



# CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

**shalom**  
Acting justly...  
Living peacefully...  
Celebrating joyfully!

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Wednesday, August 31<sup>st</sup>, 2011

Board Office, in Kemptville

7:00 p.m.

### **Present:**

#### SEAC Members:

Sue Wilson (Chair), Trustee

Karen McAllister, Trustee

James Borer, VOICE

Ruby Mekker, Fetal Alcohol Syndrome Disorder  
Association

Claire Hubbard, Alternate Member for the Fetal  
Alcohol Syndrome Disorder Association

Christina Nichols, Association for Bright  
Children of Ontario

Fran Brauneisen, Association for Community  
Living

Diane Bartlett, Alternate Member for Easter Seals  
Ontario

#### Board Resource Staff:

Donaleen Hawes, Superintendent of Education

Tom Jordan, Principal of Special Education

### **Regrets:**

Joe Sparling, Easter Seals – Ontario

Dave Conners, Autism Ontario

Debbie Sabourin, Alternate Member for the  
Association for Community Living

### **Meeting Called to Order**

Sue Wilson called the meeting to order at 7:00 p.m.

### **Opening Prayer**

Tom Jordan led the group in a prayer entitled, “*Shalom*”.

### **Welcome and Introductions**

Sue Wilson welcomed back returning members and our new member, Claire Hubbard, Alternate Member for the Fetal Alcohol Syndrome Disorder Association. Sue asked all members to introduce themselves and thanked everyone for coming out this evening.

**I. Approval of Agenda**

Moved by: Christina Nichols

Seconded by: Fran Brauneisen

CARRIED

**II. Approval of Minutes – June 8<sup>th</sup>, 2011**

Moved by: Diane Bartlett

Seconded by: Ruby Mekker

CARRIED

**III. Association Updates**

Easter Seals – Ontario – Diane Bartlett

Embarking on Parent Reaching Out Grant – focusing on Transition.

- The goal is to create a practical guide for parents with physical disabilities and/or medical conditions, which will support student success through key transitions.
- It is hoped that this guide will be ready by June, 2012.

Easter Seals – Ontario is monitoring all Boards to ensure that the signed checklist for The Annual Report to the Ministry of Education on the Provision of Special Education Programs and Services are submitted to the Ministry.

The Kathy Botham fundraising Bowl-a-thon is being held on October 16<sup>th</sup>, 2011.

Association for Community Living – Fran Brauneisen

No report at this time.

Fetal Alcohol Syndrome Disorder Association – Ruby Mekker

The Fetal Alcohol Syndrome Disorder Association will be hosting an Information Day on September 9<sup>th</sup>, 2011, in Ottawa.

Association for Bright Children of Ontario – Christina Nichols

No report at this time.

- A request was made for an update on the revised CDSBEO gifted screening information to staff.

VOICE – James Borer

No report at this time.

#### **IV. Department Update**

CDSBEO has signed a Service Level Agreement with LDAO for the Web Based Teaching Tool, which means that any teacher within CDSBEO will be allowed access to the WBTT screening tools and intervention strategies, once he/she completes the online training.

The Department will be hosting a New Special Education Resource Teacher (SERT) In-service on September 21<sup>st</sup>, 2011, in Kemptville.

Students with developmental delays and/or their parents delayed are invited to participate in MCYSS online survey concerning transition planning.

All of the hearing equipment that was out for summer servicing is being returned to the schools before September 6<sup>th</sup>, 2011.

The final touches to the Annual Report to the Ministry of Education on the Provision of Special Education Programs and Services are being completed. Once finalized, a copy will be going to each school and a copy will be posted on the Board website.

The entire Special Education Team will be meeting on September 1<sup>st</sup>, 2011, to reflect and plan.

#### **V. New Business**

The 2011-2012 SEAC goals (established at the June 2011 SEAC meeting) were reviewed:

- Invite Jill Bobula (author) to share some of her books on Special Needs Learners.
- Provide a presentation on the implementation of our new IEP software/tools.
- Review the CDSBEO Parental Communication tools/strategies as a means to continue to improve communication and enhance parental involvement.
- For the Department to identify a staff member who can provide school teams with information, assistance and resources for FASD.
- Share best practices with regards to preparing high needs students for staff changes.
- To review the learning opportunities for staff and students with regards to MyHealth Magazine (online mental health resource).

At this meeting, the following additional ideas were put forward for consideration:

- A presentation on ODA (Ontarians with Disability Act).
- An update on technology.
- Review the training for staff for people with disabilities (review).
- Review the emergency preparedness procedures.

SEAC members were reminded that we are mandated by the Ministry of Education to have 10 SEAC meetings each school year, and that attendance at these meetings is important. Sue Wilson thanked the Associations that have been able to secure an Alternate

Representative and reminded those that have not, to continue to try to secure an alternate is possible.

#### SEAC Member Recruitment Plan

In order to continue our drive for new SEAC members, it was decided that we would:

- update our CDSBEO invitational letter
- send to potential Associations again
- utilize the Board website
- consider designing a brochure that could be left in Doctor's offices, etc.
- consider approaching Student Senate

Our October SEAC meeting (October 26<sup>th</sup>) is the same night as the proposed Parent Involvement Committee (PIC) Symposium at St. Michael Catholic High School, in Kemptville. SEAC members decided to team up with PIC and combine these events by hosting a shortened SEAC meeting (to allow SEAC members to attend some of the workshops) and making sure some of the workshops have a Special Education focus.

#### **VI. Good News Sharing**

Members and guests shared items of good news from across our eight counties.

#### **VII. Next Meeting**

Wednesday, September 28<sup>th</sup>, 2011, at the Kemptville Board Office, starting at 7:00 p.m.

#### **VIII. Closing Prayer**

Tom Jordan led the group in a *Hail Mary*.

#### **IX. Motion to Adjourn the Meeting**

Moved by: James Borer

Seconded by: Diane Bartlett

CARRIED

Sue Wilson adjourned the meeting at 8:26 p.m., and thanked everyone for attending.