



PROCEDURE

Title: **APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)** Procedure No.: XXXX
Effective Date: YYYY Month DD

Department: Director's Services – Corporate Services

Reference(s): Appointment to SEAC Procedure #####
Education Act, Subsection 57.1(1)
Education Act, Regulation 464/97
SEAC Handbook

1.0 Objective

- 1.1 To provide direction and a framework for the Special Education Advisory Committee (SEAC) Selection Committee to use when recommending the appointment of Community Representatives and Local Associations to the SEAC.

2.0 Definitions

For the purposes of this procedure,

- 2.1 **The SEAC Selection Committee** refers to the three (3) Trustee members serving on the SEAC who form the committee responsible for the selection of up to eight (8) Community Representatives and up to twelve (12) Local Associations to serve on the SEAC for the duration of the term of the Board of Trustees.
- 2.2 **Local Associations** Regulation 464/97 defines a “local association” as: “an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.”
- 2.3 **Community Representative / Member-at-Large** Community Representatives, also known as Members-at-Large, refers to members of the community who have knowledge of special education issues, an understanding of the Thames Valley District School Board's (TVDSB) programs and services, and an appreciation of the role and responsibilities of the SEAC. The Community Representatives advocate in the interest of all special needs students, and do not represent the interests of any particular exceptionality.
- 2.4 **First Nations Representatives** Regulation 464/97 describes the First Nation Representative as an individual who represents the interests of First Nations students attending board schools under a tuition agreement.

Administered By: **Board Services**

Amendment Date(s):

Most Recent EIE Review Date:

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3.0 SEAC Membership

Regulation 464/97 provides that SEAC membership shall be comprised of: representatives of Local Associations; Community Representatives the Board of Trustees; and people to represent the interests of First Nations students attending board schools under a tuition agreement. All members of SEAC are voting members

3.1 To be eligible for nomination as a SEAC Member or Alternate, a nominee must be:

3.1.1 A resident within the Thames Valley District School Board (TVDSB)

3.1.2 At least 18 years old

3.1.3 A Canadian Citizen

3.1.4 An elector or taxpayer for the school board

3.2 To be eligible for nomination as a SEAC Member or Alternate a nominee cannot be an employee of the Thames Valley District School Board.

3.3 Local Associations

3.3.1 The Board may appoint up to twelve (12) Local Associations for representation on SEAC once per term, or as vacancies arise.

3.3.2 To ensure representation from as many of the eleven (11) exceptionalities formally recognized in the Province of Ontario, wherever possible the Board will endeavor to appoint one (1) Local Association per exceptionality.

3.3.3 Local association representatives are nominated for appointment to SEAC by the Board by their local association.

3.4 Community Representatives / Members-at-Large

3.4.1 The Board may appoint up to eight (8) Community Representatives for representation on SEAC once per term, or as vacancies arise.

3.4.2 The Board of Trustees may appoint one (1) or more additional SEAC Members, as Community Representatives, provided that any such additional Member is not a representative of a local association, a Trustee, or a member of another committee of the Board.

3.5 Trustees

3.5.1 The Board of Trustees shall appoint up to three (3) Trustees as SEAC members.

3.6 First Nations Representatives

3.6.1 The Board of Trustees shall appoint one (1) First Nation Representative as an individual who represents the interests of First Nations students attending board schools under a tuition agreement.

3.7 Alternates

3.7.1 A Local Association may also nominate one Alternate for appointment by the Board.

3.7.2 Alternates do not have the rights of SEAC Members, except where the SEAC Member for whom they are appointed as Alternate is absent, in which case the Alternate shall assume the rights and responsibilities of the Member during the Member's absence.

3.7.3 Alternates are entitled to attend public session SEAC meetings as an observer and to receive public session meeting resources provided to voting SEAC Members.

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4.0 **Committee Term**

- 4.1 Once appointed, SEAC members shall hold office for the length of term of the Board of Trustees, until a newly elected Board is organized.

5.0 **SEAC Selection Committee**

- 5.1 The SEAC Selection Committee is responsible for establishing candidate criteria; reviewing applications; and making membership appointment recommendations to the Board of Trustees.
- 5.2 In the event a Selection Committee member is unable to attend/participate, the Chair or Vice-Chair of the Board may act as an Interim Selection Committee member.
- 5.3 The Superintendent of Student Achievement (Special Education) and the Supervisor, Board Services will provide resource support to the Selection Committee. Such support shall include making arrangements for meetings, providing administrative support to the interview process, (scheduling, agendas, reference documentation, etc.) and providing advice about the role and needs of the SEAC.

