



SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

HANDBOOK

SEAC HANDBOOK

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INTRODUCTION OF MEMBERS

This handbook has been prepared to assist you in understanding and performing your role as a Special Education Advisory Committee (SEAC) representative and to help you confidentially respond to the needs of all exceptional children.

Special Education Advisory Committees are legally mandated advisory bodies established to provide advice to school boards on all matters related to Special Education. Responsibilities of SEAC members include:

- Responding to the needs of all exceptional children within the board;
- Acquiring and maintaining a knowledge of Special Education;
- Bringing concerns of your association (not individual cases);
- Informing your association and members about SEAC activities and information; and
- Providing input to the SEAC Chair for SEAC agendas.

Included in this handbook is a general overview of the SEAC, the Provincial Parent Association Advisory Committee (PAAC) on SEAC and the Minister’s Advisory Council on Special Education (MACSE). You will also find specific information related to the Thames Valley District School Board (TVDSB) SEAC such as our current member list, working committees, board information and board contacts.

In your role as a SEAC representative you will be working primarily with Special Education: A Guide for Educators, The Thames Valley District School Board Special Education Plan and this handbook.

It is our hope that this handbook increases your awareness and understanding of SEAC and that you find your role as a SEAC representative to be a rewarding, positive experience.

PURPOSE OF SEAC

A Special Education Advisory Committee of a board may make recommendations 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. (Section 11(1) Reg. 464/97)

Recommendations from SEAC may be presented to the Board of Trustees, either in person or as a written submission that should include an explanation of the purpose of the recommendation (this would occur in the event that the recommendation is sufficiently straightforward that no personal presentation is required).

SEAC also plays a significant role in the review of the annual Special Education Plan and in that part of the annual budget process that relates to Special Education.

SPECIAL EDUCATION PLAN

School boards are specifically directed to provide SEAC with the opportunity to “participate in the Board’s annual review” (Section 12 (1) Reg. 464/97). This does not mean that SEAC may direct that the board make amendments to its plan. SEAC may, however, recommend changes to the plan during the

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review process. Boards must include any majority or minority reports from SEAC when it submits its plan (Standards for School Boards' Special Education Plans (2000) p.4). As well, any motions of recommendations from SEAC that are related to the Board of Trustee's approval of the plan must also accompany it when submitted to the Ministry [Standards p. 17].

SPECIAL EDUCATION MAJORITY AND MINORITY REPORTS

The endorsement of the Special Education Plan or the Special Education Budget through committee motion and approval by the majority of members present at the meeting is considered to be the "Majority Report".

Per Robert's Rules, a committee report only contains that which has been agreed to by a majority vote.

A minority may submit a separate report. The template for the Minority Report can be found in Appendix A.

Where a minority of committee members do not agree with the majority, they may submit a Minority Report to the Board of Trustees through Corporate Services and copied to the Chair of the Committee and to the Superintendent of Student Achievement for Special Education.

That report must be submitted within the timeline established for receiving Board of Trustee reports and to ensure the Minority Report is presented to Trustees the same evening they are receiving the Special Education Plan or Special Education Budget for their approval.

It is the responsibility of the member (s) wishing to submit a Minority Report to contact Corporate Services and/or the Superintendent of Student Achievement for Special Education to understand the timeline for submission.

The Special Education Plan or Special Education Budget, inclusive of the Majority Report and any Minority Reports, will be shared with SEAC members in advance of the presentation to the Board of Trustees.

The decision of the Board of Trustees regarding the Special Education Plan or Special Education Budget, is to be considered the board response and will be communicated to SEAC members at the next meeting by the Superintendent of Student Achievement for Special Education. Special Education Plans for the previous five years, inclusive of the Majority and Minority Reports, will be made available to SEAC members as a means of documenting past minority reports for consideration when reviewing future amendments to the Special Education Plan.

BUDGET PROCESS

School boards must also ensure that SEAC's have the opportunity to "participate in the Board's annual budget process" of preparing estimates of revenues and expenditures, as that process relates to Special Education [Section 12(2) Reg. 464/97]. This means that the school board must provide, at the very least, an opportunity for SEAC to be heard on any recommendations which it makes on budget issues which touch on Special Education expenditures. Indeed, the entitlement to "participate" in budget decision

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suggests that SEAC should be involved actively in the Special Education budget process, which might be achieved through meaningful consultation in the budget planning process.

