



Halton District School Board

HALTON DISTRICT SCHOOL BOARD

Special Education Advisory Committee

JW Singleton Education Centre (Board Room), Burlington

Tuesday November 1, 2016, 7pm

MINUTES

Present: Amy Collard **Vice-Chair** (Trustee Representative); Jason Bartlett, (Member-at-Large); Kim Graves (Trustee Alternate); Leah Reynolds (Trustee Representative); Dawn Spence (Association for Bright Children); Richelle Papin (Trustee Alternate); Tammy Beattie (Learning Disabilities Association of Halton); Diane Vandebossche (Learning Disabilities Association of Halton); Keren Mack (Autism Ontario)

Staff: Mark Zonneveld (Superintendent); Jane Lewis (Principal of Special Education); Margaret Kew (Vice-Principal Special Education); Rebecca Bardin (SEAC Assistant)

Trustees: Jeanne Gray, Joanna Oliver

Regrets: Denise Nacev, **Chair** (Member-at-Large); Susan Suter (Easter Seals Ontario); Carla Marshall (Autism Ontario); Sherry Foster (Association for Bright Children)

Absent: Judy Shiels (Voice for Hearing Impaired Children); Lucille Morris (Member-at-Large)

1.0 **Opening**

1.1. Welcome and Call to Order

A. Collard called the Meeting to order at **7:03** p.m.

1.2. Approval of Agenda

#57-17 D. Vandebossche/R. Papin

Be it resolved that the Special Education Advisory Committee approve the agenda for November 1, 2016 as distributed

Carried Unanimously

2.0 **Call for Notices of Motion/Reports to the Board**

none

3.0 **Action**

3.1. Minutes of October 4, 2016 meeting

#58-17 R. Papin/D. Spence

Be it resolved that the minutes for the meeting of the Special Education Advisory Committee for October 4, 2016 be approved.

Carried Unanimously

3.2. Mental Health Strategy – Theresa Wilson, Senior Manager-Mental Health Lead

A Collard welcomed Theresa Wilson, Senior Manager of Student Services, Mental Health Lead to the October 4th SEAC meeting. M. Zonneveld introduced Theresa Wilson as the Mental Health Lead and mentioned that Theresa has recently taken on additional responsibilities as the Senior Manager Student Services, North Area.

T. Wilson thanked SEAC for the invitation to present at tonight's meeting. T. Wilson gave an overview of the supports, initiatives and funding that are taking place to create and support the Mental Health Strategy. T. Wilson expressed that this was made possible by the efforts of three Ministry's coming together to support Mental Health within our schools and communities.

T. Wilson presented statistics that support why this initiative is necessary and the 3 Year Strategy 2014-2017 priorities. The presentation was an overview of current priorities, achievements and goals moving forward.

T. Wilson opened up the floor for discussion. Three discussion groups were formed consisting of SEAC members and public in the gallery were invited to join in the discussion groups. Each group offered suggestions and conversations ensued surrounding the below questions:

- What would be helpful for our parents to know?
- What is the best way to communicate and share information?
- What would be your priorities in moving forward with this important topic?

M. Zonneveld concluded the discussion and all notes were given to T. Wilson to take back to the committee for further review and consideration.

A Collard thanked T. Wilson for her presentation and also expressed her enthusiasm to see T. Wilson leading the Mental Health Team.

3.3. EA Allocation Review Report

M. Zonneveld spoke to the Draft Educational Assistant Allocation Review report that was sent out to SEAC. This draft outlines the HDSB motion, mandate, committee membership, review process timeline, recommendations, voice, transitioning to independence, communication and conclusion. M. Zonneveld welcomed comments and questions from SEAC members.

M. Zonneveld thanked the SEAC representatives and all members of the committee for their work and great voices and discussion that they all brought to the table for this review. Other boards were also consulted on their perspectives of this process. This will be brought to Admin Council next week in a final draft form.

M. Zonneveld commented that next steps are an action plan. Implementation of recommendations put together by staff that will be brought back to SEAC for input.

M. Zonneveld welcomed discussion and questions from the SEAC members and gallery.

J. Bartlett would like to know if the EA is included as an attendee at the IEP meeting? M. Zonneveld responded that this is situational. The EA involvement can also be communicated through the Teacher involvement the same way information would be gathered by the teacher from any CYC's, ECE's etc. that are involved with the student.

J. Bartlett would like to know if parents and EA's will be consulted during the process and what that will look like?

M. Zonneveld responded that the parent voice is very important in understanding the shared needs of that child and the variety of ways that those needs can be met.

M. Zonneveld also commented that the perspective should be broad and also include areas such as programming, class room teacher, ECE, EA's that support that classroom, SLP, social Workers, SERTs, Teacher Librarians etc. all of these can have a role to play depending on that student. A Number of supports and resources need to be in place before the student can start school successfully.

D. Vandenbossche suggested that surveys somehow be built into the process should a review take place in future to enable all stakeholders to be involved.

L. Aker responded that the review was extended so that all stakeholders could be included.

M. Zonneveld responded that SEAC was the perspective of the parent voice and that additional stakeholders can be brought forward and consulted during implementation.

M. Zonneveld concluded that this draft will be brought forward to trustees and thanked the committee and SEAC for their involvement.

4.0 **Questions from the Public**

None

5.0 **SEAC Discussion/Question Period**

D. Vandenbossche mentioned the need to have SEAC meetings video/voice recorded and would like to know if this request is still being reviewed.

M. Zonneveld responded that this has been raised several times and due to the need for a technician, additional staff would be needed to facilitate this request.

D. Vandenbossche would like to know if there are any other devices that can be used to replace the current video/voice recording system?

