



Special Education Advisory Committee

Minutes - November 9, 2022

A meeting of the Special Education Advisory Committee (SEAC) was held virtually on Wednesday, November 9, 2022 at 7:00 p.m. with the following members in attendance:

Trustee: Cindy Watson

Association Members: Jennifer Checkley (Easter Seals), Christine MacDonald (Learning Disabilities Association of Wellington County), Jane Martin (Ontario Federation of Cerebral Palsy), Sara Penny & Shannon Taylor (Epilepsy South Central Ontario), Roberta Thompson & Jeff Senior (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: Dale Babiy (Autism Ontario), Deb Jack (Family & Children's Services - Indigenous Services), Michelle Hughes (FASD/ONE Fetal Alcohol Spectrum Disorder/Ontario Network of Expertise), Erin Legary & Kristen McHardy (Parents For Children's Mental Health - Waterloo Region), Kathy Waybrant (Ontario Federation of Cerebral Palsy), Kathi Smith (Trustee)

Guests: Ines Bijl (Learning Support Services - Special Education Consultant - Early Reading and Reading Interventions), Lynette Eulette (Psychology Lead), Melanie Gravel (Speech-Language Pathologist Lead)

Call to Order

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

Welcome & Territorial Acknowledgement - Jodi Albrecht

- Acknowledged November 8th, 2022 as National Indigenous Veterans Day. This is an opportunity to recognize the military service and sacrifices made by First Nations, Inuit, and Métis Peoples. This day of acknowledgement was established in 1994. More than 12,000 Indigenous Peoples served in the First and Second World Wars, as well as the Korean War. This commitment spans over 200 years of military services.

Approval of Agenda

Moved by Roberta Thompson, seconded by Shannon Taylor:

That the agenda of the November 9, 2022 meeting of the Special Education Advisory Committee, be approved.

- Carried -

Approval of Minutes

Moved by Roberta Thompson, seconded by Carmen Sutherland:

That the minutes of the June 8, 2022, September 14, 2022 and October 12, 2022 meetings of the Special Education Advisory Committee, be approved.

- Carried -

Business Arising from the Minutes

- None

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

- Right to Read Presentation - [Structured Literacy as it Relates to Complex Learners in WRDSB](#)
 - Guests: Ines Bijl (Learning Support Services - Special Education Consultant - Early Reading and Reading Interventions), Lynette Eulette (Psychology Lead), Melanie Gravel (Speech-Language Pathologist Lead)
- S4S Update
 - Due to the cyber incident the Support 4 Students (S4S) database was unavailable. S4S allows school staff to enter IEP information. It is

currently up and running and students will be receiving a paper copy by November 30th, 2022. Educators continued connecting with families to help support students with consultations and are now completing the inputting of this information for the IEP in the database.

- There was a delay with Alternative Report Cards. Programming and support have continued to be provided to students. It is our hope to get all of the programs working shortly as we work with the vendor.
 - Concern brought forward about the paper copy of the Plan of Care being sent home every year requesting parents to complete. It was confirmed that schools do have access to the student information system which holds all student data from year to year. There shouldn't be a need to complete a new form every year but rather update the existing information.
 - Any student in special education programming would have transition planning from educator to educator and are asked to connect with families
 - We will continue to make information more accessible for families in both the online and paper copy format
- Transportation Update
 - We had transportation challenges at the start of the school year which included special education transportation being delayed the first week of school. There continues to be a shortage of drivers but much of this has improved and Student Transportation Services continues to work through any issues.
 - The priority is to make sure our most vulnerable students are the least affected with their routes. A survey was sent to schools to collect information on any issues each school was having and this information was shared with the STSWR who helped resolve many of those issues.

- Labour Update
 - C. Watson declared a pecuniary interest for this section of the meeting and removed herself from the meeting for this update
 - The Canadian Union of Public Employees (CUPE) is in negotiations with the Ministry of Education. The Waterloo Region District School Board does not have staff that are represented by CUPE. Recognizing that all of our staff groups are currently in negotiations, we will continue to provide updates when we have anything to share.
 - J. Albrecht advised when the discussion item was complete and C. Watson re-entered the meeting
- Class Trips Discussion
 - Members of SEAC did a review a few years ago regarding accessibility for off-campus field trips and the need to update this information
 - Important to review this information to assist sharing with administrators and schools to ensure all trips are accessible for all students and that there are alternative options available
 - Agenda item to review policy and procedures for off campus category I and II trips at December meeting
 - L. Gil to share policy and procedures with members and any documentation previously when working on this item
- New Board of Trustees has been elected. J. Albrecht acknowledged the contributions of Trustee Kathi Smith and her commitment to all the students in the WRDSB and SEAC.

Chair Report

- SEAC Handbook Review, Website, Flyer - Working Committee
 - Looking for 2-3 volunteers to join a working committee to review and update SEAC information in the handbook, website and flyer. This group will report back to all members. If you are interested, please let L. Gil know.

- Memberships Nominations 2022-2026
 - Reminder to send your association nomination letters to L. Gil by November 30, 2022 for a 4 year membership on SEAC
- Letters (Parent Reps, Student Reps)
 - Recruitment invitation letters have been created for members to use. L. Gil will send the 3 sample letters.
- SEAC Recruitments - PAC Tips Doc
 - If you have friends or know someone in the below groups, invite them with the sample letter
 - Association of Bright Children
 - Autism Ontario
 - Canadian Hearing Services
 - Canadian Mental Health Association
 - Canadian National Institute for the Blind
 - Centre for ADHD Awareness Canada
 - Community Living Ontario
 - Cystic Fibrosis Canada
 - Down Syndrome Association of Ontario
 - Dyslexiques ou ayant tout autre trouble d'apprentissage
 - Easter Seals Ontario
 - Epilepsy Ontario
 - FASD ONE
 - Hydrocephalus Canada
 - Missing neurodiverse students voice
 - Has reached out to newcomers, 2SLGBTQQIA, First Nations, Metis & Inuit

Trustee Report - Cindy Watson

- The Chair of WRDSB, Scott Piatkowski, received an email letter from Patrick Byam, Director, Safe and Healthy Schools Branch on June 2, 2022. The letter addressed our request to amend the annual and monthly Suspension/Expulsion

Reports to include individual information about student exceptionalities. L. Gil to send a copy to members.

Round Table Association Reports

1. Roberta Thompson, Waterloo Wellington Down Syndrome Society
 - Calendar Fundraiser - Now I Know 2023 is underway, visit the website for more information <https://www.wwdss.ca/>

2. Carmen Sutherland, Waterloo Region Family Network (WRFN)
 - WRFN is hosting a [Family Activity Day](#) on **November 20** at Doon Heritage Village in celebration of World Children's Day. Families will have an opportunity to tour the village and the museum between 2 and 4 pm. This will be a great opportunity for families to connect with one another.

Date of Next Meeting

The next SEAC meeting date is December 14, 2022 at 7:00 p.m.

Adjournment

Moved by Shannon Taylor, seconded by Roberta Thompson:

That the Special Education Advisory Committee meeting be adjourned.

- Carried -

The meeting adjourned at 9:05 p.m.