



Special Needs Advisory Committee

Monday, October 30th, 2023 6:30 p.m. to 8:30 p.m. – Via TEAMS

1. Reading of the land acknowledgement
 - Jessica Fortier read the land acknowledgement.

“We acknowledge that the lands upon which we live, learn, and work are the traditional unceded territory of the Algonquin Anishinaabe peoples. We thank them for sharing these lands and commit as an organization, as educators and as individuals, to an ongoing relationship that recognizes and respects the lands, traditions, and cultures of the many diverse Indigenous peoples.”

2. Adoption of Agenda

23/24 – 1 IT WAS MOVED by Trina Lasch and seconded by Karolyn Cassidy that the agenda be adopted as amended, with the following addition:

7. Motions – October: Dyslexia Awareness Month

Carried

3. Ratification of E-Vote from June 2023

- An E-Vote was sent out to SEAC 22-23 members on June 13, 2023 to approve the following motions. All motions passed with quorum.

- 3.1 Motion to approve the new IEP Toolkit

WHEREAS, the Individualized Education Plan was recently changed and,
WHEREAS Jessica Fortier had previously offered to pursue the reformatting of the IEP Toolkit that is available on the SEAC website for parents/staff, in November of 2022,

I hereby motion that the new IEP Toolkit be adopted by the committee and furthermore be uploaded onto the SEAC website and distributed to principals by Complementary Services by the start of the new 23-24 school year

22/23-44 - IT WAS MOVED by Trina Lasch and seconded by Sharron Pinkston that the new IEP Toolkit be approved for distribution.

Carried

- 3.2 Motion to approve adding new resources to the SEAC website.

WHEREAS the SEAC committee rests over the summer holiday and does not meet again until the first regular meeting of the school year (October) and,
WHEREAS the current policy for adding any singular new resource(s) to the website is by way of e-vote and,
WHEREAS since the launch of the website, members of the communications subcommittee and the Chair, have overseen the day-to-day functions of the website as well as it's re-beautification over the summer break and,
WHEREAS, the website is once again in need of new resource materials, I hereby motion that we forgo the standing policy in the interim of summer break, resuming regular procedure once the committee is called back in October.

It is to be said that any new resources will come from known reputable sources (either previously approved domains, directly sourced from CSD techs, and or currently on the website). When/if changes are made, the Chair will share a monthly update with the committee in full transparency of these changes.

22/23 – 45 IT WAS MOVED by Kathy Needham and seconded by Megahn Feltham that the above motion of changes to the SEAC Website policy be approved and amended until October, 2023 at the first meeting of the year.

Carried

3.3 Motion to approve Minutes from the May 8th meeting.

22/23 – 46 IT WAS MOVED by Trina Lasch and seconded by Stephanie Michaud that the minutes of a meeting held on May 8th, 2023, be approved as such.

Carried

3.4 Motion to approve recommendation: Submission of Special Education Advisory Committee (SEAC) Budget Increase Proposal to Resource Allocation Committee (RAC) and to the Council of Commissions.

BE IT RESOLVED THAT:

- 1) The Special Education Advisory Committee (SEAC) formally submits a budget increase proposal to the Resource Allocations Committee (RAC) and the Council of Commissions.
- 2) The proposed budget increase will raise SEAC's budget allocation from \$1000.00 to \$3,000.00, allowing for expanded projects, events, workshops, and the acquisition of new resources.
- 3) SEAC commits to providing any additional information, data, or supporting documentation required by RAC or Council to fully assess the budget increase proposal.
- 4) SEAC expresses its gratitude to the RAC and Council for their consideration of this proposal.

22/23 – 47 IT WAS MOVED by Sharon Pinkston and seconded by Trina Lasch that the resolution be approved as such.

Carried

4. Reports

4.1 SEAC Chair Report / EHDA Parent Commissioner Report / Parent Committee – Jessica Fortier read the following reports

SEAC - Another year is upon us and with it brings new faces and new experiences, as well as the return of some of our seasoned members. I would like to take this opportunity to welcome the new members and to thank our returning members. As your outgoing Chair it was an absolute honour and privilege! Last year was busy and productive and I couldn't have done it without the help and support of my Vice-Chair Stephanie Michaud, our DG designate Lisa Falasconi and the members of the committee as a whole - truly. I can't wait to see what comes out of the committee this year as we continue to push forward in our mandate.

As promised in June, I was hard at work over the summer, bringing our website to new heights. In addition to uploading the new IEP toolkit I was able to update many other areas bringing forward new tools and information - including a new section of printables! For those of you who don't know, I am a graphic designer by trade and have been creating printable resources for my children and their teachers for years. Given the purpose and use of our site, it was high time something like this was added.

