



Special Education Advisory Committee

Thursday, September 4, 2025

Time 6:00 p.m.

Education Centre Norfolk Room / MS Teams Virtual Meeting

AGENDA

- A - 1 **Opening** (L. DeJong)
- (a) Welcome / Land Acknowledgement Statement
 - (b) Roll Call
 - (c) Agenda Additions/Deletions/Approval
- B - 1 **Timed Items**
- (a) Welcome back and meeting reminders (L. DeJong)
 - (b) Grand Erie's Specialized Services Department Updates (L. Thompson)
- C - 1 **Business Arising from Minutes and/or Previous Meetings**
- (a) Introduction of new SEAC member (L. DeJong)
 - * (b) SEAC meeting dates 2025-26 (L. DeJong)
 - * (c) SEAC Terms of Reference (L. DeJong/L. Thompson)
 - (d) SEAC Membership Alternates (L. DeJong)
- Recommended Motion:**
- "That the appointment of the list of alternates for committee members representing local organizations be forwarded to the September 22, 2025 Regular Board Meeting for approval."*
- D - 1 **Consent Agenda** (L. DeJong)
- Recommended Motion:**
- "That SEAC accept the September 4, 2025 Consent Agenda and the recommendations contained therein."*
- (a) Approve the Minutes of:
 - * (i) SEAC meeting Minutes dated June 5, 2025
- E - 1 **New Business**
- (a) Nil
- F - 1 **Information Items**
- (a) Policies out for comment (K. Jones)
 - (i) [Accessibility Policy \(SO-31\)](#)
 - (ii) [Animals in Schools, Including Student Use of Guide Dogs, Service Dogs, and Service Animals Policy \(SO-33\)](#)
 - (iii) [Fees for Learning Materials and Activities Policy \(SO-22\)](#)
 - (iv) [Management of Potentially Life-Threatening Health Conditions, Including Administration of Medication in Schools Policy \(SO-30\)](#)
 - (v) [Naming Renaming of Schools Policy \(FA-03\)](#)
 - (vi) [School Councils Policy \(SO-02\)](#)
 - (vii) [Transition Committee Policy \(FA-09\)](#)
 - (viii) [Visual Identity Policy \(SO-25\)](#)
 - (b) System Updates (L. Thompson)
 - (c) Chair / Vice-Chair Updates (L. DeJong)
- G - 1 **Community Updates**
- (a) Nil



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AGENDA

H - 1 **Future Agenda Items and SEAC Planning Committee**

- (a) Role of the System Staff
- (b) PAAC on SEAC website
- (c) Minister's Advisory Council on Special Education (MACSE)
- (d) ODEN presentation – Specialized Services Transition Navigator
- (e) Skill Building and Hub Programs
- (f) CCAT Update

I - 1 **Adjournment** (L. DeJong)

J - 1 **Next Meeting**

Thursday October 2, 2025, at 1:00 p.m. at the Education Centre Norfolk Room / MS Teams Virtual Meeting



Grand Erie District School Board

Education Centre: 349 Erie Avenue, Brantford, Ontario N3T 5V3
519-756-6301 | www.granderie.ca | info@granderie.ca

MEMO

To: Grand Erie Special Education Advisory Committee

From: Jennifer Valstar

Date: Thursday June 5, 2025

Re: SEAC meeting dates for the 2025-26 school year

- Lunch will be provided at afternoon meetings beginning at 12:30 p.m.

SEAC meeting dates 2025-26		
Date	Location	Time
Thursday September 4, 2025	Education Centre (virtual option available)	6:00 p.m.
Thursday October 2, 2025	Education Centre (virtual option available)	1:00 p.m.
Thursday November 6, 2025	Education Centre (virtual option available)	6:00 p.m.
Thursday December 4, 2025	Education Centre (virtual option available)	1:00 p.m.
Thursday January 8, 2026	Education Centre (virtual option available)	6:00 p.m.
Thursday February 5, 2026	Education Centre (virtual option available)	1:00 p.m.
Thursday March 12, 2026	Education Centre (virtual option available)	6:00 p.m.
Thursday April 9, 2026	Education Centre (virtual option available)	1:00 p.m.
Thursday May 7, 2026	Education Centre (virtual option available)	6:00 p.m.
Thursday June 4, 2026	Education Centre (virtual option available)	1:00 p.m.



