

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Monday, November 19, 2007 at 7:00 p.m.

Catholic Education Centre, Wallaceburg – St. Louis Conference Room

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

## MINUTES

### COMMITTEE MEMBERS:

Chatham-Kent Women's Centre	Angela Corso
Community Living, Wallaceburg	Dr. Veronica Vaughan
Down Syndrome Association of Lambton County	Michele LaLonge-Davey
Epilepsy Support Centre	Christine Canniff
Fetal Alcohol Syndrome and Effect Group	Martha Fracalanza
Lambton County Developmental Services Group	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
Trustees	Carol Bryden Brenda Rumble
Principals Representatives	Maureen Cecile Americo Todino
Board Advisors	Dr. Frank Leddy Martin Forster Lisa Demers Brenda Roby Lisa Thompson Renée Zarebski

Regrets: Carol Bryden, Martha Fracalanza, Brenda Rumble, Americo Todino, Adrian Vermeiren, Renée Zarebski

*Carol Bryden*  
*SEAC Chairperson*

*Dr. Frank Leddy*  
*Board Advisor*

**A. CALL TO ORDER**

1. Prayer
2. Introduction of New Members  
Angela Corso and Christine Canniff were recognized as new members and all current members introduced themselves.
3. Adoption of Agenda

<b>MOTION BY:</b> Annie Sheehan and seconded by Fabrizia Romano to adopt the agenda.
<b>CARRIED</b>

4. Review of Minutes from September 24, 2007

<b>MOTION BY:</b> Dr. Veronica Vaughan and seconded by Fabrizia Romano to accept the minutes from the September 24, 2007 SEAC meeting.
<b>CARRIED</b>

**B. PRESENTATIONS**

1. OSSLT Results R. Cicchelli

Rob Cicchelli, Principal Catholic Curriculum (Intermediate/Senior) provided a presentation on the Literacy test and its results as they relate to the St. Clair Catholic District School Board and the province overall. He reviewed a sample of last year's test and discussed the accompanying data.

**C. ASSOCIATION REPORTS**

1. Chatham-Kent Women's Centre A. Corso

November is a month in which the abuse of women is recognized. The Chatham-Kent Women's Centre is hosting a number of events including an art show on Thursday, November 22 at the William Street Café in Chatham.

2. Learning Disabilities Association of Chatham-Kent F. Romano

The Sudbury chapter of LDAO, in conjunction with the Sudbury Catholic District School Board, has published a newsletter with distribution twice a year. Examples of items included in the newsletter are: What is SEAC?, What does SEAC do?, Who are the members of SEAC?, What is an IEP?, articles on special education, features of SEAC associations etc. All the content is prepared by SEAC members. The newsletter is distributed to parents of special needs students as well as school board staff.

3. Community Living, Wallaceburg V. Vaughan

The annual travel club tickets are available for purchase. This is the main fundraiser for the agency to support their clients. Tickets are \$50 and are valid for the whole year.

4. Epilepsy Support Centre

C. Canniff

The current goal of the agency is to provide educational presentations about epilepsy in the schools targeting grade 5 classrooms. This is the first time there has been epilepsy support in the Chatham-Kent area. The program is Kids on the Block, a puppet show that teaches students about seizures. The centre will also do presentations to staff members. The centre is currently working on a grade 12 program to pilot in the future.

5. Down Syndrome Association of Lambton County

M. LaLonge-Davey

A copy of a hand out entitled: IEP Timelines and Implementation was distributed and discussed. The document was written by members of the Down Syndrome Association of Lambton County.

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

1. Report on SEAC Parent Information Forum

F. Romano/A. Sheehan

Annie Sheehan offered comments for the evening in Sarnia-Lambton. The numbers were poor (only 4 people attended). Potential reasons were a conflict with election night and/or not enough advertising. Annie expressed that it is important to continue and try again next year. Fabrizia Romano offered comments for the evening in Chatham-Kent. She felt it was successful (21 people attended), it was very informative, the parents liked the technology information provided and both LDAO and Community Living provided displays that interested the parents.

