



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>March 2009</b>	<i>Replacing</i> <b>All previous policies</b>
<i>Review Date</i> <b>2014</b>	<i>Page</i> <b>1 of 4</b>
<i>Contact Person/Department</i> <b>Superintendent of Special Education and Safe Schools</b>	<i>Identification</i> <b>ES - 5560</b>

## **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

### **1.0 PURPOSE**

Trillium Lakelands District School Board recognizes that strong parent/community partnerships are vital to the success of all students, particularly, students with special needs.

The Board, in partnership with provincial associations representing parents of students with special needs and members of our communities, is committed to providing clear direction on how Regulation 464: *Special Education Advisory Committees* is implemented in the board thus allowing for an effective forum for members of this committee to provide feedback and input to the Board and Administration of Special Education policies, procedures, programs and budgets

### **2.0 REFERENCES/RELATED DOCUMENTS**

Education Act – Section 57.1  
Education Act – Regulation 464/97

### **3.0 TERMS AND DEFINITIONS**

#### **3.1 ASSOCIATION**

A provincially recognized/represented organization that acts on behalf of parents from a provincial perspective.

#### **3.2 AUTHORITY**

3.2.1 Every board must establish a Special Education Advisory Committee pursuant to section 57.1 of the Education Act.

3.2.2 Regulation 464 / 97 under the Education Act provides specific requirements for SEAC. This regulation should be consulted for specific details on membership requirements, meetings, and the scope of SEAC's advisory capacity.

### **4.0 ADMINISTRATIVE PROCEDURE**

#### **4.1 ROLE OF THE COMMITTEE (REGULATION 464/97)**

The Special Education Advisory Committee shall act in an advisory capacity on the following areas:

- a) Make representations to the board in respect of any matter affecting the establishment, development, and delivery of Special Education programs and services for exceptional pupils 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;
- d) Review the board's financial statements related to special education.

#### 4.2 MEMBERSHIP

The SEAC will be composed of the following membership:

- One representative from each local association, not to exceed 12, in the area of jurisdiction of the board, as nominated by the association and appointed by the board. One alternate member for each association may also be appointed to serve in the absence of the regular member;
- Up to three members may be appointed from the community to represent the interests of all exceptional pupils in the board;
- Two representatives and one alternate from the board of trustees, as selected through the board's own process for committee selection.

The Superintendent responsible for Special Education and the District Principal of Special Education will normally act as staff resource to the committee, and will prepare minutes and other materials required by SEAC. Other educators will attend the meetings as appropriate to provide information to the committee.

#### 4.3 FORMATION OF A NEW SPECIAL EDUCATION ADVISORY COMMITTEE

A new SEAC is formed every four years following the election of the board of trustees. To best fulfill the mandate of SEAC, a broad base of student exceptionality and geographic representation will form criteria for the selection of members.

The following process will be used for membership selection:

- a) A letter will be sent to each local association, as defined in section 1 of the Regulation, known to operate within this jurisdiction. The letter will request the nomination in writing, of a member to be considered for the committee. An alternate member may also be nominated.
- b) Requirements for membership will be advertised in local papers. Nomination of members at large will be made in writing by the individuals interested in being considered as a representative to the committee.
- c) The Superintendent responsible for Special Education will receive the applications for the committee, and will short list candidates.

d) An interview of potential candidates will be conducted by a trustee and the Superintendent responsible for Special Education. An administrative report recommending membership for the committee will be prepared by the Superintendent.

e) Members will be appointed to the committee through board motion.

#### 4.4 MEETINGS

SEAC meets through a combination of face to face or electronic meetings (videoconference, teleconference):

- Meetings take place 10 times per year, once per month, during the school year;
- Meeting dates and arrangements will be determined annually, and communicated to members;
- Normally, provisions for electronic meetings will be made in advance;
- In the event of inclement weather, a decision will be made by the Superintendent (by the afternoon of the meeting day) whether to cancel a face to face meeting and set up a teleconference. SEAC members will be notified via email, and may also phone the designated contact person to confirm meeting arrangements;
- Minutes of each meeting will be kept and approved by SEAC, and forwarded to the board. Minutes will be distributed to all SEAC members and their alternates;
- Rules of Order will be followed as per the Trillium Lakelands District School Board By-laws; and
- Mileage will be paid at the TLDSB corporate rate for meeting attendance by SEAC members. Other expenses for SEAC members shall be approved by the Superintendent in advance.

#### 4.5 DUTIES OF SEAC MEMBERS

SEAC members are to work in the interest of all students in the Board.

#### 4.6 THE ELECTION OF CHAIR AND VICE-CHAIR

A chair and vice-chair are elected at the inaugural meeting of SEAC. The term of office for chair and vice-chair will coincide with the board's term.

If required at any time, a new chair or vice-chair will be elected following the process outlined below.

The following process will be used for the election of a chair:

- Nominations for the position of chair of SEAC are made orally by any member and seconded by another member. Each member may make only one nomination for the office of chair. Each nominator and each seconder is allowed to speak on behalf of the nominee;
- Each nominee is allowed up to five minutes to outline reasons for standing for office;
- Voting takes place by closed ballot;
- The Superintendent responsible for Special Education and a trustee collect and count the ballots;
- The candidate receiving the majority of votes of the members present is declared elected. In the event of a tie vote, a ballot for each candidate will be placed in the ballot box, and the Superintendent responsible for Special Education will draw a ballot. The ballot chosen will be declared the chair of the committee.

The election of vice-chair uses the same process as the election of chair.

#### 4.7 COMMUNICATION WITH THE BOARD

SEAC advises the board by way of a motion, letter, or through trustee representatives.

SEAC works on a consensus model and reports to the board on a monthly basis through the SEAC minutes. In the event that consensus cannot be reached, a majority report and any minority report(s) would be presented to the board for consideration.