Special Education Advisory Committee (SEAC) Terms of Reference 2025-26

Special Education Advisory Committee Terms of Reference (Ontario regulation 464/97 made under the Education Act)

1.0 Purpose of the Committee

The Special Education Advisory Committee makes recommendations to the Board of Trustees regarding matters related to the establishment, development and delivery of special education programs and services. All meetings of SEAC shall be open to the public and shall be held at a location that is accessible to the public if conducted face- to-face, or available via a live electronic link if held virtually.

2.0 Committee of the Composition/Selection Committee

As per Ontario Regulation 464/97 of the Education Act, the Special Education Advisory Committee (SEAC) shall be comprised of:

- 2.1 A member of SEAC, unless a member representing the interests of Indigenous students, must be:
- qualified to vote for members of the Board of Trustees, and
 - a resident within the jurisdiction of the school board

A person is not eligible to be a member of SEAC if they are employed by the board.

- 2.2 One representative from no more than twelve local associations appointed by the Board of Trustees. Local Association is defined as an association or organization of parents that operates locally within the area of jurisdiction of the school board which further the interest and well-being of exceptional children or adults and one alternate for each representative of local associations/agencies, where possible.
- 2.3 Two trustees appointed by the Board of Trustees and two alternates.
- 2.4 Community members who are neither a representative of a local association or organization, nor members of the Board of Trustees.
- 2.5 One member representing the interests of Indigenous students and one alternate.
- 2.6 The total number of members of SEAC should not exceed 20.

3.0 Term of Appointment

- 3.1 The term of members of the committee shall be the same as the



Special Education Advisory Committee (SEAC) Terms of Reference 2025-26

term of the Board of Trustees.

In September of an election year, the Superintendent of Education with responsibility for Specialized Services shall commence a recruitment process for a new roster of SEAC members. All current SEAC members will be involved in this process and will submit a proposed roster to the Board of Trustees for approval by the November board meeting.

3.2 At the first meeting of each school year, where possible, SEAC will select both a Chair and Vice-Chair of the committee.

3.3 Vacancies:

(a) If any Local Organization member vacates their position, the organization will be asked for a representative to replace the vacancy by the Superintendent responsible for Specialized Services. The name of the alternate will also be confirmed if this is changing.

(b) If the SEAC member representing the interests of Indigenous students vacates their position, the Superintendent responsible for Specialized Services will liaise with the Indigenous Community to find a replacement. The name of the alternate will also be confirmed if this is changing.

(c) If any Community Representative SEAC member vacates their position and representation on SEAC is required, the Superintendent responsible for Specialized Services will review previous applications, and if necessary, initiate a recruitment process.

(d) New members will be recommended by the Superintendent of Specialized Services to SEAC, followed by a recommended motion to the Board of Trustees to approve the appointment of the member to SEAC for the remainder of the term.

3.4 Staff will provide information, support, and direction and will facilitate the work of the committee in matters related to the establishment, development and delivery of Special Education programs and services.

4.0 Duties or Responsibilities (Roles) of the Special Education Advisory Committee

4.1 The Role of the Board of Trustees

- Provide the opportunity to the committee to participate in the school board's annual review of its Special Education Plan.
- Provide the opportunity to the committee to participate in the school board's annual budget process as it relates to special education.
- Provide the opportunity to the committee to review the financial statements of the school board as they relate to



Special Education Advisory Committee (SEAC) Terms of Reference 2025-26

special education.