2. Feedback on Personal Care Protocol

L. Demers

The document has been distributed to Principals, Program Resource Teachers and Educational Assistants. In-services on the protocol will be completed in February 2008. Lisa Demers is seeking feedback on the protocol from SEAC. SEAC members who did not receive a copy of the protocol may request one from Lisa Demers. SEAC members are asked to bring feedback is to the January meeting.

3. Inclusive Classrooms/Schools

F. Leddy

The revised document was distributed. The intent is for document to be done as a poster to be displayed in schools as a practical reminder to everyone. The document will be revisited annually for update and revision.

**E. NEW BUSINESS**

1. IEP Update

M. Forster

The Feedback Report from the Ministry on the IEP review was distributed. Martin provided SEAC with background information on the review and highlighted the key elements of the report. As a result of the review, the IEP is a focus for each PRT meeting this year. The board has purchased a new web based IEP template; IEP Engine by BasePoint. There were some major technical difficulties with its implementation. As a result, some of the IEPs were not distributed to parents by the required deadline. Due to concerns brought forward by SEAC members concerning the IEPs, two actions will be taken. The content of the IEP letter to parents will be reviewed to ensure it emphasizes the collaborate process for the development of the IEP. Direction will be given to Principals to include IEP information in the school newsletters in September/October as well as potentially in the months associated with the change of terms and/or semesters.

Copies of the newly released Ministry document were distributed. Training by the Ministry occurred on October 29, 2007. A team of representatives from the school board attended the training. The training included: an overview of the resource guide, a presentation on conflict and the prevention of conflict and then a role play at the end of the day. SEAC member Annie Sheehan attended the training as part of the board team.

#### **F. INFORMATION ITEMS**

##### 1. Coaching to Inclusion

The conference was very successful. Gerry Page presented on a program at Lambton College for the Developmentally Disabled population at the college. Kathie Snow was the keynote speaker. She told her personal story and then shared her perspective on inclusion as it applies to not only schools and educational facilities, but to society as a whole. Our board sent 19 staff members this year to the conference. The Inclusive Educators of the Year were highlighted, congratulated and rewarded by each participating school board in southwestern Ontario. The Inclusive Educator of the Year for the St. Clair Catholic District School Board for 2007 is Laura Meredith. Laura is an Educational Assistant at St. Philip Catholic School in Petrolia.

##### 2. November 30<sup>th</sup> Professional Development Day

A collaborative effort between our board and the Lambton Kent DSB has resulted in an excellent day planned for all Educational Assistants in both school boards. The day will be hosted by SCITS in Sarnia. The keynote speaker for the morning is Dr. Duncan McKinlay. All EAs have registered for break-out sessions for the duration of the afternoon.

#### **G. REPORTS FROM THE BOARD**

Dr. Leddy reported that funding from the Literacy and Numeracy Secretariat from the Ministry has been given to every Board for a School Effectiveness Lead position. The lead person for our board is Dr. Frank Leddy. His role is to lead school improvement within the board. In general, schools will go through an assessment on various indicators around special education, curriculum, assessment and evaluation, etc. The purpose of the assessment will be to see where the school is now and then establish a process by which school improvement can be made. The information will identify areas of strength, areas for improvement and how to improve education. To accommodate for the time taken by this new role, a principal has been brought to the board office to take on some of Dr. Leddy's responsibilities.

#### **H. QUESTIONS ASKED BY COMMITTEE MEMBERS**

Michele LaLonge-Davey asked if transition plans could be brought to SEAC for review. Transition plans are currently being reviewed by a board team, in collaboration with community partners. When the draft transition plan has been finalized, it will be presented to SEAC. SEAC members are welcome to contact Brenda Roby with any ideas and/or suggestions they may have with regard to the transition plans.

#### **I. NEXT MEETING DATE – Monday, January 21, 2008 at 7:00 p.m. at the CEC in the St. Louis Conference Room. Please contact Niki Ritchie at 1-866-336-6139 ext. 388 if you are unable to attend this meeting.**

#### **J. AGENDA ITEMS FOR FUTURE MEETINGS**

##### 1. Update on Post Secondary Transition

K. **ADJOURNMENT**

**MOTION BY:** Fabrizia Romano and seconded by Christine Canniff to adjourn the meeting at 9:15 p.m.

**CARRIED**