

PAAC on SEAC

**Supporting SEACs across the Province:
SEAC Member Orientation**



PAAC on SEAC

SEAC Orientation

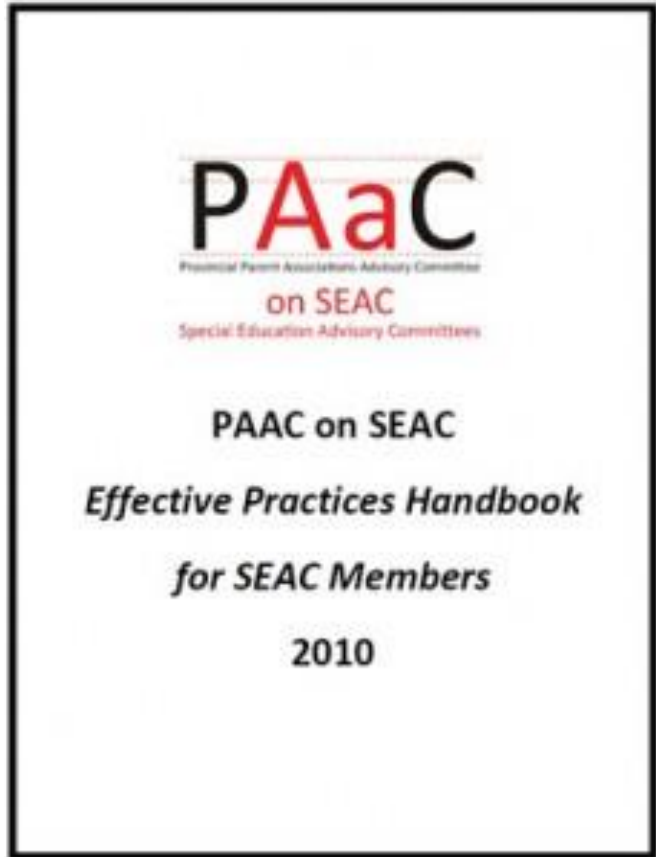
Presentation Goals:

- To provide information on PAAC on SEAC
- To share PAAC on SEAC Effective Practices Handbook for SEAC Members (2016)
- To highlight Effective Practices for SEAC members and SEAC meetings

Provincial Parent Association Committee on Special Education Advisory Committees

- Ad hoc Committee of Provincial Parent Associations that have SEAC Members
- Meet monthly September to June
- Ministry of Education Liaison attends 3 times a year
- Members share information from the provincial government pertinent to SEAC
- Members share information from school board SEAC members
- Respond to consultations

PAAC on SEAC Handbook



- First PAAC on SEAC handbook created in 1985
- Several revisions, most recent in 2016 electronic format
- Posted on PAAC on SEAC website www.paac-seac.ca
- SEAC training videos also on Website

PAAC on SEAC

Effective Practices Handbook

- Handbook and Videos based on Education Act, Regulation 464/97, Special Education Advisory Committees
- Regulation 464/97 determines:
 - SEAC Membership
 - Membership Eligibility
 - Quorum
 - Chair and Vice Chair Roles
 - SEAC Member Roles and Responsibilities

PAAC on SEAC Training Videos

Available on PAAC on SEAC website at:

<http://www.paac-seac.ca/>

Three Modules:

- Purpose of a SEAC
- Roles and Responsibilities
- Meeting Process



Handbook Contents

1. Introduction and Background
2. Membership
3. SEAC Roles and Responsibilities
4. Information and Knowledge Transfer
5. SEAC Meeting Processes
6. Provincial and Local Parent Associations

Appendices include Regulation 464/97

Section 1: Background

- Brief History of PAAC on SEAC
- List of members
- PAAC on SEAC Surveys of SEAC members
 - 2009
 - 2014
- Introduction to Regulation 464/98
- Recommendations and Effective Practices

PAAC on SEAC Recommends.....

