



Classification: Board

No. 340.1

Cross Reference: Education Act and Ontario Regulation 464/97

Legal Reference:

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Revision Date: September 08, 2014

Reviewed Date: September 08, 2014

Special Education Advisory Committee (SEAC)

1.0 OBJECTIVE

The Board shall establish and maintain a Special Education Advisory Committee (SEAC) in accordance with the *Education Act* and Ontario Regulation 464/97.

2.0 ADMINISTRATIVE PROCEDURES

2.1 MEMBERSHIP

2.1.1 Eligibility

2.1.1.1 A person is not qualified to be nominated or appointed to the Special Education Advisory Committee of the Board unless the person is qualified to vote for Members of the Board and is resident in its area of jurisdiction.

2.1.1.2 A person is not qualified to be nominated or appointed if the person is employed by the Board.

2.1.1.3 Attendance will be in accordance with Education Act and Regulation 464/97, Section 7. (1) A member of a special education advisory committee vacates his or her seat if he or she (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee;

2.1.1.4 A Superintendent responsible for Special Education and other system personnel will normally act as staff resource to the Committee, and will prepare minutes and other materials as required by SEAC. Other educators will attend the meetings as appropriate to provide information to the Committee.

2.1.2 Voting Members

2.1.2.1 One representative from each local association to a maximum of twelve representatives as nominated by the local associations and appointed by the Board.

Local associations are defined as associations or organizations of parents that operate within the area of jurisdiction of the Board and that are affiliated with associations or

organizations that are not associations or organizations of professional educators but that are incorporated and operate throughout Ontario to further the interests and well being of one or more groups of exceptional children or adults. See Appendix 1 for examples. Appendix 2 – SEAC Application – Association Representative. Appendix 3 – SEAC Application – Member-at-Large. Appendix 4 – SEAC Application Association Alternate.

One alternative for each representative appointed under 2.1.2.1 as nominated by the local associations shall be appointed by the Board.

2.1.2.2 Two Trustees and an alternate for each Trustee shall be appointed by the Board.

2.1.2.3 One person to represent the interest of First Nations students and one alternate as nominated by the councils of the First Nations with which the Board has entered into agreements under Section 188 of the Education Act, appointed by the Board.

2.1.2.4 Up to three Members at Large who are neither representatives of a local association nor members of the Board or another committee of the Board, appointed by the Board.

2.2 ROLE OF THE COMMITTEE (Regulation 464/97)

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

- Make representations to the Board in respect of any matter affecting establishment and delivery of Special Education programs and services for exceptional students of the Board;
- Participate in the Board's annual review of its Special Education Plan;
- Participate in the Board's annual budget process as it relates to Special Education;
- Review the Board's financial statements related to Special Education.

2.3 FORMATION OF A NEW SPECIAL EDUCATION ADVISORY COMMITTEE

A new SEAC is formed every four years following the election of the Board of Trustees. To best fulfill the mandate of SEAC, a broad base of student exceptionality and geographic representation will form criteria for the selection of the members

The following process will be used for membership selections:

2.3.1 The Upper Canada District School Board will place an advertisement in local newspapers to invite applications from local associations and interested community members for membership on SEAC.

2.3.2 Letters will be sent to associations currently represented on SEAC and known to

operate within the jurisdiction of the Board, notifying them of the selection process for the next term of SEAC. Members-at-Large will be invited to submit their application to the Review Committee. Notice of vacancies will be posted at least 60 days on the Board's web site. In addition to posting online, at least one notice will be sent home with students as a stand-alone notice or as part of a regular piece of communication (newsletter).

- 2.3.3** A letter will be sent to the Native Advisory Committee inviting them to select one representative for SEAC (one member to represent all bands).

2.4 SELECTION AND APPOINTMENT

Selection and appointment of SEAC members will be the responsibility of the Board of Trustees.

- 2.4.1** A Review Committee will be struck to review applications. When reviewing applications for SEAC membership the Review Committee shall strive to include a diverse representation of all exceptionalities and to include members from across the Board.

- 2.4.2** The Review Committee will make a recommendation to the Board for the appointments of the selected members. The recommendation will be forwarded to the Board's first regular meeting following the inaugural meeting of the Board.

2.5 VACANCIES

Any vacancies that occur during the term of SEAC will be filled in the following manner:

- 2.5.1** When a Local Association seat becomes vacant the alternate will become the voting member. If there is no alternate the local association can nominate a new representative.
- 2.5.2** If the local association does not nominate a new representative, the position is vacant and other associations who had made application and were not selected may be contacted by the Board to provide a representative on SEAC. The recommendation will be forwarded for approval to the Board of Trustees.
- 2.5.3** If a member at large were to be replaced, the ad hoc committee will review applications on file and will make a recommendation to the Board for appointment of a new member at large.
- 2.5.4** Members-at-large will be invited to submit their application to the Review Committee. Notice of vacancies will be posted at least 60 days on the Board's web site. In addition to posting online, at least one notice will be sent home with students as a stand-alone notice or as part of a regular piece of communication (newsletter).

2.6 MEETINGS

SEAC meets through a combination of face to face or electronic meetings:

- Meetings take place 10 times per year;
- Meeting dates and arrangements will be determined annually and communicated to members;
- In the event of inclement weather, a decision will be made by the

Superintendent (by 12:00 p.m. of the meeting day) whether to cancel a meeting or set up a teleconference. SEAC members will be notified via email and may also phone the designated contact person to confirm meeting arrangements.

- 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 and Trustees.
- Rules of Order will be followed as per the Upper Canada District School Board By-laws;
- Mileage will be paid at the UCDSB corporate rate for meeting attendance by SEAC members. Other expenses for SEAC members shall be approved by the Superintendent in advance.