As well, SEAC also needs to have the opportunity to review the financial statements it prepares annually for submission to the Ministry of Education, as those financial statements relate to Special Education [Section 12 (3) Reg. 464/97]. This will allow SEAC's participation in the budget process to be more meaningful.

ROLES AND RESPONSIBILITIES

The Thames Valley District School Board SEAC roles and responsibilities are outlined in Standard 17 (Special Education Advisory Committee) in the Special Education Plan.

MEETING TIMES/LOCATION

The SEAC meets from September to June of each school year. Meeting dates, times, locations, agendas and reports are posted on the Thames Valley District School Board website at <http://www.tvdsb.ca> or available by calling the Thames Valley District School Board Education Centre at (519) 452-2000. Ministry of Education Regulation 181 requires SEAC to meet at least ten (10) times each year.

The SEAC occasionally will change the location and/or the time of the meeting for special purposes. The Committee meets at least ten (10) times in each school year; however additional meetings are also scheduled as needed. Meetings are open to the public.

PROCESS FOR SELECTING MEMBERS AND FILLING VACANCIES

The process for selecting members and filling vacancies is guided by the Education Act (O. Reg. 464/97).

MEMBERSHIP

Membership to SEAC is by appointment of the Board of Trustees and consists of:

- A maximum of twelve (12) representatives who have been nominated by their local association. Each association also nominates one (1) alternate.
- One (1) representative and one (1) alternate who have been nominated by the councils of bands with which the board has entered into agreements with under s.188 of the Education Act.
- Three (3) members from the Board of Trustees.

The Board of Trustees also may appoint one or more individuals who are neither representatives of a local association nor members of the Board of Trustees. Additional members generally are representatives of community agencies that have an interest in the well-being of one or more groups of exceptional children.

ELIGIBILITY

A member cannot be an employee of the board, must be qualified to vote for trustees, and be a resident of Elgin County, Oxford County, Middlesex County or the City of London.

An eligible association is defined 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

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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.”

Eligible associations and interested community agencies may nominate a representative to SEAC at the start of each SEAC term (which coincides with the election of School Board Trustees, every four [4] years).

A call for nominations is carried out by TVDSB, Corporate Services.

Where nominations are received from more than 12 local associations within Elgin County, Oxford County, Middlesex County or City of London, the Board of Trustees selects the 12 local associations that shall be represented.

APPOINTMENTS AND TERMS OF OFFICE

Representatives and alternates, once nominated, are appointed to SEAC by the Board of Trustees for the term of office of the members of the Board of Trustees. This is a four-year term. Where an individual is appointed to fill a vacancy, the individual serves for the remainder of the four-year term.

An appointed alternate serves on the committee in the absence of the appointed representative.

FILLING VACANCIES

A member vacates their seat if they 1) are absent from three consecutive meetings of the Committee and the alternate has not attended in their absence, or 2) cease to hold the qualifications to be appointed to the Committee, or 3) are convicted of an indictable offence.

A member may be reinstated to the Committee by special resolution as per the board policy.

Where a seat of a member of the Committee is vacant, the alternate for the member acts in the member’s place until such time as the position is filled.

To fill a vacancy, the association submits the name of their replacement nominee(s). Nominations must be submitted on letterhead to Corporate Services and include the following:

- the name of the individual nominated by the association and noting if the nomination is for the position of representative or alternate;
- information regarding how that individual represents the interests and well-being of exceptional children and/or adults; and
- confirmation they are Canadian citizens of 18 years of age, and residents of Thames Valley.

Upon receipt and confirmation of eligibility, the Board of Trustees will appoint the member.

ELECTION OF COMMITTEE CHAIR/VICE-CHAIR

- The Vice-Chair shall assist the Chair and shall act for the Chair at meetings in their absence.
- The Chair or, in the absence of the Chair, the Vice-Chair, shall preside at meetings.
- If at any meeting the Chair and the Vice-Chair are not present, the members present may elect a Chair for that meeting.

