



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:

- a) 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
 - Not an employee of Grand Erie
- b) 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 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
- c) Two trustees appointed by the Board of Trustees and two alternates
- d) Community members who are neither a representative of a local association or organization, nor members of the Board of Trustees
- e) One member representing the interests of Indigenous students and one alternate
- f) 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 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 November meeting of each school year, where possible, SEAC will select both a Chair and a 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.



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- 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
- 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 without notice and an alternate is not available, the Chair or designate will reach out to 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.



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- 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 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

- 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 present at a meeting in their absence, is entitled to one vote.
- 5.6. Guests
 - SEAC welcomes guests to attend all meetings. Guests may watch and listen to the meetings but may not ask questions or provide comments
 - 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
 - Members of the public are considered guests



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- Alternate members of SEAC are considered guests if they are not attending in the place of the SEAC member
- A Trustee who is not a committee member may 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 meeting to provide members with time to prepare for the meetings.

7.0 Motions

- 7.1. A recommended 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.