- PAAC on SEAC has made recommendations on many of the topics
- These are activities that PAAC on SEAC members feel are very important
- Some recommendations are for the SEAC, and others are to the school board regarding SEAC
- All of the recommendations are based on effective practices

PAAC on SEAC Recommends.....

- Each PAAC on SEAC recommendation is in bold
- For example:

“PAAC on SEAC recommends that school boards provide SEAC orientation and training on a regular basis and that professional development for SEAC members should be on-going.”

Effective Practices

- Effective Practices have been identified by provincial parent associations from the experience of SEAC members in school boards across the province
- Effective Practices are shown in boxed frames
- The list of Effective Practices are all examples of activities or practices that have been found to be effective
- SEACs and their members are encouraged to look at each item and consider whether the practice is one that might be useful for their SEAC
- They are all optional activities

For example:
Effective Practices to support financial literacy of SEAC members include:

- a) Sharing of Ministry of Education resource materials regarding special education funding, including PowerPoints and Webinars, with SEAC members.
- b) Providing SEAC members with written materials about special education funding, including definitions of key terms, in SEAC Orientation Manuals.
- c) Regular presentations on the school board budget and financial statements at SEAC meetings.
- d) Presenting financial information to SEAC members in easy to understand language with visuals and graphics.

Section 2: Membership

Section includes information and effective practices related to :

- Local association Representatives
- Trustees
- First Nations Representatives
- Additional Members
- Membership Nomination Process
- Replacing SEAC Members and Filling Vacancies

Effective Practices for SEAC Membership

- To identify eligible local associations
- To select local associations if more than 12 organizations nominated
- To involve Trustees in SEAC
- To select Additional Members/Members at Large
- To involve Alternate Members in SEAC Activities

Effective Practices to involve alternates in SEAC activities include:

- a) Providing meeting resources to the alternate members.
- b) Making it clear the SEAC member is responsible to provide information to the alternate.
- c) Encouraging all alternate members to attend every SEAC meeting.
- d) Having an alternate member who is able to extend the reach of the SEAC member by selecting someone for different area in the district or bringing specific knowledge or skills.
- e) Choosing an alternative members who may become the SEAC member in the future.
- f) Having the SEAC member and alternate work together to share information to and from the local and provincial association

Section 3:

SEAC Roles and Responsibilities

- Annual Planning and Annual SEAC Goals
- Special Education Programs and Services Development and Review
- Special Education Plans
- Board Improvement Planning for Student Achievement
- Special Education Budget and Financial Statements
- Public Access and Consultation
- Evaluation of SEAC

Effective Practices – Roles and Responsibilities

- To be heard by Trustees
- To support annual planning by SEAC
- To support SEAC participation in planning of special education programs and services
- To review Special Education Plan
- To review Special Education Budget
- To support Board Improvement Plans for Student Achievement

Effective Practices for SEAC to be heard by the Trustees

- a) Providing copies of SEAC monthly meeting Minutes to Trustees.
- b) Providing Trustees with short written report highlighting the key events.
- c) Allowing the chair of SEAC to provide a short verbal report on each SEAC meeting during Trustee meetings.
- d) Requesting the opportunity for a delegation from SEAC to make a presentation to the Trustees on important topics, such as:
 - Special Education budget
 - Special Education Report
 - Special Education Program reviews
 - Policies that may affect special education
- e) Inviting the Trustees to attend SEAC meetings when key topics discussion.
- f) Creating a SEAC Annual Report that highlights activities and recommendations.

Effective Practices to Review Special Education Plan

Reviewing key documents - 486/97, Regulation 306, Special Education in Ontario K to Grade 12 Standards for School Boards' Special Education Plans and Special Education Plan Checklist.

b) Developing an annual process for review of the Special Education Plan.

This may include:

- Establishing a sub-committee to make recommendations for changes
- Including a review of each section as part of the regular SEAC meetings
- Having presentations on specific programs that will need to be changed

c) Ensuring that the review process includes updating of statistical information, staffing, program locations and other change annually.

d) Providing SEAC an opportunity to review all the special Education Plan in conjunction with the special education budget.

e) Making a recommendation or motion regarding the Special Education Plan to create a record in the SEAC Minutes.