2.7 DUTIES OF SEAC MEMBERS

SEAC members and their alternates are to work in the interest of all students in the Board.

Alternate members can ensure that a voting member is available in the absence of the SEAC member and can assist the SEAC member in preparing for meetings and connecting with the local and provincial parent association.

2.8 THE ELECTION OF CHAIR AND VICE CHAIR

A Chair and Vice Chair are elected every January after the inaugural meeting of SEAC. The term of office is for one year.

The following process will be used for the election of a Chair:

- Written nominations for the position of Chair of SEAC are made by any member. Each member may make only one nomination for office of Chair. A nomination made in writing, with the consent of the nominee shall not require a second and self nomination is permitted.
- Each nominee is allowed up to five minutes to outline reasons for standing for office;
- Voting takes place by ballot;
- Superintendent responsible for Special Education and Board personnel will collect and count the ballots;
- The candidate receiving the majority of votes of the members present is declared elected. In the event of a tie vote, a ballot for each candidate will be placed in the ballot box and a Superintendent responsible for Special Education will draw a ballot. The ballot chosen will be declared the Chair of the Committee.

The election of the Vice Chair uses the same process as the election of the Chair.

2.9 COMMUNICATION WITH THE BOARD

SEAC advises the Board by way of a motion, letter or through Trustee representatives.

SEAC works on Parliamentary Procedure with Mover, Seconder, discussion and then vote. If a motion is passed that a member is not in agreement with, then they may submit a Minority Report to Trustees.

Appendix 1

Examples of Provincial Associations

(Taken from Provincial Parent Associations Advisory Committee [PAAC]
on SEAC Effective Practices Handbook for SEAC Members 2010)

- Association for Bright Children
- Autism Ontario
- Children's Mental Health Ontario
- Community Living Ontario
- Down Syndrome Association of Ontario
- Easter Seals Ontario
- Integration Action for Inclusion in Education and Community
- Learning Disabilities Association of Ontario
- Ontario Association for Families of Children with Communication Disorders
- Ontario Brain Injury Association
- Ontario Federation for Cerebral Palsy
- Spina Bifida and Hydrocephalus Association of Ontario
- Tourette Syndrome Foundation of Canada
- VIEWS Supports and Advocates for Children who are Blind or Low Vision
- VOICE for Hearing Impaired Children

APPENDIX 2

SEAC APPLICATION – ASSOCIATION/ORGANIZATION REPRESENTATIVE

(Term ending November 2018)

The following factors will be taken into consideration by the board, in its appointment of SEAC Association/Organization Representatives:

- Diversity
- Equal representation across the four geographic quadrants of the UCDSB
- Parents, guardians, caregivers, etc. with children receiving special education programming in the UCDSB

Please complete and return this application by October 31, 2014. Mail or FAX (1-855-586-8752) to

Valerie Allen, Superintendent of Educational Programs
 Upper Canada District School Board
 225 Central Avenue West, Brockville, ON K6V 5X1

Applicant Name			
Address			
Telephone	home	work	cell
Email			
Provincial Association/Organization Name			
Address			
Telephone Number			
Provincial Contact			
Local Association Name			
Address			
Telephone Number			
Local Contact			

Local Association/Organization letter attached or to follow.

APPENDIX 2 (continued)

SEAC APPLICATION – ASSOCIATION/ORGANIZATION REPRESENTATIVE

(Term ending November 2018)

Applicants must confirm that they meet the following criteria, outlined in Reg. 464/97, SEAC:

- Canadian Citizen
- Over age of 18
- Public School Elector
- Resides within area of jurisdiction of the Upper Canada District School Board
- Not employed by the Upper Canada District School Board in any capacity

I hereby confirm that I meet all of the SEAC membership requirements in Reg. 464/97.

Date

Signature of Applicant

APPENDIX 3

SEAC APPLICATION - MEMBERSHIP-AT-LARGE REPRESENTATIVE

(Term ending November 2018)

The following factors will be taken into consideration by the board, in its appointment of SEAC Member-at-Large Representatives:

- Diversity
- Equal representation across the four geographic quadrants of the UCDSB
- Parents, guardians, caregivers, etc. with children receiving special education programming in the UCDSB

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Valerie Allen, Superintendent of Educational Programs
 Upper Canada District School Board
 225 Central Avenue West, Brockville, ON K6V 5X1

Applicant Name			
Address			
Telephone	home	work	cell
Email			
Applicant's Qualifying Information and Reason for Interest:			

Applicants must confirm that they meet the following criteria, outlined in Reg. 464/97, SEAC:

- Not a representative of a local association
- Canadian Citizen
- Over age of 18
- Public School Elector
- Resides within area of jurisdiction of the Upper Canada District School Board
- Not employed by the Upper Canada District School Board in any capacity

I hereby confirm that I meet all of the SEAC membership requirements in Reg. 464/97.

DATE

SIGNATURE OF APPLICANT

APPENDIX 4

SEAC APPLICATION – ASSOCIATION/ORGANIZATION ALTERNATE

(Term ending November 2018)

The following factors will be taken into consideration by the board, in its appointment of SEAC Association/Organization Representatives:

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Applicant Name			
Address			
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Provincial Association/Organization Name			
Address			
Telephone Number			
Provincial Contact			
Local Association Name			
Address			
Telephone Number			
Local Contact			

Local Association/Organization letter attached or to follow.

APPENDIX 4 (continued)

SEAC APPLICATION – ASSOCIATION/ORGANIZATION ALTERNATE

(Term ending November 2018)

Applicants must confirm that they meet the following criteria, outlined in Reg. 464/97, SEAC:

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Signature of Applicant