

Special Education Advisory Committee Meeting Minutes

Monday, June 2nd, 2025, from 5:08pm - 5:58pm

SEAC Members & Quorum Tracking

SEAC Members	June 2 nd , 2025
Donna Nielsen (Chair) <i>CDSBEO Trustee</i>	Present
Tracy Mertz (Vice-Chair) <i>Rural FASD Support Network</i>	Present
Karen McAllister <i>CDSBEO Trustee</i>	Present
Tom Jordan <i>Family and Children's Services of Lanark, Leeds and Grenville</i>	Present
Susie Trotter <i>Child and Youth Mental Health Services, Cornwall Community Hospital</i>	Present
Anna Lafrance <i>Easter Seals</i>	Present
Christina Lord <i>Epilepsy South Eastern Ontario</i>	Present
Amy Malyon <i>Beyond 21 Foundation</i>	Present
Kaitlyn Bissonnette <i>CAS SD&G</i>	X
SEAC Member Alternates	
Cathie Knapp-Fisher <i>Family and Children's Services of Lanark, Leeds and Grenville</i>	X
Sue Wilson <i>CDSBEO Trustee, Alternate</i>	Present
Judith Peak <i>Rural FASD Support Network, Alternate</i>	X
Nicki Hughes <i>Epilepsy South Eastern Ontario, Alternate</i>	X
Angela Carson <i>Beyond 21 Foundation</i>	X
Board Resource Staff	
Brent Bovaird <i>Superintendent of School Effectiveness</i>	Present
Angela McNamee <i>Principal of Special Education</i>	Present
Sarah Price <i>Administrative Assistant to Superintendent Bovaird</i>	Present
SEAC Quorum	8/9 – Quorum Achieved

1. Welcome, Introductions and Roll Call

2. Land Acknowledgement & Opening Prayer

3. Approval of Agenda

MOTION

To approve the Agenda for the June 2nd SEAC meeting as presented.

Moved by: Tom Jordan

Carried

4. Receiving of approved minutes from Tuesday, April 29th, 2025, SEAC Meeting.

The minutes from our April meeting were electronically approved by committee members May 5th.

5. 2024-2025 CDSBEO Special Education Funding Expenditures – Ashley Hutchinson, Superintendent of Business & Treasurer & Teri Adamthwaite, Manager of Finance

The presentation outlined the breakdown of the Special Education funding and expenditures through Ministry funding, grants, staffing, professional development and support services.

6. Association Updates

a. Rural FASD

Our first Annual Red Shoe Run took place today, June 2nd. The Red Shoe Run event is in recognition and to bring awareness to Fetal Alcohol Syndrome. Gr. 4-6 students from local CDSBEO and UCDSB schools were in attendance to show their support for the event. We have two more Red Shoe Run events to take place in the coming weeks.

7. Special Education Department Update – Angie McNamee, Principal of Special Education

- Several professional staff members are currently finalizing assessments, preparing reports, and engaging with parents and school personnel. Meanwhile, others are providing in-school support to ensure a successful conclusion to the academic year.
- Schools and the Special Education department remain focused on transition planning for students with special education needs, ensuring that necessary environmental accommodations are ready for September. The team continues to evaluate student and school requirements to guarantee appropriate support at the school level.
- The EA draft is scheduled for next week, with the Special Education department collaborating closely with HR and CUPE in preparation.
- The summer transition program for students in MEP classes and those with complex needs will be offered again this year at select schools that open in late August. Preliminary information is currently being gathered from schools to facilitate the next steps.

8. New Business

a. CDSBEO Special Education Annual Report – Sections 2, 8, 10 & 15

Reviewed changes and updates that have been made to sections 2, 8, 10 & 15 of the 2024-2025 Special Education Annual Report.

MOTION

To approve the following recommendation:

Upon approval from the majority of SEAC members electronically following our June 2nd meeting, SEAC recommends, *"that we send the Annual Report on the Provision of Special Education Programs and Services, 2024-2025, to the CDSBEO Board of Trustees for their approval and submission to the Ministry of Education with the accompanying recommendations included as presented on the June 17th, 2025. CDSBEO Board Meeting."*

Moved by: Karen McAllister

Carried

9. Correspondence Received

a. MACSE Community Collaboration Form – June 2025

Reviewed and collaborated on the Minister's Advisory Council on Special Education (MACSE) Form.

10. Motion to Excuse Regrets Received

Motion

To approve Kaitlyn Bissonnette, representative for CAS SD&G, absence for the June 2nd, 2025, SEAC meeting

Moved by: Tracy Mertz

Carried

11. Next SEAC Meeting – Wednesday, September 24th, 2025, at 5:00pm

12. Closing Prayer

13. Motion to Adjourn the Meeting

Moved by: Tom Jordan

Carried

Topics for Presentations for 2024-2025 school year:

TOPIC	DATE
Reading Intervention & Supporting Student Gains	Wednesday, August 28 th , 2024
2025-2030 Multi-Year Strategic Plan Timeline	Wednesday, September 25 th , 2024
Empower Reading	Wednesday, October 30 th , 2024
Inspiring Behaviour Change: Making a Difference Each Day	Wednesday, November 27 th , 2024
Supporting Students who are Deaf and Hard of Hearing	Wednesday, January 29 th , 2025
Mental Health and Supports	Wednesday, February 26 th , 2025
Making Math Count	Wednesday, March 26 th , 2025
LD at School with Martin Smit	Tuesday, April 29 th , 2025

**2024-2025 CDSBEO Special Education Funding Expenditures
& Final Annual Report Review**

Monday, June 2nd, 2025