- Appoint trustees and alternates.
- Provide the opportunity for SEAC to be heard before the Board of Trustees and any other committee of the Board to which a recommendation is referred.

4.2 The Role of SEAC Members

- Attend regular meetings.
 - If a Local Organization member is unable to attend a meeting, that member needs to notify their alternate and the Recording Secretary for SEAC. If their alternate is unavailable, the SEAC member should notify the Recording Secretary and the Chair of SEAC that there will not be a representative at the meeting.
 - As per the General Working By-law 4.9, if an individual Trustee is unable to attend a scheduled committee meeting, contact the Chair of the Board and inform Director Services to assist in finding a replacement for the committee meeting. However, where there is a designate assigned to a committee, the individual trustee is to contact the committee alternate and the Chair of the Board, where applicable. Where there is not a designated alternate or if the alternate is not available the Trustee representative will contact the Chair of the Board who will seek to find a replacement for that meeting. In this instance, the Chair of the Board will inform the Director of Education so that the Superintendent of Specialized Services/Recording Secretary, so it can be announced and captured in the minutes of the agenda.
 - If a Community member is unable to attend a meeting, that member needs to notify the Recording Secretary and the Chair of SEAC that they will not be in attendance at the meeting.
 - If a member of SEAC misses ~~three consecutive meetings~~ a meeting without notice and an alternate is not available, the Chair or designate will reach out to



Special Education Advisory Committee (SEAC) Terms of Reference 2025-26

the member to discuss any barriers to their regular attendance at the meetings.

- If a member of SEAC misses a second meeting without notice, the Chair or designate will reach out to the member to remind them of their obligation to regular attendance at SEAC meetings and to provide notice that their position will be disqualified if they miss a third meeting without notice.
 - If a member misses three meetings without notice, their position will be disqualified, and a new member will be appointed as laid out in section 3.4.
 - A member of SEAC may resign their position at any time by providing a letter, in writing, to the Chair of SEAC with a copy to the Superintendent responsible for Specialized Services.
- To be well informed about the role of SEAC and expectations set out for SEAC by legislation.
 - To acquire and maintain a working knowledge of the special education programs and services provided by the school board.
 - In the case of members representing Local Organizations, to effectively represent the organizations by which they were nominated to SEAC, by ensuring that they are expressing the concerns of their organizations and not their own personal concerns. In addition, to provide their organizations with information on relevant SEAC proceedings.
 - To represent the interests of all students of the school board receiving special education programs and services from the perspective they bring as parent/caregiver and/or community partner.
 - To be respectful, responsible, build positive relationships and to act with integrity in keeping with the values of the school board.
 - In the interest of avoiding a conflict of interest, SEAC members should state their conflict and abstain from speaking and voting on any recommendation that might be perceived as a conflict to them or their organization.

4.3 The Role of School Board Personnel

- The Executive Assistant to the Superintendent responsible for Specialized Services, or Designate, attends SEAC meetings to record the minutes of SEAC and to produce and distribute minutes and agendas.
- The Superintendent responsible for Specialized Services or Designate, will attend SEAC meetings to provide information on special education programs and services.
- The Superintendent of Business, or Designate, will attend SEAC meetings as deemed necessary to provide information and obtain feedback on the annual budget process as it pertains to special education.
- The System Leader of Specialized Services will attend SEAC meetings on a regular basis and may act as alternate to the



Special Education Advisory Committee (SEAC) Terms of Reference 2025-26

Superintendent of Specialized Services if the Superintendent is unable to attend a scheduled meeting.

- Other school board personnel will be made available to SEAC to address their area of expertise in the board.
- School board personnel do not vote at SEAC.

