



MEMORANDUM

Memo No. 20-026

TO: Trustees
Student Trustees
Special Education Advisory Committee

FROM: Camille Williams-Taylor, Director of Education and Secretary of the Board
Peter Symmonds, Superintendent of Learning Support Services

DATE: 6 March 2020

RE: **Learning Support Services Operational Review Update**

Purpose:

This memorandum provides an update to Trustees regarding the motion passed by Board on 30 October 2018:

THAT staff be directed to undertake an operational review of the process for identification, needs assessment (including the use of tiered interventions as a support for all students, and as identification and placement evidence), and placement for all exceptionalities.

Progress:

In order to objectively and efficiently accomplish the review, the District has contracted external consultants. As outlined in Report Number 19-031, *Learning Support Services Operational Review of the Process for Identification, Needs Assessment and Placement*, the Special Education Advisory Committee worked with Learning Support Services (LSS) staff to establish a scope of work to inform the Request for Service process. In January 2020 the contract was awarded to the successful proponent, Optimus SBR.

Working with the team from Optimus SBR, the project plan including methodology and timelines was developed. Key milestones and deliverables were planned as follows:

Activity	Timelines
<i>Project Launch & Discovery</i>	February 2020
<ul style="list-style-type: none">● Kick-off meeting● Draft project plan● Discovery interviews● Finalize project plan● Submit discovery documents	

the operational review. In addition, engagement and feedback to trustees and SEAC will be coordinated with existing meeting schedules where possible.

Upon receipt of the Final Report, staff will develop an action plan to guide the implementation phase.

If you have any questions or concerns, please contact Peter Symmonds at peter.symmonds@ocdsb.ca

cc Senior Staff
 Manager Board Services
 Corporate Records