

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



Date: March 27, 2007

This booklet contains information on:

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

Board Contacts

Heidi Patterson, *System Special Education Resource*

Lake Superior High School
P.O. Box 548 - Terrace Bay, ON P0T 2W0
Work: 807-825-3271 Fax: 807-825-3622
Email: hpatterson@sgdsb.on.ca

Colleen Kappel, *Superintendent of Education*

Superior-Greenstone District School Board
P.O. Bag 'A' – Marathon, ON P0T 2E0
Work: 807-229-0436, extn 232 Fax: 807-229-1471
Email: ckappel@sgdsb.on.ca

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 Boards' Special Education financial statements is available.

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 on the fourth Tuesday of the month at 6:30 p.m.

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 procedure with an “information meeting” only.
- A vote of the majority of the members present bind 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.

Table of Contents

| | |
|--------------------------------|----|
| Board Contacts | 2 |
| Overview | 4 |
| Membership in SEAC | 5 |
| Duties of SEAC | 7 |
| SEAC Meetings | 8 |
| Board Responsibilities to SEAC | 9 |
| Special Education Documents | 10 |

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*.

Duties of SEAC

1. 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.

2. Participate in the review of the Board's Annual Special Education Plan.
 - this annual review takes place at the June SEAC meeting.
3. 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.
4. Reviews 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.
5. Participates in other activities, including, but not limited to:
 - reviewing the proposed school year calendar
 - participating in professional development sessions
6. 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.

- 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. This will be until the year 2010 for our current members.

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:

Each district school board **shall** establish a SEAC that **shall** consist of:

- 1 representative** from each local association that operates locally within the area of the jurisdiction of the Board:
 - ⇒ no more than **12**;
 - ⇒ nominated by the location association;
 - ⇒ appointed by the Board.

NOTE: Where no local association or associations have been established, instead of the above, the Board **shall** appoint two members who are not members of the board.

- 2 members** of the Board, appointed from their own members;
- 1 person to represent the interest of First Nations or native students**, nominated by the councils of the bands, and nominated by the Board.

Alternates

- All of the above are to have alternates, nominated and appointed under the same rules as the members.

Each district school board **may** have:

- 1 or more members** who are neither representatives of a local associations nor members of the Board or another committee of the board.

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