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- The Chair may vote with the other members of the Committee. Any motion on which there is an equality of votes is lost.
- The Committee shall elect its Chair and Vice-Chair at the first meeting following the Inauguration of the new Board of Trustees and at the January meeting each of the next three (3) years. The process for election of these positions shall be the same manner as followed for the election of the Chair and Vice-Chair of the Board of Trustees (attached) with the Superintendent of Student Achievement assuming the role of the Secretary of the Board until the SEAC Chair is elected.
- The position of Chair shall alternate annually between a Trustee member and local association member. The Vice-Chair of the Committee shall be elected annually on the same basis, except that the Vice-Chair shall be elected from the group not represented by the Chair.
- For meetings, the Chair of the SEAC shall carry out the duties of a Chair as outlined in Robert’s Rules of Order.
- The Chair and the Vice-Chair shall determine who shall act as spokesperson and report recommendations to the board.
- The Chair, in consultation with the Vice-Chair, shall jointly be responsible for setting each meeting’s agenda, in consultation with the appropriate staff members and the Superintendent of Student Achievement.

SEAC SUBCOMMITTEES

SEAC may appoint subcommittees as needed to further the business of the Committee. It is encouraged that SEAC members consider the opportunity to participate in SEAC working groups/subcommittees, as established.

SEAC MEMBERS/CONTACT INFORMATION

ASSOCIATION	REPRESENTATIVE	ALTERNATE
SCHOOL BOARD TRUSTEES		
TVDSB – Trustee	Barb Yeoman (Chair)	N/A
TVDSB – Trustee	Joyce Bennett	N/A
TVDSB – Trustee	Lori-Ann Pizzolato	N/A
REGULATION 464/97 SECTION 2 LOCATION ASSOCIATION – MAX 12		
Association for Bright Children www.abcontario.ca	Christine Thammavongsa thammavo@oxford.net	Beth Mai president.abclondon@gmail.com
Autism Ontario 1340 Dundas Street East London, ON N5W 3B6	Sherri Moore moore.sherri@gmail.com 519-200-0553	Kelly Wilson Langley38jane@hotmail.com 519-494-7017

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ASSOCIATION	REPRESENTATIVE	ALTERNATE
(519) 433-3390 london@autismontario.com autismontariolondon@bellnet.ca		
Community Living London 190 Adelaide Street South London, ON N5Z 3L1 (519) 686-3000 www.cll.on.ca	Barbara Furac barb.furac@cll.on.ca	
Easter Seals Ontario One Concorde Gate, Suite 700 Toronto, ON M3C 3N6 Toll Free: 1-800-668-6252 www.easterseals.org London Office 2265 Oxford St., W., Unit 1 London, ON N6K 4P1 Phone: 519-432-9669 Toll Free: 1-888-278-7797	Alison Morse amorse@easterseals.org	
Epilepsy Support Centre 690 Hale Street London, ON N5W 1H4 (519) 433-4073 Executive Director: Michelle Franklin www.epilepsysupport.ca	Bob Harvey bsharvey@execulink.com	Jayme Arts jayme@epilepsyswo.ca
LDAO London 303 Richmond Street Unit 205 London, ON N6B 2H8 (519) 438-6213 www.ldalondon.ca	Paul Cook ed@ldalondon.ca	Deborah Shore Reid supportgroup@ldalondon.ca
Ontario Parents Advocating for Children with Cancer Sarai Poraretta 705-828-7965; info@opacc.org www.opacc.org	Kim Vander Schelde olviakickincancer@gmail.com	
Vanier Children's Services 871 Trafalgar Street London, ON N5Z 1E6 (519) 433-3101 www.vanier.com	Laura Dunlop-Dibbs ldunlop@vanier.com	Sheri Grabstas accounting@vupointsystems.ca
VOICE for the Deaf and Hard of Hearing admin@voicefordeafkids.com	Michele Barbeau michelebarbeau65@gmail.com mbarbeau@uwo.ca	Natalie Davison davisonnataliesarah@gmail.com

