



Wellington Catholic District School Board Special Education Advisory Committee (SEAC) Wednesday, October 29, 2008

MINUTES

Attendance:

SEAC Members:	D. Watson, T. O'Regan and S. Newcombe
Regrets:	J. Hollen, V. Dupuis and G. Lavalley
Program Staff:	D. DiBartolomeo, Superintendent of Program E. Clinton, Principal of Student Learning and Achievement B. Tersigni, Student Support Services Co-ordinator
Guests:	J. Furfaro, Trustee S. Redmond, Trustee

1. Call To Order

- 1.1 M.B. Tersigni opened the meeting with a prayer at 7:10 p.m.

2. Program Guidelines for Student Success

- 2.1 The current draft of the Program Guidelines for Student Success was distributed. D. DiBartolomeo reviewed the additions to the Program Guidelines for Student Success; Shared Solutions and additional Community contacts.

S. Redmond suggested that the Special Olympics information be included in the document. S. Redmond also suggested that contacts be in alphabetical order for ease of use.

D. Watson advised of two changes to the Community contacts: Kids Can Play is not currently operating and it was agreed that it would be removed from the contact list. D. Watson also advised that the name "ErinOak" be changed to their official name: "ErinoakKids"

D. DiBartolomeo suggested that associations related to SEAC be included as a separate page in the guide. The following associations were suggested: LDL, Autism Ontario, Community Living, PlaySense and Kerry's Place. D. DiBartolomeo suggested any additional contacts be emailed to N. Linforth.

All agreed to changes above.

3. Strategic Planning – Part 2

- 3.1 D. DiBartolomeo advised that the Principal's Welcome Letter from Tim O'Regan was distributed to Principals at the October 8th Catholic Leadership Meeting and also advised that school schedules will be distributed at the November 5th Catholic Leadership Meeting.

Discussion Items:

Discussion took place regarding how SEAC should respond to parental letters/concerns. It was re-iterated by the committee members that SEAC's capacity is an advisory and that all communication matters of this nature should be acknowledged as received and that the matter be referred to the Superintendent of Program responsible for Special Education to follow up.

The process of assigning the complement of Educational Assistants, Special Education Resource Teachers, Youth Worker and Social Worker as they relate to tier three and two student needs was outlined by D. DiBartolomeo and M.B. Tersigni. Supporting the needs of tier three student needs is the first priority for the deployment of support staff.

Transfer of student information discussion: it was agreed that the earlier the meeting is scheduled with parents, the better the results and more realistic the expectations.

4. SEAC 2008 – 2009 Goals

- 4.1 A SEAC brochure will be produced that will contain information such as: members, associations, Question and Answer format: "what you need to know", Individual Education Plans, Identification, Placement Review Committee and an overview of how Student Support Services staff support student needs.
- 4.2 A summative report for exceptional students based on the SEAC meetings and school presentations during this school year will be prepared and presented by the chairperson of SEAC to the Board of Trustees in March or April, 2009.
- 4.3 It was recommended to dedicate one SEAC meeting this year to invite all program staff to discuss the continuum of programming interventions for all students within the three tiers of student interventions.

5. School Presentations – Format & Schedule

- 5.1 J. Furfaro suggested that we have schools identify what will help deliver a more complete, thorough, more meaningful program to meet the needs of exceptional students. It would be helpful to know what is working and what the gaps are with respect to program delivery and training requirements.
S. Redmond suggested he would like to see best practices, and what creative strategy is being used to support tier 2 students.
It was recommended that the school presentation format will ask schools to share what instructional strategies are working and what instructional gaps there are for tier three and two students.
It was determined that the SEAC meeting agenda will focus mainly on school presentations, with a few additional agenda items.
It was agreed that D. DiBartolomeo and M.B. Tersigni would determine the school schedule.
Data for the SEAC report will be collected from all schools by March 2009 to meet the reporting requirement of March or April to the Board of Trustees.

6. Student Safety Plans – Health & Safety

- 6.1 D. DiBartolomeo advised the following:
 - That we are working with Human Resources and the Health & Safety Coordinator to revise our safety intervention plans.
 - One of the requirements for a safe workplace is the development of a safe intervention plan.
 - A team of a minimum of five staff members at every school site will be trained in Behaviour Management System.

7. Special Education Amendments

- 7.1 A summary of amendments to the Special Education Board plan was distributed and reviewed again as previously presented.

8. Initial Identification of Exceptional Students – Revision

- 8.1 M.B. Tersigni presented the revised process for the identification process of exceptional students.

9. Ministry Memo October 3, 2008: Posting of Sample IEPs

- 9.1 The memo was distributed and M.B. Tersigni. Our District focus has been for our Individual Education Plans to be very specific, measurable from a student outcome perspective and ensure that the plan is clear for parents.

Meeting adjourned at 9:10 p.m.