



**Minutes of the Special Education
Advisory Committee Meeting**

**Wednesday, March 6, 2019
4:00 pm – Maitland Room
Avon Maitland Education Centre**

Voting Members/

Alternates Present: Trustee Geddes, Trustee Klassen, S. Lee, J. McCrea, R. Horst, J. Welch, K. Ansley, T. Sparling. K. Morrison

Non-Voting Members: E. Havenga, A. Copeland

Alternates: R. Hunking, J. Costello, K. Fox

Staff Present: Superintendent Black, Vice Principal Pfaff

Member Regrets: D. Pratley, P. Huettlin, T. McGregor, J. Jack

Presenters: Associate Superintendent & Treasurer of the Board C. Carter

Recorder: C. Trotter

1.0 Introductions

Superintendent Black welcomed the new SEAC Committee and thanked everyone for applying to be part of the committee. Introduced C. Trotter, Executive Assistant who takes minutes of the meetings and will send out agendas/minutes and correspondence to all members & alternates. Vice Principal Pfaff is a resource on the committee, who will do the introductory presentation.

All members introduced themselves and their organization:

K. Morrison: Learning Disabilities Association of Ontario (LDAO)

L. Geddes: Trustee, Alternate: R.

H. Klassen: Trustee, Alternate: C. Schenk

T. Sparling: Huron Perth Centre (HPC), Alternate: V. Milson

S. Lee: Community Living St. Marys & Area, Alternate: J. Costello

T. McGregor: Community Living Stratford, Alternate: P. Huettlin

J. Jack: Foundations Huron, Alternate: K. Fox (Community Living South Huron).

J. McCrea: Autism Ontario, Alternate: D. Barkley

K. Ansley: VIEWS for Visually Impaired

R. Horst: Family Services Perth-Huron.

J. Welch: Community Services Coordination Network (CSCN), Alternate: T. Bechard

D. Pratley: Member at Large

A. Copeland: Elementary Principal Rep Principal

E. Havenga: Secondary Principal Rep Vice Principal
K. Black: Superintendent
M. Pfaff: Vice Principal of Learning Services
J. Morris: Superintendent

2.0 Finance/SEAC Training

Vice Principal Pfaff introduced Associate Superintendent & Treasurer of the Board, Cheri Carter who outlined what SEAC will see and what their responsibilities will be in terms of budget. The Board's fiscal year is September to August. Three major reporting cycles: Estimate, Revised Estimates, & Financial Statements or Actuals. Grants are driven by the Province of Ontario. We are required to present the Special Education budget to SEAC, who will be asked for their approval to then present it to the Board of Trustees for inclusion in the overall budget process. Funds received from the Ministry for Special Education is enveloped and must be spent. The Special Education budget has never been underspent, but usually overspent, which is picked up by other departments within the board.

Section 5 in the Binder: Guide to the Special Education Grant and Grants for Student Needs are great resources.

The other documents in Section 5, relate directly to the budget for AMDSB, that will be covered in an upcoming meeting. Cheri will explain grants at upcoming meetings before the budget discussion. There is more detailed information links provided in the document Cheri handed out.

[Ministry of Education's Funding website](#)

[2018-2019 Education Funding: A Guide to the Special Education Grant](#)

Cheri reports to SEAC a few times a year. Normally in either January/February at revised estimates time. In May, she will report on revenue and future expenditures. There may be two meetings in May or June; the first to share the budget and then the second she will come back to ask for SEAC's recommendation to take the Special Education budget to the Trustees. Any questions can be sent to Connie Trotter, who will compile and send them to Cheri to answer at the next meeting.

Superintendent Black noted that if SEAC members would like to delve deeper into the budget, then the Chair and Vice Chair, will decide whether this should be a training session for the whole group.

It is important to the Trustees to hear your recommendation for the budget and also hear your feedback. Cheri will make sure any comments from SEAC members, go to the Trustees.

Superintendent Black also noted that when Cheri next presents to SEAC we hope to have more information regarding funding updates from the Ministry. Cheri was thanked for her presentation, noting it's a very important piece for SEAC.

3.0 SEAC Training

Vice Principal Pfaff spoke about training for all SEAC members.

SEAC Orientation Process Powerpoint is attached.

Superintendent Black noted the previous SEAC made a local decision to accept only 2 members at large.

The goal is to compile a SEAC handbook for the AMDSB SEAC.

This is your binder, feel free to add what you like for your reference.

[AMDSB Strategic Plan](#)

Superintendent Black noted that if a member asks for an item to be added to the agenda, this will go to the Chair to decide which meeting to add it to.

Correspondence from other boards/organizations: we consider the best interests of all students in the board.