6.0 **Nomination for SEAC Membership**

- 6.1 Board Services shall request that Local Associations submit written notice of its SEAC Member and Alternate nominee by no later than one (1) month before the first SEAC meeting of the Board's term.
- 6.2 The request for nominees shall specify the date by which nominations must be received, by Board Services.
- 6.3 A copy of the SEAC handbook shall be included with the request for nominees.
- 6.4 The SEAC Selection Committee shall consider the appointment of Local Association nominees, Community Representatives, and Trustee SEAC Members and Alternates, at the November meeting of the Board of Trustees, or as soon thereafter as is practicable.

7.0 **Nomination for Local Associations**

- 7.1 Advertising
 - 7.1.1 An advertisement seeking local associations to serve on the SEAC shall be delivered through social media, school messenger, sent to all school councils/home and school associations and posted on the TVDSB website.
 - 7.1.2 The Supervisor, Board Services will coordinate with SEAC to advertise a call for applications targeted at qualified Local Associations, when less than six (6) applications are received after ten (10) business days.
- 7.2 Applications
 - 7.2.1 The application period shall be a minimum of ten (10) business days following the date of posting the call for membership.
 - 7.2.2 Applications shall submit to the Supervisor, Board Services.
 - 7.2.3 Applications shall include: a completed application form; a description of the Local Association; a statement of interest; a confirmation of eligibility; and a letter of support from the local association for the nominated representative and nominated alternate.
 - 7.2.4 Receipt of applications will be acknowledged.

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7.3 Application Assessment

7.3.1 All applicants who meet the eligibility criteria listed in section 2.3, and have applied at or prior to the deadline, will be considered.

7.3.2 The Supervisor, Board Services shall provide to the SEAC Selection Committee a copy of each candidate's application.

7.4 Recommendation to the Board of Trustees

7.4.1 A copy of the applications from Local Associations will be provided to Board members prior to the Board meeting. A Board Report will be prepared by staff on behalf of the Selection Committee outlining the Selection Committee's recommendation for new Local Associations for representation to the SEAC.

7.4.2 The selection and appointment of Local Associations will be the responsibility of the Board of Trustees.

8.0 Application Process Community Members

8.1 Advertising

8.1.1 An advertisement seeking applicants for consideration for appointment to serve on the SEAC as Community Representative shall be delivered through social media, school messenger, sent to all school councils/home and school associations and posted on the TVDSB website. Copies will be sent to all school councils/home and school associations.

8.2 Applications

8.2.1 The application period shall be a minimum of 10 business days following the date of posting the call for membership.

8.2.2 Applications shall be submitted to the Supervisor, Board Services.

8.2.3 Applications should include: a completed application form; a statement of interest; a confirmation of eligibility; and letter of nomination from the local association where applicable.

8.2.4 Receipt of applications will be acknowledged.

8.3 Application Assessment

8.3.1 All applicants who meet the eligibility criteria listed in section 2.3, and have applied at or prior to the deadline, will be considered.

8.3.2 The Supervisor, Board Services shall provide to the SEAC Selection Committee a copy of each candidate's application.

8.4 Recommendation to the Board of Trustees

8.4.1 A copy of the applications from Community Members will be provided to Board members prior to the Board meeting. A Board Report will be prepared by staff on behalf of the Selection Committee outlining the Selection Committee's recommendation for new Local Associations for representation to the SEAC.

8.4.2 The selection and appointment of Community Members will be the responsibility of the Board of Trustees.

9.0 Selection Process

9.1 Where there are more than twelve (12) Local Associations, or eight (8) Community Members, or one (1) individual to represent the interests of First Nations students attending board schools under a tuition agreement, the SEAC Selection Committee shall determine which applications should be recommended to the Board of Trustees for approval.

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- 9.2 Any remaining applicants that met the criteria will be added to a waitlist.
 - 9.2.1 Applicants from the waitlist will be contacted to fill vacancies during the term prior to seeking membership.

10.0 Notification to Applicants

- 10.1 The recommended applicants/local association will be notified by the Supervisor, Board Services that their application has been put forward to the Board, and that should the Board adopt the recommendation, they will be advised following the Board meeting.
- 10.2 Following the Board's decision, successful applicants/local associations will be notified of the Board's decision and provided with information regarding the next steps.
- 10.3 All unsuccessful candidates will be notified of the Board's decision and thanked for their interest and involvement in the process.

11.0 Vacancies

- 11.1 All efforts shall be made to ensure that there are twelve (12) local associations on SEAC. Should a position become vacant during the term, the TVDSB will engage in recruitment strategies to fill the vacant position(s). The same selection process, as outlined, shall be followed.
- 11.2 A SEAC member shall have vacated their seat if a member is convicted of an indictable offence; is absent from three consecutive regular meetings of the committee; or ceases to meet the eligibility criteria for appointment to the committee.
- 11.3 Vacancies shall be filled as soon as practicable; an organization may replace the member in the same manner as nominations for appointment.
- 11.4 If an organization has not contacted Board Services regarding a replacement member within three (3) months of the vacancy, the organization may be replaced with an organization from the waitlist.