5.0 Meetings



Special Education Advisory Committee (SEAC) Terms of Reference 2025-26

- 5.1 Meetings shall occur a minimum of ten times per year excluding July and August. Meetings may occur by electronic means. All meetings are open to the public.
- 5.2 Minutes will be taken at all meetings and distributed to members. Once approved by members of SEAC, minutes will be shared with the Board of Trustees.
- 5.3 Recommended motions from SEAC to the Board of Trustees can occur at any time providing a majority of SEAC members approve the recommended motion.
- 5.4 A majority of the members of SEAC is a quorum, and a vote of the majority of the members is necessary for a recommended motion to be approved to move forward to the Board of Trustees.
- 5.5 Every member present at a meeting, or their alternate when attending a meeting in their place, is entitled to one vote.
- 5.6 Guests:
- 5.7
 - (a) SEAC welcomes guests to attend all meetings. Guests may watch and listen to the meetings but may not ask questions or provide comments.
 - (b) Guests will be seated away from the table if attending in person. Guests may watch and listen to SEAC meetings in the gallery seating of the meeting room or virtually.
 - (c) Members of the public are considered guests.
 - (d) Alternate members of SEAC are considered guests if they are not attending in the place of the SEAC member.
 - (e) A Trustee, who is not a committee member may nevertheless attend a committee meeting, which is open to the public, provided that the Trustee identifies themselves as a non-member, and does not participate as a committee member, either in discussion, debate or decision-making, this applies to being physically in the room or virtually. Trustee(s) must send an email notice to the Chair of the Board and Director of Education no later than two (2) hours prior to the meeting so it can be announced and captured in the minutes of the agenda.

6.0 Reporting

- 6.1 The draft minutes will be reviewed by the Chair before distribution. Agendas will be developed by the Superintendent responsible for Specialized Services and the Chair and Vice-Chair of SEAC, with input from members as appropriate. Materials for meetings will be distributed ahead of each SEAC



Special Education Advisory Committee (SEAC) Terms of Reference 2025-26

meeting to provide members with time to prepare for the meetings.

7.0

Motions

7.1 A recommend motion made by SEAC to the Board of Trustees requires a mover and a seconder.

7.2 A recommend motion can be made through the approved minutes of the SEAC meeting or more immediately by the Superintendent responsible for SEAC directly to the Board of Trustees and presented by the Superintendent responsible for SEAC.



Special Education Advisory Committee

Thursday June 5, 2025

6:00 p.m.

Education Centre Norfolk Room / MS Teams

MINUTES

Present:

Chair: L. DeJong Vice Chair: K. Jones, Trustees: B. Doyle, L. Whiton
Community Representatives: L. Nydam Organizations: L. Campbell, P. Found, Christina Gilman

Administration:

Director J. Roberto, Superintendent: L. Thompson, Principal Leader J. Senior, Specialized Services Supervisor P. Bagchee, Program Coordinators: L. Miedema, L. Sheppard, Recording Secretary: J. Valstar

Absent with regrets: Community Representatives: G. Ianniruberto, K. Kelly Organizations: S. Jennions, C. Stefanelli

Guests:

Trustee C.A. Sloat

A - 1 Opening

(a) Welcome / Land Acknowledgment Statement

Chair DeJong called the June 5, 2025 meeting to order at 6:05 p.m. and read the Land Acknowledgement Statement.

(b) Roll Call/Reminder of Livestream on YouTube/Closed Captioning reminder

Recording Secretary J. Valstar confirmed roll call.

(c) Agenda Additions/Deletions/Approval

Add: C-1(c): SEAC Meeting Dates 2025-26

E-1-(b): Approval of new SEAC member

Moved by: K. Jones

Seconded by: B. Doyle

THAT the June 5, 2025 agenda be approved as amended.

Carried

B - 1 Timed Items

(a) Grand Erie's SEAC Terms of Reference (TOR)

Changes to Grande Erie's SEAC Terms of Reference were discussed, specifically related to member attendance requirements, emphasizing the necessity for all members from organizations to designate an alternate to ensure representation and quorum to pass motions. Clarification was provided regarding voting rights: the two appointed trustees, or their alternates, plus non-staff committee members are eligible to vote, and alternates are permitted to vote in the absence of the primary member. The Chair is authorized to vote on all motions. Quorum is defined as the presence of half the members plus one. J. Valstar will distribute an email outlining member responsibilities along with a request for members from organizations to secure an alternate.

