



## Special Education Advisory Committee

Minutes - December 14, 2022

A meeting of the Special Education Advisory Committee (SEAC) was held virtually on Wednesday, December 14, 2022 at 7:00 p.m. with the following members in attendance:

**Trustee:** Fred Meissner & Marie Snyder

**Association Members:** Jennifer Checkley (Easter Seals), Jane Martin (Ontario Federation of Cerebral Palsy), Sara Penny (Epilepsy South Central Ontario), Roberta Thompson (Waterloo Wellington Down Syndrome Society)

**Non-Association Members:** Carmen Sutherland (Waterloo Region Family Network)

**Board Staff in Attendance:** Jodi Albrecht (Superintendent, Student Achievement & Well-Being), Leonilda Gil (Administrative Assistant), Stephen McCrae (System Administrator)

**Regrets:** Michelle Hughes (FASD/ONE Fetal Alcohol Spectrum Disorder/Ontario Network of Expertise), Christine MacDonald (Learning Disabilities Association of Wellington County), Jeff Senior (Waterloo Wellington Down Syndrome Society), Shannon Taylor (Epilepsy South Central Ontario), Kathy Waybrant (Ontario Federation of Cerebral Palsy)

**Guests:** Stephanie Reidel (Manager, Corporate Services), Kathleen Woodcock (Trustee)

### Call to Order

Sara Penny called the meeting to order at 7:00 p.m.

### Welcome - Jodi Albrecht

- Welcome Trustees Fred Meissner & Marie Snyder as new members of SEAC

### Territorial Acknowledgement - Stephen McCrae

## **Approval of Agenda**

- Unable to approve the December 14, 2022 Special Education Advisory Committee meeting agenda due to not having quorum

## **Approval of Minutes**

- Unable to approve the minutes of the November 9, 2022 Special Education Advisory Committee meeting due to not having quorum. Will be deferred to the next meeting on January 11, 2022 for approval.

## **Business Arising from the Minutes**

- None

## **New Policy Review Process**

- Guests: Stephanie Reidel, Manager, Corporate Services & Kathleen Woodcock, Trustee - [Presentation](#) & [New Policy Flow Chart](#)
- Encouraged to provide feedback to any of the information provided by sending an email to [policy@wrdsb.ca](mailto:policy@wrdsb.ca)

## **WRDSB Special Education & Student Well-Being Report – Jodi Albrecht**

- Transportation Update
  - We started the year with significant transportation concerns with the cyber attack in the summer and ongoing driver shortages. Things have been cleaned up and there has been lots of improvement. Student Transportation Services is providing a monthly report to update on any issues with any special education transportation.
- Labour Update - there is no update at this time
- S4S Update
  - The Support 4 Students (S4S) database is used by staff to enter student information with special education needs and multilingual learner (MLL) students. We have had challenges due to the new student information system Aspen and the cyber attack.

- The paper copy of students' IEP and alternate reports were delayed going home. We now have full access to the system but it is only accessible at the WRDSB schools or board sites because of the new firewall.
- We continue to work with Learnstyle who supports the database and hope we can move forward to update any errors. Our staff, IT Department, Special Education Consultants and Learnstyle continue to work hard to get everything updated and entered into the student database.
- Off-Campus Field Trips
  - Reviewed [Feedback: Off Campus Excursion Category I and II Trips](#) from previous meeting
  - Concern that there is not enough EA support for students to go on field trips. Oftentimes parents will need to attend trips with their child if an EA is not available to attend the trip or they will be unable to attend.
  - Part of the planning process upfront is to make sure we include all students to allow them equal opportunities to attend a trip.
  - Student voice is important in order to advocate what kinds of trips they would like to participate in that would be inclusive for all students.
  - Connecting with families prior to messaging going out to make sure all student's needs are being met with a trip should be included in the planning stages.
- Family engagement - What are things you appreciate? What would you like to see?
  - We are working with our new administrators on the student support process and will continue this work in the new year
  - Learning how we can be engaged by your schools
  - Families have enjoyed having access to google suite and feel more connected with their child's education with this communication tool
  - Would like to see more information and support for families on transition to high school so families know the process. Varied experiences from schools to schools. Topic for future meeting.

- Continued support for multilingual learner (MLL) students and families.
- Important for teachers to think outside the box to include students with special needs
- What are some goals we would like to set as a SEAC group?
  - Summer tutoring programming or camp opportunities for students with special education needs
  - Updating the website, handbook, outreach program to share some of our missions with each of our community groups
  - Recruitment of new members
  - More accessible information to help parents understand the process of special education
  - Community crossovers in order to get insights from each other, share ideas and learn from each other
  - L. Gil will send a survey requesting further feedback from all members

### **Chair Report**

- Letters to review
  - Members received copies of draft letters for recruitment and we encourage members to review and provide feedback

### **Trustee Report - Fred Meissner & Marie Snyder**

- F. Meissner suggested to have good news stories at the beginning of the meeting
- M. Snyder would like to volunteer to assist with updating SEAC information with the working group of S. Penny, J. Checkley and S. Taylor

### **Round Table Association Reports**

1. Roberta Thompson, Waterloo Wellington Down Syndrome Society
  - Focus groups continue to facilitate people minded business to do goal setting for the group

- World Down Syndrome Day is on March 21st, fundraising events taking place, see [website](#) for more details
- 2. Carmen Sutherland, Waterloo Region Family Network (WRFN)
  - Kaleidoscope Kids free drop-in program on Thursdays 3-5 p.m. at KidsAbility, Waterloo, see [flyer](#) for more details
- 3. Jennifer Checkley, Easter Seals
  - Summer camps available for registration. See [website](#) for more details.
- 4. Sara Penny, Epilepsy South Central Ontario
  - Fundraising gift wrapping at the Shoppers World Brampton, 499 Main Street South, Brampton. See [website](#) for more details.

### **Date of Next Meeting**

The next SEAC meeting date is January 11, 2023 at 7:00 p.m.

### **Adjournment**

- Unable to approve the adjournment of the meeting due to not having quorum

The meeting adjourned at 8:55 p.m.