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**POLICY P.019.GOV**

**TITLE: SPECIAL EDUCATION ADVISORY COMMITTEE**

**Date Authorized: 29 May 2006**

**Last Revised: ~~XX February 2023~~ 15 November 2022**

**Last Reviewed: 15 November 2022**

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**COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY**

The District recognizes its responsibility to ensure that this policy and the associated work promotes and protects Indigenous, equity, and human rights and to seek to address and eliminate racism and structural and systemic barriers for students, staff, and community.

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**1.0 RATIONALE**

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

**2.0 DEFINITIONS**

For a full list of terms used in this policy, please refer to Appendix A.

**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 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 One representative and an alternate **voting** member nominated by each of the following Local Associations shall be appointed by the Board for the duration of the term of the Board:
- a) Association for Bright Children, Ottawa Region Chapter (ABC);
  - b) Down Syndrome Association, National Capital Region (DSA);
  - c) Learning Disabilities Association of Ottawa-Carleton (LDAO-C);
  - d) Fetal Alcohol Spectrum Disorder (FASD/ONE);
  - e) Autism Ontario, Ottawa Chapter;
  - f) Inclusion Action in Ontario (IAO);
  - g) VOICE for Hearing Impaired Children (VOICE);
  - h) Easter Seals Ontario; and
  - i) Ontario Parents of Visually Impaired Children (OPVIC).
- 4.3 ***The Board shall not appoint more than twelve (12) representatives under section 4.2.***
- 4.4 ***Where there are more than twelve (12) Local Associations within the area of the jurisdiction of the Board, the Board shall, upon the recommendation of the Selection Committee, select up to twelve (12) Local Associations that shall be represented.***
- 4.5 The following additional **voting** members who are neither representatives of a Local Association nor members of the Board or another committee of the Board ***shall be appointed by the Board for the duration of the term of the Board:***
- a) ***One representative and one alternate nominated by the*** Ottawa-Carleton Assembly of School Councils (OCASC);
  - b) Up to three (3) community representatives, ***upon the recommendation of the SEAC selection committee; and***
  - c) ***Up to two (2) members to represent the interests of Indigenous students with special education needs, as selected by the Indigenous Education Council.***
- 4.6 ~~Upon the recommendation of the committee consisting of trustees, the Board shall appoint up to three community representatives for the duration of the term of the Board.~~

- 4.7 All members and alternates, ***nominated or appointed***, to the Committee must be eligible to vote for the members of the Board, be resident in the jurisdiction of the Board, and not ***be employed by*** the Board.
- 4.8 If a member is absent for three consecutive regular meetings ***of the Committee***, without prior authorization by resolution, the member relinquishes their seat.
- 4.9 If a ***Local Association*** is without representation for six months, that ***Local*** 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.
- 4.10 Vacancies on the Committee shall be filled upon approval by the Board of an eligible candidate nominated by the association. When there is a vacancy, a quorum will consist of the majority of the members remaining qualified.
- 4.11 In the event of a community representative vacancy during the four year term, the Board shall reconsider a community representative application(s) who interviewed during the most recent selection process for community representatives.
- 4.12 If both the representative and the alternate of a member organization are present, only the representative may participate in the meeting and vote.
- 4.13 In addition to the membership appointed under paragraphs 4.1 to 4.5, 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 (***Teachers' Bargaining Unit***);
  - d) ***Ontario Secondary School Teachers' Federation*** (Professional Student Services Personnel);
  - e) Ottawa-Carleton Secondary School Administrators' Network;
  - f) Ottawa-Carleton Elementary Operations Committee; and
  - g) Ontario Secondary School Teachers' Federation (~~Educational Assistants~~ ***Student Support Professionals***).

Non-voting representatives may participate in the discussion, but may not make or vote on motions.

#### Quorum

- 4.14 Quorum shall be the majority of the appointed members.

#### Reporting Procedure

- 4.15 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.

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

#### Meetings

- 4.17 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.
- 4.18 The Special Education Advisory Committee shall meet at least ten times during the school year.
- 4.19 A notice of each regular meeting shall be provided to all members of the Committee at least five (5) days before the meeting.

## **5.0 APPENDICES**

Appendix A: Policy Definitions

## **6.0 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](#)

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

## APPENDIX A: POLICY DEFINITIONS

In this policy,

**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).

**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]).

**Community Representatives** refers to members of the community who have knowledge of special education issues, an understanding of the Ottawa-Carleton District School Board's (OCDSB) programs and services, and an appreciation of the role and responsibilities of the SEAC. The Community Representatives advocate in the interest of all special needs students, and do not represent the interests of any particular exceptionality.

**Indigenous Organization** means an association or organization that operates locally within the area of jurisdiction of a board and that is not an association or organization of professional educators, and represents the interests of Indigenous students.

**SEAC Selection Committee** refers to a committee comprised of the three trustee members appointed by the Board to serve on the SEAC. The Selection Committee will be responsible for selecting and recommending to the Board, the Community Representatives and Local Associations to serve as members of SEAC for the duration of the term of the Board of Trustees, and where a vacancy arises for the balance of the term of the Board of Trustees.

2.2 Community Representatives to the SEAC refers to members of the community who have knowledge of special education issues, an understanding of the Ottawa-Carleton District School Board's (OCDSB) programs and services, and an appreciation of the role and responsibilities of the SEAC. The Community Representatives advocate in the interest of all special needs students, and do not represent the interests of any particular exceptionality.