

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

Monday, April 18, 2005 at 7:00 p.m.

*Catholic Education Centre, Wallaceburg – St. Louis Room*

**MINUTES**

COMMITTEE MEMBERS:

Trustee	Mike Neuts
Community Living Chatham-Kent	Deb Toland
Lambton Developmental Services	Adrian Vermeiren
Learning Disabilities Association of Chatham-Kent	Fabrizia Romano
Fetal Alcohol Syndrome and Effect Group	Martha Fracalanza
Down Syndrome Association of Lambton County	Michele LaLonge-Davey
Autism Society Ontario	Verna Southgate
Community Living, Wallaceburg	Veronica Vaughan
Learning Disabilities Association of Lambton County	Annie Sheehan
VOICE for Hearing Impaired Children	Kathy Arcuri-Arnott
Trustee	Marie Cadotte
Principals' Association	Maureen Cecile
Vice-Principals' Association	Dianne Langan
Board Advisors	Frank Leddy Anna Giuliani Martin Forster Renee Zarebski

Regrets: Verna Southgate, Fabrizia Romano, Mike Neuts, Kathy Arcuri-Arnott, Veronica Vaughan

Attendance: Barb Fisher, Trustee

Mike Neuts  
SEAC Chairperson

Dr. Frank Leddy  
Board Advisor

**A. CALL TO ORDER – Meeting chaired by Michele-Lalonge-Davey**

1. Opening Prayer - led by Michele Lalonge-Davey.

2. Adoption of Agenda

Amendments to Agenda:

- Section C: Unfinished Business
- OCSOA Discussion Paper
  - Parent Guide

**MOTION BY:** Marie Cadotte and seconded by Martha Fracalanza, to adopt the agenda as amended.

**CARRIED**

3. Review of Minutes - March 21, 2005

**MOTION BY:** Marie Cadotte and seconded by Annie Sheehan to accept the minutes of the March 21, 2005 meeting.

**CARRIED**

**B. ASSOCIATION REPORTS**

No reports.

**C. UNFINISHED BUSINESS AND BUSINESS ARISING FROM MINUTES**

1. Board Special Education Plan – Review feedback from Sections B11, B12, B13, B14, B15, C, D, E,

Section B11 - Special Education staffing changes

A. Giuliani

Staffing for the 2004-2005 was shared. The majority of staff increase was at the school level and some system levels positions such as the Itinerant Behaviour Resources Teacher. The Board continued to maintain 180 psych/ed assessments. Purchase of other services are made (O&M) as needed.

Anna reviewed all areas of staffing with the SEAC committee

**Q:** Michele LaLonge-Davey on behalf of Kathy Acruri-Arnott: Because Auditory Verbal Therapist is listed on the Ministry form – did we ever have one or are we looking to hire one?

**A:** This form is a ministry form and the information is imbedded. Some larger Boards are able to carry a number of specialized community staff such as audiologists and therapists programs. Our Board is not large enough. We refer cases to these specialized staff on a per service fee basis.

Section B12 - Staff Development:

R. Zarebski

Changes in this section were reviewed. Lists of the various workshops provided by staff were provided for inclusion in the plan.

Section B13 - Specialized Equipment:

A. Giuliani

Not many changes in this area. Still guided by the ISA Level 1, Funding for Students with Special Needs. Anna reviewed highlights in this document. For computers, we have a contract with Canada Business Service. They receive the equipment and load software, image and deliver to the schools. Process for this arrangement was reviewed by Anna.

Section B14 – Accessibility:

R. Zarebski

Money is not allocated by the Ministry for Accessibility to comply with the Ontarians with Disabilities Act. Priorities – door openings, bathroom access. When completed, the Board Accessibility Plan will be included in this section.

Section B15 – Transportation:

M. Forster

Two small changes – Martin consulted with the Transportation department. Parents are notified by carrier or transportation department. Also, re: inclement weather there is a change in who notifies the parent that transportation will not be available.

Board Policy – provides transportation for one year. Must be reviewed annually. In order to change the policy, would need to take the Policy to the Board for review. Martin will check with the transportation department to see if the form and paperwork can be simplified.

**Q:** Once transportation is approved – should be grandfathered. Could an option be looked at to streamline the process?

**A:** The specialized transportation requests are reviewed annually. Review is an accountability measure to determine the need for transportation to be provided. Must be warranted to reflect changing needs and to ensure accountability. Possibly with discussions with the Transportation Department a shorter more streamlined request for transportation renewal can be considered to reflect changing needs and to ensure accountability.