Effective Practices to Review Special Education Budget

- a) Providing SEAC members with orientation and training regarding financial statements, the Special Education Grant, revenues and expenditures.
- b) Providing timely information on the Special Education Grant each year when Ministry of Education releases the grant regulations.
- c) Inviting SEAC members to participate in Budget Committee or working groups.
- d) Providing regular updates on Financial Statements and the budget process at SEAC meetings.
- e) Analyzing special education budget information, program staffing and statistical information about students with special education needs.
- f) Planning a SEAC presentation to Trustees as part of public consultation on the annual school board budget.

Section 4:

Information and Knowledge Transfer

- Orientation and Training
 - SEAC Orientation Manual
- SEAC Member Skills
 - Preparation List for SEAC members
- Meeting Evaluation
- Member Recognition

Effective Practices – SEAC Meetings

- a) To provide SEAC members with relevant special education information
- b) To support SEAC member orientation and training
- c) To support SEAC Member participation
- d) To evaluate SEAC effectiveness
- e) To recognize the contribution of SEAC members

Effective Practices to Support Member Participation

- a) Developing or sharing a Code of Conduct that outline expectations.
- b) Providing meeting documents 5 business days before the meeting.
- c) Indicating when an agenda item is presented for decision making.
- d) Providing presenters with clear direction on purpose and content as well as time limits.
- e) Requesting presenters provide handouts with summary information with key ideas or facts in bold print or bulleted lists.
- f) Encouraging presenters to organize information into blocks with frequent stops to check that members have heard and understood materials.
- g) Ensuring presenters are clear about what they want from SEAC by providing discussion questions or options, including time for discussion or small group activities.
- h) Including time limits for presentations, or a time keeper, to make sure presentations are not too long or detailed.

Section 5:

SEAC Meeting Processes

- Administrative Support
- SEAC Agendas
- Parliamentary Procedures
- Quorum
- SEAC Motions
- Minority Reports
- Chair and Vice Chair
- Meeting Evaluation



Effective Practices – SEAC Meeting Processes

- To support SEAC members in remote locations
- For the development of SEAC Agenda's
- To track motions and the school board or Trustee response
- Related to Minority Reports
- Regarding the roles and responsibilities of the SEAC Chair and Vice-chair

Effective Practices for Setting SEAC Agenda

- a) Inviting all members of SEAC to identify future agenda topics or to forward agenda items to the Chair at the end of each meeting, or following each SEAC meeting.
- b) The Chair and Vice-chair to work with board administration staff to develop the Agenda.
- c) Establishing a sub-committee or an executive committee, to be responsible for developing the Agenda and planning meetings.
- d) Following the PAAC on SEAC Annual Calendar, or one developed by the SEAC, to be proactive about agenda items and information requirements expected in the course of each school year.

Effective Practices for Minority Reports

- a) Providing information about Minority Reports in SEAC training and school board SEAC orientation manual
- b) Providing a template for Minority Reports in the school board SEAC Orientation Manual.
- c) Developing a school board protocol for submitting Minority Reports and sharing them with Trustees.
- d) Developing school board process to share with SEAC the outcome of presenting the SEAC Motion and related Minority Reports to the Trustees.
- e) Developing a process to document past Minority Reports for consideration at future meetings and as part of annual planning.
- f) Development by provincial and local parent association of guidelines regarding the form and development of Minority Reports.

Section 6:

Provincial and Local Parent Associations

- Local and Provincial Association Support
 - How Local Associations can support SEAC members
 - How Provincial Parent Associations can support SEAC members
- Representing the Local and Provincial Associations
 - How to share information from local and provincial parent associations

Effective Practices for Provincial Association Representatives

- a) For the local association to provide support to SEAC members
- b) For provincial associations to provide support to SEAC members
- c) For the SEAC member to represent the provincial/local parent association

Appendices

1. Regulation 464/97
2. Special Education Report Check List
3. Additional Resources



Questions?

