



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2019</b>	<i>Replacing</i> <b>All previous policies</b>
<i>Review Date</i> <b>2024</b>	<i>Page</i> <b>1 of 6</b>
<i>Contact Person/Department</i> <b>Superintendent Responsible for Special Education</b>	<i>Identification</i> <b>ES - 5560</b>

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

### **1.0 PURPOSE**

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

The board, in partnership with local associations and with members of our communities, is committed to providing clear direction on how Regulation 464: *Special Education Advisory Committees* is implemented in TLDSB thus allowing for an effective forum for members of the committee to provide feedback and input to the board and administration regarding special education policies, procedures, programs and budgets

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

- 2.1 [Education Act Section 57.1](#)
- 2.2 [Education Act – Regulation 464/97: Special Education Advisory Committees](#)

### **3.0 TERMS AND DEFINITIONS**

#### **3.1 LOCAL ASSOCIATIONS**

A provincially recognized/represented organization that acts on behalf of parents. To meet the criteria in regulation 464/97, section (1):

- 3.1.1 the local association of parents must operate locally within the school board jurisdiction; and,
- 3.1.2 the local association must be affiliated with an incorporated provincial organization that works on behalf of one or more groups of exceptional students; and
- 3.1.3 the local or provincial association cannot be an association or organization of professional educators.

#### **3.2 COMMUNITY REPRESENTATIVES**

Up to three community representatives may be appointed to a SEAC when the number of nominated local association representatives does not meet or exceed twelve representatives.

## 4.0 ADMINISTRATIVE PROCEDURE

### 4.1 BOARD REQUIREMENT TO ESTABLISH A SEAC

- 4.1.1 Every board is required under the Education Act to establish a Special Education Advisory Committee (SEAC).
- 4.1.2 Regulation 464/97 under the Education Act provides specific requirements for SEAC membership and operations.

### 4.2 ROLE OF THE COMMITTEE

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

- 4.2.1 Work in the interests of all students in the board.
- 4.2.2 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.
- 4.2.3 Participate in the board's annual review of its special education plan.
- 4.2.4 Participate in the board's annual budget process as it relates to special education.
- 4.2.5 Review the board's financial statements related to special education.

### 4.3 MEMBERSHIP

The SEAC will be composed of the following membership:

- 4.3.1 One representative from each local association, not to exceed 12 (twelve), in the area of jurisdiction of the board, as nominated by the association and appointed by the board.
- 4.3.2 One alternate member for each association may also be appointed to serve in the absence of the regular member.
- 4.3.3 Up to three members may be appointed from the community to represent the interests of all exceptional pupils in the board if the number of nominated local association members does not meet or exceed the maximum of 12 (twelve).
- 4.3.4 Two representatives and one alternate from the board of trustees, as selected through the board's own process for trustee representation on board committees.
- 4.3.5 The Superintendent responsible for Special Education will normally act as staff resource to the committee, and will arrange for the preparation of minutes and other materials required by SEAC. The Superintendent is a non-voting member.

4.3.6 Other educators and/or support staff may attend the meetings as appropriate to provide information or support to the committee. Other educators or support staff are non-voting members.

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

4.4.1 A new SEAC is formed every four years following the election of the board of trustees.

4.4.2 Each SEAC term lasts four years.

4.4.3 The first meeting of a newly established SEAC will occur in January following the fall election.

4.4.4 To best fulfill the mandate of SEAC, a broad base of student exceptionality and geographic representation will be considered for the selection of members.

4.4.5 The following process will be used for membership selection:

a) For local associations:

- A letter will be sent to each local association - as defined in section 1 of the regulation - that is known to operate within the jurisdiction of the board.
- The letter will request the nomination in writing of a member representing the association to be considered for the committee. An alternate member may also be nominated.
- Requirements for membership will also be advertised in local papers and via websites and social media.

b) For community representatives:

- Promotion of and requirements for membership for community representatives will be advertised in local papers and via websites and social media.
- Nomination of community representatives will be made in writing by the individual interested in being considered as a representative on the committee.

c) The Superintendent responsible for Special Education will receive the local association and community representative applications for the committee, and will short list candidates.

d) An interview of potential candidates may be conducted by a trustee and the Superintendent responsible for Special Education.

e) An administrative report recommending membership for the committee will be prepared by the Superintendent.

