



BOARD (PUBLIC)
Report No. 22-065

28 September 2022

Appointment of Community Representatives to the Special Education Advisory Committee

Key Contact: Michele Giroux, Executive Officer, Corporate Services, (613) 596-8211 ext. 8310

PURPOSE:

1. To appoint community representatives to the Special Education Advisory Committee (SEAC).

STRATEGIC LINKS:

2. Recruiting community representatives to the SEAC supports the District's commitment to a culture of caring by increasing parent voice and encouraging broad community engagement in the special education initiatives of the District.

CONTEXT:

3. Section 4.3 of Policy P.019.GOV: Special Education Advisory Committee (attached as Appendix A) states that "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." Procedure PR.538.GOV, Appointment of Community Representatives and Local Associations to the Special Education Advisory Committee (attached as Appendix B), governs this process.

For the purpose of managing the selection process of the community representative to SEAC, a Selection Committee was established, comprised of the two remaining trustee members appointed to SEAC; Trustees Boothby, and Campbell with Trustee Lynn Scott, Chair of the Board, and Trustee Keith Penny, Vice Chair of the Board, standing in as required to fulfill absences. The Superintendent of Learning Support Services, the Chair of SEAC, and the Manager of Board Services provided support to the selection committee.

The role of the selection committee is to review the process for the filling of the vacancy, review the applications, interview as required, and recommend the appointment.

KEY CONSIDERATIONS:

4. The nomination period began in June 2022 and closed in July 2022. The information was distributed to the public through the School Council newsletter, the website, Facebook, and Twitter.

The District received thirteen applications.

5. The Selection Committee met on 7 September 2022 to review the applications. At this meeting, it was agreed that seven applicants would be interviewed. Upon contacting individuals for an interview two applicants withdrew their candidacy.
6. Interviews were held for the remaining five candidates on 19 September 2022. The completed application forms and resumes of the top three recommended candidates are provided under separate cover.
7. As a result of a current vacancy and quorum concerns, the Selection Committee recommends the immediate appointment of Dr. Allison Bunney. Dr. Bunney's appointment would take effect 28 September 2022 which would enable her to participate as a voting member at both the October and November SEAC meetings. Her appointment would then be extended to align with the four year cycle of the board which runs from 15 November 2022 to 14 November 2026.
8. In addition, the Selection Committee wanted to record that should there be a vacancy in the community representative position on SEAC, Amanda Story be considered. A note will be placed in the file and should there be a vacancy, the Selection Committee at the time may look to contact this applicant to confirm continued interest.

RESOURCE IMPLICATIONS:

9. There were no costs associated with the advertising of the positions.

COMMUNICATION/CONSULTATION ISSUES:

10. All those who applied received a message of appreciation. Staff shared other relevant information with all those selected for an interview, and the selection committee's decision was shared with all those who participated.

There is no consultation required for this report because it is specific to the appointment process outlined in PR.538.GOV, Appointment of Community Representatives and Local Associations to the Special Education Advisory Committee.

RECOMMENDATION:

- A. THAT Allison Bunney be appointed to the position of Community Representative to SEAC for a term beginning 28 September 2022 and ending 14 November 2026.
- B. THAT Susan Cowin and Hoda Seens be appointed to the position of Community Representative to SEAC for a term beginning 15 November 2022 and ending 14 November 2026.
- C. THAT in the event of a vacancy for a community representative during the term from 15 November 2022 to 14 November 2026, the selection committee shall contact Amanda Story to confirm interest in filling the vacancy.

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(ext. 8607)

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

Appendix A: [Policy P.019.GOV: Special Education Advisory Committee](#)

Appendix B: [Procedure PR.538.GOV, Appointment of Community Representatives and Local Associations to the Special Education Advisory Committee](#)