A. Collard responded that this will be brought forward to trustees at budget time.

D. Vandenbossche would like to know what concerns staff have around students using their own personal devices in exams and tests. It was brought to her attention that some students were not able to use their personal devices in a test or exam.

M. Zonneveld would like to discuss these incidences further with D. Vandenbossche to gain additional insight into these particular situations.

6.0 **Communication to SEAC**

6.1. **Superintendent's Report**

1. Learning Centre Update Report

This report, sent to SEAC members earlier, is going to the Board on Nov. 2 for Information. It contains information and future actions as described several times at previous SEAC meetings. A follow up report will be brought to SEAC and the Board in March.

M. Zonneveld mentioned that there was a good parent response to the survey which is captured in the SWOT analysis.

D. Vandebossche commented that she supports using the SWOT. Would like to point out weaknesses of transitions from the centre to the classroom. Do they have this perception because children with LD do not grasp change of situation well? Do they require a facilitator?

M. Zonneveld mentioned that the transfer of learning is a focus. These are learning processes that are currently in a design phase.

D. Vandebossche commented that the work building capacity within individual schools is great and feels that smaller group learning is more ideal.

M. Zonneveld thanked D. Vandebossche for comments and responded that HDSB strives to provide the best environment for learning as we do in our schools. Many methods are the focus of this learning and support. IRT's and Program Leads are all involved in the learning to assist/embed and take back to the classrooms.

2. BMS Training Update

Our first day of BMS training was held on the Oct 7th PA day. 35 trainers worked with staff from 20 schools, including many BRCs, Life Skills and Communication Classes, Gary Allan, Syl Apps, HOPES, and MacMillan Youth Centre. 823 staff were trained, including PSSP and Student Services staff. The comments overall from staff and trainers were very positive. As this was our first day of training there were a few bumps that we will sort out for the next training day on the Nov. 25th PA Day. This a very large and significant initiative that will benefit students, staff and schools all across HDSB.

J. Bartlett would like to know when all staff will be trained? M. Zonneveld responded that the current schedule is over a 2 year period and that training occurs on PA days. Long term plan is for re-certification/refresher training that will be ongoing and built in once fully implemented.

J. Bartlett would like to know if parents will be provided with a BMS resource guide? M. Zonneveld responded that we would like parents to be aware of this strategy. If your child requires this support – it would be part of a conversation happening with the parents as well as being a part of the safety plan for that student.

J. Bartlett suggested that a basic guide be available to parents.

M. Zonneveld responded that this suggestion will be taken back to review.

3. Multi-Year Plan & Operational Plan

The Board's new Multi-Year Plan was approved by Trustees earlier this fall. The Operational Plan is being presented on Nov. 2nd. Students with special needs are receiving a great deal of focus in many areas of the plan. Details will follow and be shared with SEAC in the near future

L. Reynolds would like to know how SEAC can give feedback for this plan?

M. Zonneveld responded that there were a variety of opportunities in which SEAC attended and gave input. The Operational Plan is renewed each year and we welcome SEACs voice/input each year.

4. Calling All 3 Yr Olds

In the past we have hosted information nights for families of children with special needs in the winter. The turnout was not as good as we would have liked and we tried a different format in the spring last year but again had poor turnout. Meanwhile the Early Years team began a new information format these past two years – *Calling All 3 Yr Olds* – which drew hundreds of families each night. So we decided to join forces and combine our purposes into the one event. We will have a 'Special Education booth' and several staff at each of these nights. We look forward to welcoming many students with special needs and their parents, answering their questions, connecting them with community supports, and helping them feel comfortable with their start to school in HDSB. Attached in the flyer for these five nights.

J. Bartlet would like to know if there will be a SEAC table for parents to visit.

M. Zonneveld responded that this is an option should there be SEAC volunteers available.

J. Lewis responded that SEAC brochures will be provided to parents that evening.

6.2. Association Reports

LDAH – D. Vandenbossche

- New Parent Tool Book will be given to parents.
- November 23 is the next lecture series in Georgetown. Will be handing out Understanding Learning Disabilities – distributed by York School Board.

6.3. Trustee Reports

R. Papin

- Last board meeting – approved PAR. Communication went out, information meetings are starting at all the effected schools and the details are available on the board website. One person from each school council will be elected for to the committee.

L. Reynolds

- Inspire awards – 53 nominations for inspire awards. Including staff, students, volunteers, organizations that have inspired our students. These awards are ongoing. These nominations do not need to come from staff members and nominations are accepted [online](#).

D. Spence requested that Trustees share information with SEAC regarding the recent announcement of funding of new schools within HDSB.

A. Collard responded that communication has gone out regarding a new HDSB High School and Elementary school in Milton.

6.4. Committees and Other Reports

PIC – T. Beattie

- PIC Conference in October was very well received and was an overall great experience.
- Next meeting is November 17th – D. Spence will be representing SEAC on this committee.

Equity & Inclusive Education Advisory Steering Committee – D. Vandebossche

1. The Acknowledgement of Land and Territory is read in full at the beginning of each of our meetings. The committee would like to see wider use of this throughout the Board and is consulting within and outside the Board around the expansion.
2. The committee reviewed the HDSB Accessibility MYP, the Faith Accommodation Admin Procedure and the Head Lice Admin Procedure and provided feedback to staff.
3. SEAC and Trustee requested that the Committee spent focus time on the Ability Lens as this has not yet been done.
4. Community groups provided updates.

Protocol Communications – J. Bartlett

- Will have a frame work of time lines to share at next SEAC meeting.

7.0 Next Agenda/Order Paper

December – PPM8 Presentation

8.0 Adjournment

8.1. Motion to Adjourn

#59-17 J. Bartlett/D. Vandebossche

“THAT the meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 9:06 pm