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

- g) If an association position on a special education advisory committee becomes vacant during the course of a term, the agency/organization that appointed the person shall appoint a qualified person to fill the vacancy for the remainder of the term.
- h) If a seat for a community representative becomes vacant during the course of a term, TLDSB may open up the application process per 4.4.4 b) through f) of this procedure.

#### 4.5 MEETINGS

- 4.5.1 SEAC meets through a combination of face-to-face or electronic meetings (videoconference, teleconference).
- 4.5.2 Meetings take place 10 times per year; once per month, during the school year.
- 4.5.3 Meeting dates and arrangements will be determined annually each spring, and communicated to members.
- 4.5.4 Additional meetings may be required and will be scheduled by committee or board/staff request and by committee consensus.
- 4.5.5 In the event of inclement weather:
  - a) A decision will be made by the Superintendent (by the afternoon of the meeting day) whether to cancel a video-conference and/or face-to-face meeting and set up a teleconference instead.
  - b) SEAC members will be notified via email, and may also phone the designated contact person to confirm meeting arrangements.
  - c) The meeting agenda may need to be altered to accommodate the teleconference format.
- 4.5.6 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.
- 4.5.7 Rules of Order will be followed as per the Trillium Lakelands District School Board by-laws.
- 4.5.8 Mileage will be paid at the TLDSB corporate rate for meeting attendance by SEAC members.
- 4.5.9 Other expenses for SEAC members shall be approved by the Superintendent in advance.

#### 4.6 ORIENTATION FOR SEAC MEMBERS

- 4.6.1 At the first SEAC meeting, and as required throughout a SEAC term, new SEAC members will be provided with an orientation session that reviews SEAC duties, best practices and logistical information.
- 4.6.2 The Provincial Parents Association Advisory Committee (PAAC) has developed a *PAAC on SEAC Effective Practices Handbook* and other online resources for SEAC representatives to access.
- 4.6.3 Resources and other training materials will be made available to SEAC members as required to align with agenda topics or by request.

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

- 4.7.1 A chair and vice-chair are elected at the inaugural meeting of SEAC.
- 4.7.2 The term of office for chair and vice-chair will coincide with the board's term for chair of the board of trustees (yearly at the December Annual Organizational Meeting).
- 4.7.3 The chair and vice chair of SEAC can be acclaimed should there only be one nomination for each position.
- 4.7.4 If required at any time, a new chair or vice-chair will be elected following the process outlined below.
- 4.7.5 The following process will be used for the election of a chair and vice-chair:
  - a) Nominations for the position of chair of SEAC are made orally by any member and seconded by another member.
  - b) Each member may make only one nomination for the office of chair.
  - c) Each nominator and each seconder is allowed to speak on behalf of the nominee.
  - d) Each nominee is allowed up to five minutes to outline reasons for standing for office.
  - e) Voting takes place by closed ballot.
  - f) The Superintendent responsible for Special Education and a trustee collect and count the ballots.
  - g) The candidate receiving the majority of votes of the members present is declared elected.
  - h) The process outlined in 4.7.5 a) through g) is repeated for the election of vice-chair.

- i) 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.
- j) The ballot chosen will be declared the chair of the committee.

#### 4.8 COMMUNICATION WITH THE BOARD

- 4.8.1 SEAC advises the board by way of a motion, letter, or through trustee representatives.
- 4.8.2 SEAC works on a consensus model and reports to the board on a monthly basis through the SEAC minutes.
- 4.8.3 In the event that consensus cannot be reached, a majority report and any minority report(s) would be presented to the board for consideration.