



SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Guidelines and Code of Conduct for Members

December 2021

SEAC OPENING AND CLOSING PRAYERS

Opening Prayer

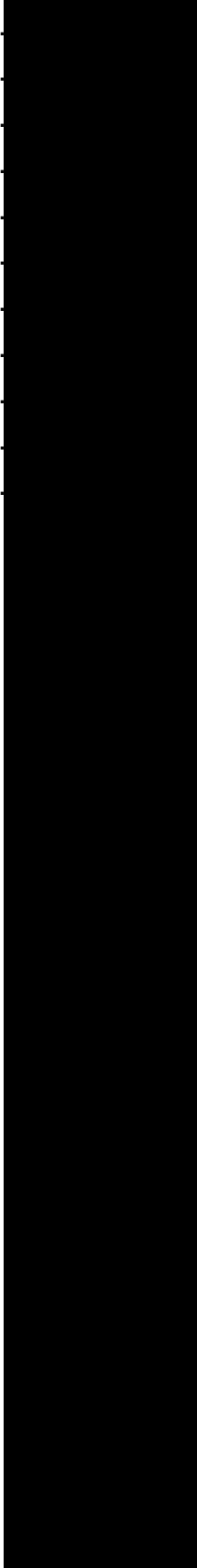
We come together in hope, from different community groups,
answering the same call to service - pieces of the same puzzle.

We come together in gratitude for the trust placed in us, for the opportunity to serve - pieces of

Halton Catholic District School Board
SEAC GUIDELINES AND CODE CONDUCT

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INTRODUCTION OF MEMBERS

This handbook has been prepared to assist you in understanding and performing your role as a Special Education Advisory Committee (SEAC) representative. It is our hope that this handbook increases your awareness and understanding of SEAC and that you find your role as a SEAC representative to be a rewarding, positive experience.

Special Education Advisory Committees are legally mandated advisory bodies established to provide advice to school boards on all matters related to Special Education. Responsibilities of SEAC members include:

- Responding to the needs of ill! exceptional children within the Board
- Acquiring and maintaining a knowledge of Special Education
- Bringing concerns of your association (but not individual cases)
- Informing your association and members about SEAC activities and information; and
- Providing input to the SEAC Chair for SEAC agendas

Included in this handbook is a general overview of the SEAC, the Provincial Parent Association Advisory Committee (PAAC) on SEAC and the Minister's Advisory Council on Special Education (MACSE). You will also find specific information related to the [Halton Catholic District School Board \(HCDSB\) SEAC](#) such as links to our current member list, meeting information, working committees, Board information and Board contacts.

In your role as a SEAC representative you will be working primarily with the following resources:

[Halton Catholic District School Board Special Education Page](#)

[Halton Catholic District School Board Special Education Plan](#)

Ontario Regulation 464/970 612 792 reW*nBT/F2 12 Tf0.80952 0 0 1 151.08 374.13 Tm0 0 1uO9nBT/8 0 1 R.13 3

PURPOSE OF SEAC

A Special Education Advisory Committee of a Board may make recommendations to the Board in respect to any matter affecting the establishment, development and delivery of Special Education programs and services for exceptional pupils of the Board ([Section 11\(1\) Reg. 464/97](#)).

Recommendations from SEAC may be presented to the Board of Trustees through a resolution, either in person or as a written submission that should include an explanation of the purpose of the recommendation (this would occur in the event that the recommendation is sufficiently straight forward that no personal presentation is required).

SEAC also plays a significant role in the

PROCEDURES FOR THE SELECTION OF MEMBERS AND FILLING VACANCIES

The Education Act defines a local organization as "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 an

meeting's agenda, in consultation with the appropriate staff members and the Superintendent, Special Education Services.

SEAC SUB-COMMITTEES

SEAC may appoint sub-committees as needed to

COMMUNICATION

PROTOCOLS: AGENDAS, MEETINGS/MAKING MOTIONS

Agenda/Meeting:

Call to Order: The Chair will call the meeting to order and all are invited to pray the opening prayer.

Approval of Agenda: motion for approval should be made and seconded before additions or deletions are made. If the agenda is amended, it must then be moved and seconded.

Declaration of Conflicts of Interest: no member should vote on any issues if she/he appears to have a conflict of interest, particularly if the member stands to gain financially from the outcome.

Presentation(s): this is an opportunity to have a guest speaker, a teacher or consulting staff to provide in-service and information for Committee members.

Approval of Minutes: motion for approval should be made and seconded.

Business Arising from Previous Meetings : Outstanding and ongoing items from previous meetings that need to be followed up and resolved.

Special Education Board Policy Review: SEAC members can provide feedback on policies impacting special education students, in advance of those policies being approved by Trustees.

Actions and Information Items: can include SEAC member notices of motion, sub-committee updates and other items requiring action.

Board Committee Updates from SEAC Representatives - members representing SEAC on board committees can provide an update on the work of the committee and answer any questions from members.

Communications to SEAC : includes Superintendent's report, Trustee report and Association reports.

SEAC Discussion/Questions: An opportunity to discuss items that do not fit elsewhere on the agenda, including new business and questions submitted by members of the public.

Meeting Summary and Next Steps: the chair identifies items for follow up.

Next Agenda: includes date of next meeting.

Adjournment: includes motion re: absenteeism, motion to adjourn and closing prayer.

Association reports are due 10 days prior to the meeting. To add other items on the agenda, a written request is to be submitted to the Chair and Vice Chair one week prior to the meeting.

Motions:

Prepare motions in writing, in advance if at all possible and arrange in advance of meeting

IED	Intermittent Explosive Disorder
IEP	Individual Education Plan
IPP	Individual Pathways Plan
IPRC	Identification, Placement and Review Committee
IRP	Indicator Response Plan
ISERT	Itinerant Special Education Resource Teacher
KTEA-3	Kaufman Test of Educational Achievement - Third Edition
L4AII K-12	Learning for All - Kindergarten to Grade 12
LD	Learning Disability
LI	Language Impairment

SERT	Special Education Resource Teacher
SET	Special Education Teacher
SIP	Special Incidence Portion
SLD	Specific Learning Disability
SLP	Speech Language Pathologist
SNS	Special Needs Strategy

