OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

POLICY P.019.GOV

TITLE: SPECIAL EDUCATION ADVISORY COMMITTEE

Date issued: **29 May 2006**
Last revised: **31 March 2015**
Authorization: **Board: 29 May 2006**

1.0 OBJECTIVE

To establish a Special Education Advisory Committee (SEAC) as required by the *Education Act* and Ontario Regulation 464/97.

2.0 DEFINITIONS

In this policy,

2.1 **Local association** means 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 (Ontario Regulation 464/97, Section 1).

2.2 **Additional members** means members who are neither representatives of a local association nor members of the board or another committee of the board (Ontario Regulation 464/97, Section 2(5).

3.0 POLICY

Terms of Reference

3.1 The Special Education Advisory Committee shall:

a) 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;
b) participate in the Board's annual review of its Special Education Comprehensive Plan;
c) participate in the Board's annual budget process as it relates to Special Education; and
d) review the Board's financial statements related to Special Education.

4.0 SPECIFIC DIRECTIVES

Composition

4.1 The Board shall appoint three trustees to the Special Education Advisory Committee.

4.2 A representative and alternate member nominated by each of the following associations and organizations shall be appointed by the Board for the duration of the term of the Board:

a) the following local associations (a maximum of 12 may be selected under Ontario Regulation 464/97 in accordance with Section 2 (1) and (2)):
   (i) Association for Bright Children, Ottawa Region Chapter (ABC)
   (ii) Down Syndrome Association, National Capital Region (DSA)
   (iii) Learning Disabilities Association of Ottawa-Carleton (LDAO-C)
   (iv) Ontario Association for Families of Children with Communication Disorders (OAFCCD)
   (v) Autism Ontario, Ottawa Chapter
   (vi) Ottawa-Carleton Association for Persons with Developmental Disabilities (OCAPDD)
   (vii) VOICE for Hearing Impaired Children (VOICE)
   (viii) Easter Seals Ontario

b) the following additional association (that is, under Ontario Regulation 464/97 Section 2 (5), "one or more additional members who are neither representatives of a local association nor members of the Board or another Committee of the Board"):
   (i) Ottawa-Carleton Assembly of School Councils (OCASC)

4.3 Upon the recommendation of a committee consisting of trustees, the Board shall appoint up to three community representatives for the duration of the term of the Board.

4.4 All members and alternates of the Committee must be eligible to vote for the members of the Board, be resident to the jurisdiction of the Board, and not be employees of the Board.

4.5 If a member is absent for three consecutive regular meetings without prior authorization by resolution, the member relinquishes his/her seat.

4.6 If a member association is without representation for six months, the association will lose its membership on the Committee. An association which has relinquished its membership in this manner may reapply at a later date, if there is renewed interest.

4.7 Vacancies on the Committee shall be filled upon approval by the Board of an eligible candidate nominated by the association.

4.8 If both the representative and the alternate of a member organization are present, only the representative may participate in the meeting and vote. Both the representative and the alternate members will receive agenda and back-up material.

4.9 In addition to the membership appointed under paragraphs 4.1 to 4.3, the Committee shall include a non-voting representative from each of the following groups:

a) Council for Exceptional Children

b) Ottawa-Carleton Elementary Teachers' Federation

c) Ontario Secondary School Teachers' Federation

d) Professional Student Services Personnel

e) Ottawa-Carleton Secondary School Administrators' Network

f) Ottawa-Carleton Elementary Operations Committee

g) Ontario Secondary School Teachers' Federation -Educational Assistants

Non-voting representatives will receive the public agenda and back-up material and may participate in the discussion, but may not make or vote on motions.

Quorum

4.10 Quorum shall be the majority of the appointed members.

Reporting Procedure

4.11 The Special Education Advisory Committee shall normally report to the Board through the Committee of the Whole. Notwithstanding this reporting structure, the Committee of the Whole may review and comment on the reports and/or any recommendations from the Special Education Advisory Committee, but cannot alter the recommendations or reports.

In addition, the Special Education Advisory Committee may send a report with recommendations directly to the Board or to the Committee of the Whole Budget where the normal reporting procedures would not allow for timely consideration of the recommendations by the Board.

The Special Education Advisory Committee shall have the right to appoint a non-voting representative to the Committee of the Whole.

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Meetings

4.13 Where SEAC has an appointed representative on a committee, it is expected that SEAC will participate in discussion on an issue through their representative during deliberation on the item and shall not appear before the committee as a delegation or as a public questioner.

4.14 The Special Education Advisory Committee shall meet at least ten times during the school year.

5.0 REFERENCE DOCUMENTS

Education Act, 1998, § 57
Ontario Regulation 464/97
Board By-laws and Standing Rules: Standing, Special Purpose and Ad Hoc Committees
Policy P.010.GOV: Community Involvement on Board Standing Committees