C - 1 Business Arising from Minutes and/or Previous Meetings

(a) You Belong Video Series

SEAC members viewed videos from Grand Erie's You Belong Video Series. In response to a question whether there will be more videos made, specifically from an Elementary



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MINUTES

lens, Superintendent Thompson will find out more information and update SEAC members at a future meeting.

(b) **Grand Erie's Special Education Plan 2024-25**

Moved by: L. Nydam

Seconded by: B. Doyle

THAT SEAC recommends the Board approve the 2024-25 Special Education Plan for submission to the Ministry and uploading to the Board's website.

Carried

(c) **Grand Erie's SEAC Meeting Dates 2025-26**

SEAC meeting dates for the 2025-26 school year were confirmed.

D - 1 **Consent Agenda**

THAT SEAC accept the June 5, 2025 Consent Agenda and the recommendations contained therein.

Moved by: L. Campbell

Seconded by: K. Jones

(a) Approve the Minutes of:

- (i) SEAC meeting Minutes dated April 17, 2025
- (ii) SEAC meeting Minutes dated May 15, 2025

E - 1 **New Business**

(a) **Grand Erie's Specialized Services Summer Programing**

Superintendent Thompson provided an overview of the Specialized Services Summer programs being offered in Grand Erie. Highlights of the program will be shared with SEAC members in the fall.

(b) **New SEAC Member – Motion to Approve**

Moved by: B. Doyle

Seconded by: L. Campbell

THAT the appointment of Tammy West, HN REACH, to the Special Education Advisory Committee for the remainder of the Term 2022-2026 be forwarded to the June 23, 2025 Regular Board meeting for approval.

Carried

F - 1 **Information Items**

(a) **Math Counts Newsletters**

Presented as printed.

(b) **Procedures out for comment**

Nil

(c) **System Updates**

Superintendent Thompson presented system updates across Grand Erie.



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MINUTES

(d) **Chair / Vice-Chair Updates**

- (i) Accessing Publications on Grand Erie's website
Vice-Chair Jones showed SEAC members where to access Grand Erie's publications on the Grand Erie website.
- (ii) Appreciation to SEAC
Chair DeJong reminded SEAC members of the Special Olympica taking place in Brantford in July 2025. SEAC will hold its annual Guest Speaker event before the October 3, 2025 meeting. SEAC members are encouraged to suggest options for speakers. Chair DeJong thanked SEAC members for their participation this year.

G - 1 **Community Updates**

- (a) Lansdowne Children's Centre Summer Programming
Chair DeJong shared information about the summer programming being offered at Lansdowne Children's Centre.
- (b) Birds Canada June Event
Vice-Chair Jones shared information about the fully accessible Slow Birding Event being held at Birds Canada, in Port Rowan, on June 7, 2025.

H - 1 **Future Agenda Items and SEAC Committee Planning**

- (a) Introduction to Grand Erie's new Mental Health Lead
- (b) Grand Erie's Specialized Services Major Initiatives 2025-26
- (c) System Staff – Elevator Pitches
- (d) PAAC on SEAC website
- (e) Approval of Terms of Reference
- (f) Minister's Advisory Council on Special Education (MACSE)
- (g) ODEN presentation – Specialized Services Transition Navigator
- (h) Skill Building and Hub Programs

I - 1 **Next Meeting**

Thursday September 4, 2025 at 6:00 p.m. at the Education Centre in the Norfolk Room with a virtual option.

J - 1 **Adjournment**

Moved by: K. Jones
Seconded by: L. Nydam
THAT the meeting be adjourned at 7:10 p.m.
Carried