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ASSOCIATION	REPRESENTATIVE	ALTERNATE
www.voicefordeafkids.com		
SECTION 2 ORGANIZATIONS – MEMBER AT LARGE		
CAS of London & Middlesex P.O. Box 7010, 1680 Oxford St. London, ON N5Y 5R8 (519) 455-9000 www.caslondon.on.ca	Mike Cvetkovich Mike.cvetkovich@caslondon.on.ca	
Community Services Coordination Network (CSCN) www.cscn.on.ca	Judy Wright judywright@cscn.on.ca	Cassie Krygsman cassiekrygsman@cscn.on.ca
Fetal Alcohol Spectrum Disorder Network fasdelmo@gmail.com www.fasdelmo.wordpress.com	Tracy Grant (Vice Chair) ss12grants@gmail.com	Wendy Conforzi con4zi@rogers.com
London Autism Developmental Disabilities Support Group	Suzanne Young suzanne_young1@hotmail.com	Christina Devlin Christina.m.devlin@gmail.com
TVCC 779 Baseline Road, East London, ON N6C 5Y6 (519) 685-8700 www.tvcc.on.ca	Janet Gritzan janet.gritzan@tvcc.on.ca	Colleen Willoughby Colleen.willoughby@tvcc.on.ca
Thames Valley Council of Home & School Associations www.tvchsa.com	Sarah Thomson sarahoecke@hotmail.com 519-471-0688	Teresa Lopez Teresa.lopez@rogers.com
FIRST NATIONS REPRESENTATIVE		
Chippewas of the Thames First Nations www.cottfn.com	Vickler Slay vslay@cottares.ca	
Munsee-Delaware Nation www.munsee.ca	Karen Snake karenbsnake@gmail.com	

MASCE

Minister's Advisory Council on Special Education

The Minister's Advisory Council on Special Education advises the Minister of Education on any matter related to the establishment and provision of special education programs and services for students with special needs, including the identification and provision of early intervention programs.

In particular, the Council:

- responds to proposals or positions of the Ministry of Education or other ministries, as submitted to the Council from time to time;
- identifies concerns in the delivery of special education programs and services for students with special needs and provides information, advice, and recommendations for ministry consideration;
- submits an annual report that includes the following:
 - a) the Council's priorities and a plan for achieving them;
 - b) an analysis of the achievement of the previous year's priorities;
 - c) recommendations to the Minister;
- meets up to three times a year for a maximum of 4 ½ days per year allowing for three meetings of 1 ½ days each.

The current membership consists of 20 voting and 4 non-voting members. Members represent either exceptionality (e.g., developmental disabilities or giftedness) or a profession (e.g., teachers or social workers). Two members are cross-appointed to represent the Catholic Community and two others the French Language Community. There is also a representative for students/youth, and a member to represent the Native Community. The four non-voting members represent the Ministry of Health and Long Term Care, the Ministry of Community and Social Services, the Ministry of Training, Colleges and Universities, and the Ministry of Children and Youth Services. All Council members are appointed by the Minister of Education.

For more information on MACSE membership and copies of the MACSE Annual Reports, check the Ministry of Education website, under special Education. Link at:

http://www.edu.gov.on.ca/eng/general/abcs/acse/acse_eng.html

PAAC on SEAC

Provincial Parent Association Advisory Committee on Special Education Advisory Committees

The Provincial Parent Association Advisory Committee on Special Education Advisory Committees (PAAC on SEAC) was established in 1983 to bring together provincial parent associations to communicate and cooperate on issues pertaining to SEACs.

PAAC, and its member organizations, encourage valuable partnerships among trustees, educators, voluntary associations and parents. PAAC on SEAC works to improve SEAC effectiveness and communication, and assist Ontario's students with special education needs through shared advocacy.

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Their representatives are valuable resources not only to each other and to SEACs but also to the Ministry of Education, school board officials, service providers, parents and the community at large.

PAAC on SEAC meets about 8 times per year and receives updates from the Ministry of Education concerning changes in government policies and programs, and we provide feedback about implications relating to SEAC members.

PAAC members have conducted provincial surveys of SEAC membership, practices and training needs, and have created and distributed:

- PAAC on SEAC Effective Practices Handbook for SEAC Members (Revised 2016)
- PAAC on SEAC Annual Calendar for SEAC
- PAAC on SEAC Videos on Purpose of SEAC, Roles and Responsibilities and Meeting Processes
- PAAC on SEAC Annual Report 2017 - 2018

PAAC on SEAC currently has 16 member provincial parent associations and invites other provincial parent associations that support SEAC members to join.

To find out more and access links to these documents, check the website at: <http://www.paac-seac.ca/>.

