

**POLICY STATEMENT****SPECIAL EDUCATION ADVISORY COMMITTEE**

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The Halton District School Board shall establish a Special Education Advisory Committee (SEAC) as required by the Education Act and Ontario Regulation 464/97.

**1.0 Terms of Reference**

The Special Education Advisory Committee shall:

- a) make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of Special Education programs and services for exceptional students of the Board;
- b) participate in the Board's annual review of its Special Education Plan;
- c) participate in the Board's annual budget process as it relates to Special Education; and
- d) review the Board's financial statements related to Special Education.

**2.0 Composition**

- 2.1 The Board shall appoint two (2) trustees to the Special Education Advisory Committee and two (2) trustees as alternate members.
- 2.2 Each local association, that operates within the area of jurisdiction of the Board, to a maximum of twelve (12), shall nominate a representative for appointment to the SEAC. The Board may or may not appoint a nominated candidate. Should the Board not appoint a nominated candidate, the association shall be given the opportunity to nominate another candidate for appointment to the SEAC.
- 2.3 Each local association, that operates within the area of jurisdiction of the Board, to a maximum of twelve (12), shall nominate an alternate for appointment to the SEAC. The Board may or may not appoint a nominated candidate as an alternate. Should the Board not appoint a nominated candidate for alternate, the association shall be given the opportunity to nominate another candidate for appointment as an alternate to the SEAC.
- 2.4 A maximum of twelve (12) local associations may be selected by the Board under Ontario Regulation 464/97 in accordance with Section 2 (1) and (2). Where there are more than 12 local associations within the area of jurisdiction of the Board, the Board shall select the 12 associations that shall be represented (Section 2(3) ).
- 2.5 Upon the recommendation of the Director of Education, the Board may appoint up to three (3) community representatives for the duration of the term of the Board. The Director will establish criteria for community representatives and provide this criteria to trustees and to the Special Education Advisory Committee.
- 2.6 All members and alternate members of the SEAC must be eligible to vote for members of the Board, be resident to the jurisdiction of the Board, and not be employees of the Board.

- 2.7 If a member is absent for three (3) consecutive meetings without prior authorization by resolution, the member relinquishes his/her seat.
- 2.8 Vacancies on SEAC shall be filled through nomination and/or Board appointment following the process outlined in 2.1, 2.2, 2.3 or 2.5.
- 2.9 If both the representative and the alternate of a member association are present at a meeting, both the representative may speak and vote. Both the representative and the alternate members will receive an agenda and back-up material.

### 3.0 Quorum

- 3.1 Quorum shall be the majority of the appointed members.

### 4.0 Reporting Procedure

- 4.1 The Special Education Advisory Committee may send a report, with recommendations, directly to the Board.

### 5.0 Meetings

- 5.1 The SEAC shall meet at least ten (10) times during the school year.