Delegations are not accepted at SEAC either from the floor or formally. If you have a concern regarding a specific student or issue, please call Superintendent Black personally.

K. Morrison noted if you have a parent call with an issue, you can direct them to any resources you may have, but you cannot give advice as a SEAC member. If you are a parent, you can go to your school and advocate for your own child or if a parent asks you to attend as a representative of your agency, not as a SEAC member.

All minutes are posted on the AMDSB Board [website](#).

The Committee will also review the Special Education Plan at upcoming meetings. We do have different departments within the board review their particular section of the plan and then bring any changes/updates to SEAC in the interest of time management at meetings.

a. Agendas

Agendas are set by the Chair, with input from Board Staff (Superintendent Black, Vice Principal Pfaff). If any SEAC member has an item to add to the agenda, please forward to the Chair.

We follow Roberts Rules of Order for meetings.

b. Association Reports

Report templates are included in member binders and will also be sent out electronically. Please fill in the report and submit to C. Trotter for inclusion in the minutes. This can be sent via email or hard copy.

4.0 Election of Chair & Vice Chair

The Chair runs the meeting, and the Vice Chair will step in only if the Chair is unavailable. We will take nominations from the floor. Superintendent Black explained the process to nominate these two positions. Once the Chair has been voted in, that person will then take control of the balance of tonight's meeting.

Nominations for Chair:

K. Morrison, nominated by Trustee Geddes

Nominations for Vice Chair:

S. Lee by K. Fox

K. Morrison is acclaimed as Chair and S. Lee acclaimed as Vice Chair

5.0 Autism Update

Superintendent Black noted the Autism program has been in the news. Ontario Autism Program (OAP) is making a change to their funding supports. Many Boards have written letters indicating the changes have been made too quickly, & there may be an influx of students to school boards. We are a small rural board and already believe we know of any new potential students, and don't anticipate an influx of students after the changes happen April 1. Superintendent Black asked J. McCrea (Autism Ontario rep) to bring a statement from her organization. The statement is included in the front inside cover of the binder, with other handouts for tonight's meeting. When correspondence is received from other boards, SEAC can decide to respond in kind or table/file.

Question: How are you anticipating the funding for students coming in, that are not in school right now? Superintendent Black noted that we need to wait to see how this unfolds. We have local structures to know who is coming in. Our Learning Services Coordinators do daycare visits and they also home visits. Our Principals will let us know who is coming to their schools. We generally know who is out there and we can prepare for these new students. Under the new structure, the potential impact is unknown at this time.

Association Reports:

Huron Perth Centre: Terri: very busy time with services in general. Getting ready for accreditation. Getting ready for children's mental health week.

Autism Ontario: Raise the Flag April 1.

6.0 Future Agenda Items

a. Special Education Plan

7.0 Date of Next Meeting: April 3, 2019

Future Meetings:

May 8, 2019

May 29, 2019 (Budget)

June 5, 2019 (Budget)

8.0 Adjournment

Moved by K. Fox to adjourn. The Special Education Advisory Committee meeting is adjourned at 6:10 pm.

**Committee Members
2018-2019**

Voting Members	Non-Voting Members	Alternate Members
Karen Morrison - Chair <i>Learning Disabilities Association of Ontario</i>	Anne Copeland <i>Elementary Principal Rep</i>	
Stephanie Lee <i>Community Living – St.Marys & Area</i>		Jennifer Costello <i>Community Living St. Marys & Area</i>
Lynette Geddes <i>Trustee</i>	Ed Havenga <i>Secondary Principal Rep</i>	Robert Hunking <i>Trustee</i>
Herb Klassen <i>Trustee</i>	Kim Black <i>Superintendent of Education</i>	Colleen Schenk <i>Trustee</i>
Terri Sparling <i>Huron Perth Centre</i>	Missy Pfaff <i>Vice Principal</i>	Val Milson <i>Huron Perth Centre</i>
Trevor McGregor <i>Community Living – Stratford & Area</i>	Jane Morris <i>Superintendent of Education</i>	Peg Huettlin <i>Community Living Stratford & Area</i>
JoDee Jack <i>Foudations Huron</i>		Katie Fox <i>Community Living – South Huron & Area</i>
Jan McCrea <i>Autism Ontario</i>		Doris Barkley <i>Autism Ontario</i>
Katie Ansley <i>VIEWWS for Visually Impaired</i>		
Robyn Horst <i>Family Services Perth-Huron</i>		
Julie Welch <i>Community Services Coordination Network (CSCN)</i>		Tanya Bechard <i>Community Services Coordination Network (CSCN)</i>
Doug Pratley <i>Member at Large</i>		