

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Monday, September 18, 2006 at 7:00 p.m.

Catholic Education Centre, Wallaceburg – St. Louis Conference Room

### MINUTES

#### COMMITTEE MEMBERS:

Autism Society Ontario	TBA
Community Living, Chatham-Kent	TBA
Community Living, Wallaceburg	Dr. Veronica Vaughan
Down Syndrome Association of Lambton County	Michele LaLonge-Davey
Fetal Alcohol Syndrome and Effect Group	Martha Fracalanza
Lambton Developmental Services	Adrian Vermeiren
Learning Disabilities Association of Chatham-Kent	Fabrizia Romano
Learning Disabilities Association of Lambton County	Annie Sheehan
VOICE for Hearing Impaired Children	Kathy Arcuri-Arnott
Trustee	Marie Cadotte
Trustee	Mike Neuts
Principals' Association	Maureen Cecile
Vice-Principals' Association	Americo Todino
Board Advisors	Martin Forster
	Dr. Frank Leddy
	Brenda Roby
	Lisa Thompson
	Renée Zarebski

Regrets: Mike Neuts, Fabrizia Romano, Adrian Vermeiren

Guests: Barb Fisher (Trustee), Jan Parry Wickett (Community Living, Chatham-Kent)

*Mike Neuts*  
*SEAC Chairperson*

*Dr. Frank Leddy*  
*Board Advisor*

**A. CALL TO ORDER**

1. The meeting was called to order and led in prayer by Vice Chair Kathy Arcuri-Arnott.
2. Adoption of Agenda with the following amendment:

Addition to agenda – “F” Information Items: CODE Education for All Update

<b>MOTION BY:</b> Veronica Vaughan and seconded by Annie Sheehan to adopt the agenda as amended.
<b>CARRIED</b>

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3. Review of Minutes from June 19, 2006

<b>MOTION BY:</b> Annie Sheehan and seconded by Martha Fracalanza to accept the minutes from the May 15, 2006 SEAC meeting.
<b>CARRIED</b>

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**B. ASSOCIATION REPORTS**

1. Community Living Wallaceburg V. Vaughan

There has been a change in headquarters for Community Living Wallaceburg. The 50 year gala is coming up. To purchase tickets contact Glenda Alderdice at the Community Living Office.

2. Down Syndrome Association M. LaLonge-Davey

There is a workshop being offered on September 30, 2006 at St. Clair Child and Youth Centre. The topic is Teaching Children with Down Syndrome to Read. The cost is \$20.00 and a light lunch is included. This workshop would be beneficial for people working with children on their reading programs. Contact Sharon Sharp at 519-383-7578 for more information.

3. Fetal Alcohol Syndrome M. Fracalanza

Articles that appeared in the paper were shared by Martha.

4. Learning Disabilities Association A. Sheehan

An information session is being held on October 24, 2006. Annie shared brochures with SEAC and these will be distributed to the schools.

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

1. Letters of gratitude M. LaLonge-Davey

Michele prepared a letter of thanks to McGill Transportation. The letter will be shared at our next meeting.

2. Special Education Transformation – Working Table Report (enclosure) F. Leddy

Information was provided by Dr. Leddy for review. Feedback is sought on any gaps that may exist. Please bring your response to our next meeting.

**D. NEW BUSINESS**

1. Membership F. Leddy

Elections for trustees is upcoming in November. There will be new appointments made to SEAC. Dr. Leddy encouraged all associations to pass on names of interested community members to Martin. Current members need to have their associations submit letters of nomination. The maximum number of representatives on SEAC is 12. When there is an election of the Board, SEAC is reconstituted. Please have nominations in by the November 13<sup>th</sup> meeting at the latest addressed to the attention of Dr. Leddy.

2. Revision to the Special Education Plan M. Forster

Revisions were submitted in the fall to the ministry and we will work through the plan this year. Martin suggested that instead of going through the plan by sections, the Special Education Team work on a draft of the plan and present this draft to SEAC. Many sections have been revised already and changes will be highlighted to SEAC when presented. The program review for this year will be for the Deaf and Hard of Hearing. A draft Special Education Plan will be presented to SEAC by March 2007. SEAC agreed with and supported this suggestion.

3. Ontario Psychological Association Initiative (enclosure) M. Forster

A memo was received from the Ontario Psychological Association to reduce wait time for school assessments. A plan needs to be developed and submitted to the Ontario Psychological Association. The current process for allocation of assessments was outlined and the focus of the initiative is early identification and intervention. Martin has met with our service provider to investigate assessment tools that would be appropriate for younger students. Some new in-school assessment tools are being reviewed and Martin will provide an update on how this funding will be used.

