

## Special Education Documents

The Ministry comments that “Students who have behavioural, communicational, intellectual, physical or multiple exceptionalities, may require special education programs and / or services to benefit fully from their school experience.”

By visiting the following Ministry of Education website link you will find a wealth of information at your fingertips:

<http://www.edu.gov.on.ca/eng/parents/speced.html>

In addition to curriculum documents, which outline accommodations for identified students, you will also find information in the areas of:

- Overviews of Special Education Processes
- Resolving Identification or Placement Issues
- Ministry Policy Direction regarding Special Education Resource Documents
- Website links to other sites regarding Special Education in Ontario

# Special Education Advisory Committee (SEAC)

Information Booklet

Membership and Qualifications  
Member Duties and Responsibilities  
Board Responsibilities to SEAC  
Related Information



Latest Revision: November 2015

## **Duties of SEAC**

- Attendance at all SEAC meetings. Members are to confirm their attendance at all meetings at the time the electronic agenda is forwarded. The Committee shall meet at least 10 times per year.
- Participate in the review of the Board's Annual Special Education Plan.
  - This annual review takes place at the June SEAC meeting.
- Review and provide input into the Board's Special Education budget.
  - The budget for the upcoming school year is presented annually at the June SEAC meeting.
- Review the Board's Financial Statements
  - A presentation by the Superintendent of Business is made to SEAC in the Fall of each year.
  - The SEAC Chair and the Superintendent of Business prepare material for regional presentations to the public.
- Participates in other activities, including, but not limited to:
  - reviewing the proposed school year calendar
  - participating in professional development sessions
- Makes recommendations to the board regarding, but not limited to:
  - Annual Special Education Plan
  - Special Education Budget
  - any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board.

## SEAC Meetings

All SEAC meetings are open to the general public and may take place by teleconference, videoconference, face-to-face, or a combination of the three methods. Meetings normally take place the second Tuesday of the month.

## SEAC Chair and Vice Chair

- Members shall elect a Chair and Vice Chair from among their members. The Vice Chair acts in the absence of the Chair.
- If both the Chair and the Vice Chair are absent from a meeting, the members in attendance elect a Chair for that meeting.

## Quorum and Voting

- A majority of the members of the committee is a quorum. A meeting must have quorum in order to be a “voting” meeting. If quorum is not met, the members may decide to proceed with an “information meeting” only.
- A vote of the majority of the members present binds the committee.
- Every member, or alternate if sitting for a member, has a vote.
- The Chair may vote with the SEAC members on any motion.
- Any motion that has an equality of votes is lost.

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## Overview

Each Board in the Province of Ontario is required to establish a Special Education Advisory Committee (SEAC) as defined in *Ontario Regulation 464/97* made under the *Education Act, Special Education Advisory Committees*.



## Board Contacts

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## Board Responsibilities to SEAC

The Board shall:

- Make available the personnel and facilities that the Board considers necessary for the proper functioning of the committee.
- Include personnel necessary to permit the use of electronic means for holding meetings.
- Provide members and alternates with information and orientation respecting:
  - roles of the SEAC and of the Board regarding Special Education
  - Ministry and Board policies regarding Special Education
- Ensure that the committee has an opportunity to be heard before the Board/Committee to which the recommendation is referred.
- Ensure that an opportunity for SEAC to participate in the Annual Special Education Review is available.
- Ensure that an opportunity for SEAC to participate in the Board's budget process in Special Education is available.
- Ensure that an opportunity for SEAC to review the Board's Special Education financial statements is available.



## **Qualifications for Members and Alternates**

- The person is qualified to vote for members of the Board and is a resident of its area of jurisdiction (does not apply to native representation).
- The person may not be employed by the Board.

## **Term of Office**

- SEAC members shall hold office during the term of the Board and until a new board is organized.

## **Vacancies**

- When the Board appoints a person to fill a vacancy, the Board must ensure that the individual is qualified.

## **Disqualifications**

- A SEAC member is disqualified if he/she:
  - is convicted of an indictable offence (shall not fill until appeal time has elapsed or appeal has been heard, if quashed no vacancy)
  - absent without being authorized by resolution entered in the minutes from 3 consecutive regular meetings of the committee
  - Ceases to hold the qualifications to be appointed to the committee

## **Membership in SEAC**

The Act stipulates that:

A SEAC for a district school board is composed of the following:

- Representatives and alternates for these representatives from up to 12 local associations. The local associations must be affiliated with associations or organizations that:
  - are incorporated;
  - operate throughout Ontario;
  - further the interests and well-being of one or more groups of exceptional children or adults; and,
  - do not represent professional educators.
- The lesser of 3 or 25 percent of the total number of board trustees rounded down to the nearest whole number.
- Where 1 or 2 board trustees are appointed to the SEAC each trustee has an alternate appointed. However, where the number is 3 or greater there are no alternates appointed.
- One or two persons to represent the interests of First Nations students attending board schools under a tuition agreement.
- One or more additional members, sometimes called members at large, may be appointed who are neither representative of a local association nor trustees of another committee of the board.
- Alternates, for local association members, are able to attend and participate in SEAC meetings if the local association member cannot be present.