Commissioner - As the Parent Commissioner for EHDA I was able to bring forward all of our hard work and dedication to Council with absolute pride. I want you all to know that through my work last year, there was never a time that your voices weren't with me in chambers. This year is no different, I can't wait to continue on with all of my work at Council in representing SEAC and the students throughout our vast board with disabilities and social maladjustments/learning difficulties.

Parent Committee - At the first meeting of the year held on October 23rd, Kathy Needham (an outgoing SEAC member) was elected as the Chair, with Ahmed as her vice-chair and Carl as the recording secretary for the year.

Throughout the final months and over the summer break, between myself and the Administration Sub-committee we created a handbook. Parent’s Committee adopted their first handbook of policies and procedures this year, which was a huge milestone for them as they had not operated with one in previous years.

In June the Parents’ Committee officially published the “LunchTime Supervisor Kit” that was then distributed to every school across our board! This full colour book took 2 years to create and finalize, between Kathy Needham and myself and is a resource that covers everything from play/diversity/equality/special needs & information.

Thank you,
Jessica Fortier (Chair/ EHDAA Parent Commissioner)

5. Welcome and Introductions
 - Members introduced themselves to the committee
6. Elections

Election Procedures

23/24-2 - IT WAS MOVED by Trina Lasch and seconded by Veronique Semexant that the election procedures be held by secret ballot.

Carried

Appointment of Scrutineers

23/24-3 - IT WAS MOVED by Maxine Martel and seconded by Karolyn Cassidy that Lisa Falasconi and Andrea Gage be appointed as scrutineers for the election procedures.

Carried

6.1 Chair of SEAC

23/24-4 - IT WAS MOVED by Maxine Martel and seconded by Karolyn Cassidy that the Committee accept nominations for the position of Chair of SEAC.

Carried

Nominations	Nominated by;
Jessica Fortier	Trina Lasch

Cease Nominations for Chair of SEAC

23/24-5 - IT WAS MOVED by Emily Sibbald and seconded by Sasha Heeney that nominations for the positions of Chair of SEAC cease.

Carried

Appointment of Chair

23/24-6 - IT WAS determined by acclamation, that Parent Representative Jessica Fortier be appointed as Chair of SEAC for the 2023-2024 school year.

Carried

6.2 Vice-Chair of SEAC

23/24-7 - IT WAS MOVED by Sasha Heeney and seconded by Karolyn Cassidy that the Committee accept nominations for the position of Vice-Chair of SEAC.

Carried

Nominations	Nominated by;
Trina Lasch	Trina Lasch

Cease Nominations for Vice-Chair of SEAC

23/24-8 - IT WAS MOVED by Veronique Semexant and seconded by Ryan Sullivan that nominations for the positions of Vice-Chair of SEAC cease.

Carried

Appointment of Vice-Chair

23/24-9 - IT WAS determined by acclamation, that Parent Representative Trina Lasch be appointed as Vice-Chair of SEAC for the 2023-2024 school year.

Carried

6.3 Secretary of SEAC

23/24-10 - IT WAS MOVED by Stephanie Michaud and seconded by Francine Janura that the Committee accept nominations for the position of Secretary of SEAC.

Nominations	Nominated by;
No nominations were received	

- SEAC will proceed by random selection, for secretarial duties for each meeting in 23-24.

6.4 Parent Committee Rep for SEAC

23/24-11 - IT WAS MOVED by Karolyn Cassidy and seconded by Veronique Semexant that the Committee accept nominations for the position of Parent Committee rep for SEAC.

Carried

Nominations	Nominated by;
Oussama Sidhom	Jessica Fortier

Cease Nominations for Parent Committee Rep of SEAC

23/24-12 - IT WAS MOVED by Emily Sibbald and seconded by Maxine Martel that nominations for the positions of Parent Committee Rep for SEAC cease.

Carried

Appointment of Parent Committee Rep

23/24-13 - IT WAS determined by acclamation, that Parent Representative Oussama Sidhom be appointed as Parent Committee Rep of SEAC for the 2023-2024 school year.

Carried

6.5 Alternate Parent Committee Rep for SEAC

23/24-14 - IT WAS MOVED by Sasha Heeney and seconded by Trina Lasch that the Committee accept nominations for the position of Alternate Parent Committee rep for SEAC.

Nominations	Nominated by;
Francine Janura	Trina Lasch

Cease Nominations for Alternate Parent Committee Rep of SEAC

23/24-15 - IT WAS MOVED by Karolyn Cassidy and seconded by Veronique Semexant that nominations for the positions of Alternate Parent Committee Rep for SEAC cease.

Appointment of Alternate Parent Committee Rep

23/24-16 - IT WAS determined by acclamation, that Parent Representative Francine Janura be appointed as Alternate Parent Committee Rep of SEAC for the 2023-2024 school year.