**E. REPORTS FROM THE BOARD**

None

**F. INFORMATION ITEMS**

1. SEAC Meeting Dates (enclosure) F. Leddy

SEAC dates were provided for the year. Please let Niki Ritchie know if you are not able to attend. Alternates are encouraged to ensure we have quorum.

2. Inclusive Culture Initiative B. Roby

A pilot project has started with the secondary schools. This initiative is called An Inclusive School Culture-Indicators of Success. This project looks at inclusion for everyone in the school community. The purpose is to motivate schools to promote and sustain inclusive communities in their schools. The seven indicators of success were reviewed and samples of the questions asked were provided. Community Living Ontario will collate the results, tabulate and provide a summary of what is going well and areas to target for goal setting to improve. When the information is collated, Community Living Ontario will meet with the school administrators to assist in goal setting.

3. Administrators' Meeting Report (enclosure) F. Leddy

Dr. Leddy reviewed the Administrator's Report with SEAC. A progress report is provided at the November, February and May Administrators' meetings. An overview of the roles of the Special Education Team was provided by staff.

- Superintendent Role - Dr. Leddy has a multi-faceted role. He oversees the Special Education Department and brings special education issues to larger discussions at the administrative and board level.
- Consultant Role - Consultants provide support to the school. They answer questions, provide professional development opportunities, support parents, assist and participate in the IPRC process, lead program reviews and support special initiatives. Consultants support schools in their submission of SEA claims. Each consultant has areas of specific responsibility. Consultants are a resource to the schools.
- Role of the Principal of Special Education - The Principal of Special Education is responsible for the day to day operations of the Special Education department. He tracks the budget of the department, liaises with the ministry on reports, and oversees the Section programs and specialized equipment. Martin sits on a number of committees within the board to keep special education needs in the forefront.

4. Assistive Technology Symposium F. Leddy

A number of staff will be attending the Assistive Technology conference in Toronto on September 26 & 27, 2006. An update will be provided to SEAC.

5. CODE Education for All Update F. Leddy

Dr. Leddy distributed the report on last year's CODE project. He highlighted a number of areas of success. There will be a research project released by November 3, 2006 on projects across the province. For this school year our board has \$250,000 to access and a draft proposal has been prepared. Two coaching teams will be selected from the 12 demonstration schools from last year's project and will be invited into the other schools to provide coaching. This will extend the literacy project into all schools. We will hear by the second week of October whether this project is accepted and an update will be provided in December or January.

6. Autism Workshops and Training R. Zarebski

Autism Intervener training is currently being delivered to board staff by Ann Kaiser from the Geneva Centre. With the completion of this training, we will have 34 staff members in our board with their Autism Intervener Certification Level 1 training.

7. October 27<sup>th</sup> Professional Activity Day R. Zarebski

A Professional Development day has been planned for all educational assistants on October 27, 2006. This day is being held in cooperation with the Lambton Kent District School Board. A list of the workshops being offered was shared with SEAC.

8. Coaching to Inclusion L. Thompson

Dates for this conference were provided (November 29 & 30, 2006) at the Lamplighter Inn in London. The first evening is on universal design and the full day program is on universal design and adaptive technology. The highlight of the event is the Champion of Inclusion Award. One nominee per board is accepted. Please contact Lisa Thompson if you are interested in registering.

**G. QUESTIONS ASKED BY COMMITTEE MEMBERS**

Michele requested the Board's October report statistics.

Annie asked about the Safe Schools Policy and Agenda for Action. Her question was about supporting students who have been expelled. We do not currently have a plan. If an expulsion occurred, we would need to come up with a plan to support the student. The Safe School Policy is currently being revised by the ministry. Students who have been expelled cannot be forced to attend Strict Discipline Programs.

**H. NEXT MEETING DATE – Monday, October 16, 2006 at 7:00 p.m. at the CEC in the Ursuline Conference Room.** \*Please note the change in meeting room.

Please contact Niki Ritchie at 1-866-336-6139 ext. 388 if you are unable to attend this meeting.

**I. AGENDA ITEMS FOR FUTURE MEETINGS**

1. Letters of gratitude
2. Review of Transformation Document
3. Nominations
4. Review of Special Education Plan

**J. ADJOURNMENT**

**MOTION BY:** Annie Sheehan and seconded by Martha Fracalanza to adjourn the meeting at 8:40 p.m.

**CARRIED**

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