Upper Grand District School Board

Special Education Advisory Committee

understanding of that student. PA days are also an opportunity for EAs to review the IEPs as well.

Jennifer Edwards asked if every student is in CLEVR or if only students with accommodations. Mark Howe responded that every student is available within CLEVR to have a form created for them. Presently only students based around Student Support and Program Services are in CLEVR.

Carrie Proudfoot thanked Mark Howe for the presentation and added that SEAC may ask for a further look at CLEVR.

PowerPoint presentation was uploaded to the SEAC folder on UGCloud.

SEAC Brochure

Wendy Donaldson directed SEAC to the new folder on UGCloud for the SEAC brochure. She thanked SEAC for their input to the Parent Guide and added that she will start the edits in March.

Groups were put into breakout rooms to review and provide their recommendations to the brochure on the google docs for each group. Wendy Donaldson will collect the feedback and the suggested changes will be incorporated in the brochure and brought back to a later meeting.

SEAC Brochure was uploaded to the folder on UGCloud.

COVID-19 Update

Tracey Lindsay noted that the COVID-19 slide deck, presented at the January Board meeting, was in the folder for SEAC's review. She commented that there aren't many changes this month.

COVID Updates uploaded to the SEAC folder on UGCloud.

SEISSC Monthly Update

Laurie Whyte noted that the Equity Policy update and the Plan revisions were reviewed at the January meeting. They discussed increasing the number of meetings as this is an area that is changing rapidly.

Tracey Lindsay explained that the Ministry of Education has asked that every school board develop a Human Anti-Trafficking policy. The draft has gone to the Trustees and will be coming out shortly for public consultation. A portion the PD Day next year will include training around anti-human trafficking policy and education; how to spot it; what to do when you suspect it and the collaboration piece with community partners.

Upper Grand District School Board

Special Education Advisory Committee

Trustee Report

Jennifer Edwards -

- Anti-Human Trafficking policy and implementation timelines - February 2022 to June 2022 staff will work with community partners to develop content, record professional development sessions and finalize student workshops. Parenting community webinars will be developed by the end of June. In August, Principals and Vice Principals training will be delivered by community experts and will occur for both elementary and secondary panels. All staff will be trained as part of their mandatory training prior to the start of 2022-2023 school year. In September 2022, as part of the UGDSB Staff orientation, all new staff will have anti-sex trafficking protocol training. Student training workshops will be scheduled to occur in fall of 2022. This is critical as the average age of recruitment into sex trafficking is 13.
- Strategic Plan/Multi Year Plan has been approved.
- Celebration of Life for Dr. Martha Rogers has been postponed until we are in better COVID times
- The Trustee Climate Emergency Committee presented their information at the Board meeting last night. One of the main items was the government ban on single use plastics. This Federal policy is open for public comments until March 5, 2022. Trustees felt they could start by eliminating plastic bags and use cloth ones. She shared a suggestion that using a silicone bag with eating utensils that can be kept in the car is a great way to save on plastic utensils.

Updates from the Superintendent of Program

Tracey Lindsay directed SEAC to the updates in the folder.

1. This month at the UGDSB our Wellness Work's theme is realistic optimism. What is realistic optimism? Opportunity for Students in Grades 9-12+ [YouthTALK presents Wellness Works: Seeing Life Through a Positive Lens \(February 24, 2022\) – Click here for info!](#)
2. UGDSB and PIC put on virtual parent engagement presentation <https://www.ugdsb.ca/blog/ugdsb-and-pic-put-on-virtual-parent-engagement-presentation/>
3. UGDSB celebrates Black Heritage, Black Brilliance, Black Futures Month <https://www.ugdsb.ca/blog/ugdsb-celebrates-black-heritage-black-brilliance-black-futures-month/>
4. Provide your input on the 2022-23 School Year Calendars
5. Disrupting antisemitism and celebrating Jewish identity

Upper Grand District School Board

Special Education Advisory Committee

Members of the public are able to further their learning as well through FSWC resources and materials, Learning for Justice, and the Canadian Museum for Human Rights also have valuable resources.

UGDSB Resource: Responding to Hate

Meeting Summary, Recommendations(s), Motion(s) and Action(s)

Other

Adjournment

Stacey Stevens motioned for adjournment of the meeting at 8:55 p.m. Jason Offer seconded the motion.