7. Motions

7.1 Meeting Dates

23/24-17 - IT WAS MOVED by Sasha Heeney and seconded by Francine Janura that the meeting dates be scheduled as follows:

1. October 30th, 2023
2. November 7th, 2023
3. December 5th, 2023 (If needed)
4. *January 10th, 2024
5. February 6th, 2024
6. *March 13th, 2024
7. *April 3rd, 2024
8. May 7th, 2024
9. June 4th, 2024 (If needed)

Meeting dates will be held on the first Tuesday of the month, however dates marked with an asterisk () are on alternating dates due to holidays or board PD days. Meetings will be held from 6:30pm-8:30pm via TEAMS.*

7.2 October: Learning Disabilities and Dyslexia Awareness Month

Whereas the month of October is recognized as Dyslexia Awareness Month by the Government of Canada and communities across Canada including in the Province of Quebec and

Whereas dyslexia is a neurological condition that makes it difficult to learn to read write and spell Whereas with early identification, effective instruction and support children with dyslexia can learn to read and succeed in school;

Whereas Dyslexia Canada and Dyslexia Quebec a coalition of non-profit organizations that provide evidence-based information and support to families and Educators so that all children can learn to read and succeed

Whereas dyslexia Awareness Month provides an opportunity for the Western Quebec school board to raise awareness of Dyslexia and show support for students and staff with dyslexia in its schools;

23/24-18 - IT WAS MOVED by Sasha Heeney and seconded by Francine Janura that a recommendation be made to WQSB that October be recognized as Learning Disabilities and Dyslexia Awareness Month

Carried

7.3 Adoption of the Handbook of Policies and Procedures for the 2023-2024 year

WHEREAS the handbook of policies and procedures was updated in June to culminate any remaining changes and;

WHEREAS the internal policies and procedures states the handbook be accepted by the committee at the first meeting.

23/24-19 - IT WAS MOVED by Sasha Heeney and seconded by Veronique Semexant that the Handbook of Internal Rules and Procedures be adopted by the committee for the 2023-2024 school year.

7.4 SEAC Member Terms

- Committee members shall serve an alternating two-year term, with half of the members' terms ending each year. Appointed staff members are not affected by this internal policy.
- A record will be kept in the Google Shared Drive and updated before June - by the Chair, Vice-Chair and or Secretary to ensure accuracy.
- An official memo will be sent to the Chair of the Parents' Committee and the Secretary General (Edu Act. 190) each year as to the number of members and alternates required.
- Members may be reappointed for repeat consecutive terms, but only after they have been selected by the Parents' Committee as per Edu Act 185 and 185.1.
- A member may withdraw from the committee and is not bound to these terms. Should a member exit, the alternate will take their place and the remainder of their noted term. If committee members exit while the committee rests over summer, the first meeting of the year will rectify the vacancies.

MOTION to select 3 new members to fill the remainder of vacant terms

WHEREAS, the two-year mandate member list of the committee is in need of updating, due to vacancy and the aforementioned policy and procedure; and

WHEREAS, it is necessary to update the member list by individual vote of preference before year end;

Be it resolved that:

1. The Chair shall present the current member list to the committee.
2. The Chair shall then read out each member's name and ask the named committee member to vote, by filling one of the *three* vacancies of the remaining two-year mandate.
3. These committee members may vote either "yes" to be placed on the remaining two-year term list or "no" to remain in their current list.
4. The Secretary will record each member's vote.
5. Taking into consideration the number of vacancies remaining in the "Last Year" column (three openings); should there be more members than required, names could be chosen by way of name randomizer if the committee so chooses.
6. The updated member list shall hereby be approved by the committee upon completion of the vote.
7. The Chair shall ensure that all parties concerned are informed of the updated member list and be entered into the Google Shared Drive.

23/24-20 - IT WAS MOVED by Sasha Heeney and seconded by Veronique Semexant that the following motion be approved and the three remaining terms be changed.

Carried

Start of 2 year term (Years 2023-2024 / 2024-2025)	Last year of 2 year term (Years 2022-2023 / 2023-2024)
Karolyn Cassidy	Jessica Fortier
Maxine Martel	Trina Lasch
Emily Sibbald	Jennifer Idone
Francine Janura	Stephanie Michaud
Veronique Semexant	Michaela Montour
Sasha Heeney	TBD
Ryan Sullivan	TBD

James Bright	TBD
Oussama Sidhom	-
Jennifer Jeurond	-
Katrine Rochon	-

- Members were asked if there were any volunteers to assume the 3 one year terms, however no one indicated an interest in only 1 year terms, therefore SEAC will further this discussion at a later date.
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8. Closing Circle

A time for clarification, questions and answers, good news, or to bring forward points you would like to see on the next agenda.

- Points of interest may be added for next meeting
 - A survey will be forwarded in November for members to join subcommittees
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9. Motion to Adjourn

23/24-21 - IT WAS MOVED by Karolyn Cassidy and seconded by Trina Lasch that the meeting be adjourned at 8:01 p.m.