SEAC MEMBERSHIP ORIENTATION AND TRAINING

The Thames Valley District School Board training and orientation sessions include the following:

- Providing orientation sessions for new SEAC members.
- Holding annual training sessions for all SEAC members.
- Holding joint SEAC orientation or training sessions with other school boards, for example the co – terminus school boards.
- Developing a SEAC orientation manual and providing all SEAC members with a copy.
- Matching new SEAC members with a mentor who is a more experienced SEAC member.
- Presenting information or training items within each SEAC meeting agenda or within the annual schedule of SEAC meetings.
- Providing informal opportunities for SEAC members to meet and network during a meal break or special activity.
- Holding joint professional development sessions for school board staff and SEAC members.
- Inviting SEAC to send a representative, or attend as a group, professional development opportunities provided to the school board by Ministry of Education or other ministries or community organizations.

ADDITIONAL REFERENCES FOR SEAC MEMBERS

Ministry of Education

- **Standards for School Boards' Special Education Plans**

On January 27, 2000, the Minister of Education announced the government's plans for improving the quality of Special Education programs and services in Ontario and for ensuring greater accountability in the area of Special Education. The document describes the new province – wide standards that school boards must meet when developing their Special Education plans.

- Ministry of Education Standards for the Planning, Development and Implementation of Individual Education Plans (IEP's) (2000)
- Ministry of Education Transition Plan Resource Guide (2000).
- [Minister's Advisory Council on Special Education \(MACSE\)](#)
- [Ministry of Education Special Education Overview](#)
- [Provincial Parent Association Advisory Committee \(PAAC\) on SEAC Handbook](#)
- SEAC Training
- [Regulation 464/97](#)
- [Growing Success](#)
- [Learning for All](#)

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- [Thames Valley District School Board website](#)
- [Thames Valley District School Board Special Education Plan](#)
- [Individual Education Plan Resource Guide \(IEP\)](#)
- [Identification Placement and Review Committee Resource Guide \(IPRC\)](#)
- [Parent Engagement: Communication Guide and Information for Parents and Students](#)

* These documents are available on the [Thames Valley District School Board website](#).

MEETING PROTOCOLS/AGENDAS

Enclosed is a sample agenda from our TVDSB/SEAC meetings.

Date 12:15 P.M.

London Room; (Virtual Meeting) TVDSB

Pages

1. Call to Order
2. Welcome
3. Confirmation of Agenda
4. Conflicts of Interest
5. Election of a Chair and Vice-Chair
6. Report of the Previous Meeting
7. Business Arising from the Minutes
8. Budget Update
9. SEAC Handbook Updates
10. Professional Student Services Assessments
11. Updates from the Ministry
12. Future Agenda Items - Chair
13. Special Education Plan (Standing Item)
14. Students on a Modified Day (Standing Item)
15. Correspondence (Standing Item)
16. Forum: Association Updates (Round Table)
17. 2021 Meeting Dates:
18. Adjournment
- 19.

Note: All meetings follow legislation, Thames Valley District School Board By – laws, and Roberts Rules of Order.

There is helpful information about parliamentary procedures in the PAAC on SEAC Effective Practices Handbook for SEAC Members.

REFERENCES

Regulation 464/97, Education Act 1998. A copy is available in the Ministry of Education Special Education: A Guide for Educations (2001), Appendix 10.

An Educator's Guide to Special Education Law, Bowlby, Brenda J., Peters, Catherine, and MacKinnon, Martha (2001). Aurora Professional Press, Aurora, Ontario.

**APPENDIX A
SPECIAL EDUCATION ADVISORY COMMITTEE: MINORITY REPORT TEMPLATE**

In respect of the approved motion of the Special Education Advisory Committee (SEAC) at their <<date>> meeting:

<<insert motion>>

The following member(s) of SEAC disagree with this motion:

Names of Representatives and Organization/Association:

The above disagree with the motion for the following reason(s):

In conclusion, we ask the Board of Trustees to consider these issues and the following recommendations:

Signed by:

Name: _____

Signature: _____

Name: _____

Signature: _____

Date: _____

Submit this form to: corporateservices@tvdsb.ca

Copy the following:

SEAC Chair

Superintendent of Student Achievement for Special Education