Section C - The Board's Special Education Advisory Committee

Dr. F. Leddy

Updates included contact information and dates of meeting. Suggestion made to make parents more aware of SEAC. Could be included in the school newsletter at least twice per year. Let families know SEAC's function and provide information on the Website. Time suggested for releases: September and March. Inserts could be provided by the Board. Marie suggested that information be included in Church bulletins. Information could be provided by SEAC to the various churches.

Annie Sheehan is opposed to the fact that all members cannot vote. She requests this opposition be recorded officially. Dr. Leddy will review the structure of SEAC at the next meeting..

Section D

No Change.

Section E

A. Giuliani

Will be made available on the website. Needs to be approved by the Board.

Do members want hard copy or CD of revised plan?

**Action:** If you would like a hard copy of Special Education Plan please contact Nancy Bechard.

1. OCSOA – deferred

2. Parent Guide for Special Education

M. Lalonge-Davey

Recommendation for SEAC to complete a review of the Parent Guide next year.

**D. NEW BUSINESS**

1. IEP

R. Sanders

IEP is based on the Ministry Standards. There have been a number of revisions over the years with the IEP committee. Regina has consulted extensively with Cathy Schaeffer from the Ministry of Education. Our IEP meets the expectations of the Ministry guidelines. There is an elementary version and a secondary version of the IEP. Regina walked the SEAC committee through the many features of the IEP imbedded in the Special Education Database. The IEP must be completed within 30 days of placement in a Special Education Program.

In Secondary, there is a transition plan that is in the database. The Special Education database also generates statistics for the October report. Regina's expertise in developing this program was recognized.

**E. REPORTS FROM THE BOARD**

1. Staffing changes

Dr. F. Leddy

Three changes on the committee; Congratulations to Dianne Langan who has announced her retirement, Maureen Cecile who has been appointed as Principal at St. Michael Catholic School in Turnerville and Anna Giuliani who has been appointed as Principal at St. Peter Catholic School in Sarnia.

**F. INFORMATION ITEMS**

1. Maggie Mamen – presentation update

R. Zarebski

Maggie will not be presenting at the joint PD day due to the LKDSB job action. She will be rescheduled at a later date. Maggie will still be presenting at SCITS on Wednesday April 20<sup>th</sup> in the evening for the Learning Disability Association of Lambton County

2. Secondary School Review update

Dr. F. Leddy

Full report of the review will be presented at the next SEAC meeting. Different groups have been created and data will be collected through focus groups. Parent meetings are being hosted at the various high schools. Focus groups will be held for the students, teachers and Educational assistants. A Steering committee meeting was held last Wednesday. Three questions have been posed for staff to discuss. Goal –during the first

weeks of May the steering committee will pull draft together for principals to review. Previous program review will be updated. Schools will be asked to provide update on programs offered. Recommendations made in 2001 will be reviewed to assess completion. Frank expressed thanks to the Special Education Staff for their support of this project.

3. Review of Program and Services for Students Who Are Gifted Martin Forster

The Review was provided to SEAC with minutes. Martin outlined the process that was followed for the review and the results. The process for identification for giftedness was reviewed. At this time 9 students are identified with giftedness. Discussion was held on the low number of students with giftedness identified within the board. Overall recommendations generated by the review were outlined to the SEAC committee.

**MOTION BY:** Adrian Vermeiren and seconded by Marie Cadotte to accept the Review of Programs and Services for Students Identified with Giftedness and to endorse the recommendations in the review.

**CARRIED**

4. 2005 Secondary Tracking Report Special Education Dr. F. Leddy

Report Shared by Dr. Leddy – tracks information and trends provincially.

5. Recommendations from June 16, 2003

Recommendations from 2003 plan were distributed for review. Committee will review and provide input for recommendations for this year's plan. Suggestions – Review of the Parent Guide, Discussion on the Itinerant Teacher for students with giftedness.

**G. QUESTIONS ASKED BY COMMITTEE MEMBERS**

**H. NEXT MEETING DATE**

**Monday, May 16, 2005 at 7:00 p.m.**

**I. AGENDA ITEMS FOR NEXT MEETING:**

- OCSOA Discussion paper
- Effectiveness and Equity Fund (to be sent out with the minutes)
- Review recommendations of last year's Special Education Plan and make recommendations for this year's Special Education Plan
- Review and approval of the Special Education Plan

**J. ADJOURNMENT**

**MOTION BY:** Adrian Vermeiren and seconded by Martha Fracalanza to adjourn the meeting at 9:20 p.m.

**CARRIED**

*Mike Neuts  
SEAC Chairperson*

*Dr. Frank Leddy  
Board Advisor*