

REGULATIONS

SUBJECT: Special Education Advisory Committee Terms of Reference

1. In compliance with Ontario Regulation 464/97 the Lambton Kent District School Board (LKDSB) will establish a Special Education Advisory Committee (SEAC) to:
 - may make recommendations to the Board respecting matters affecting the establishment, development, and delivery of special education programs and services for exceptional pupils of the LKDSB.
 - participate in the annual review of the LKDSB's Special Education Plan
 - participate in the LKDSB annual budget process as it relates to special education.
 - review the LKDSB financial statements as they relate to special education.
2. SEAC members are appointed by the LKDSB Board of Trustees and serve for the term of office of the Trustees until a new Board is organized. A new SEAC is formed every four years following the election of the Board of Trustees.

Membership

3. The Special Education Advisory Committee shall consist of:
 - A member from each of twelve local associations plus one designated alternate for each association,
 - A maximum of three members-at-large,
 - Two trustees and one alternate, and
 - One member to represent the interest of the First Nations, Métis, or Inuit (FNMI) pupils and an alternate.

LKDSB Resource Personnel

- Superintendent of Education responsible for Special Education
 - System Coordinator of Special Education
 - Coordinators of Special Education
 - One Elementary Principal/Vice Principal
 - One Secondary Principal/Vice-Principal
4. The LKDSB will advertise via social media and the website to invite applications from local Sarnia Lambton and Chatham-Kent associations and interested community members from to serve on SEAC.
 - a. The opportunity to apply to serve on SEAC will be placed on the LKDSB website and promoted through LKDSB social media during the month of November of the year of a municipal election.
 - b. Letters will be sent to associations currently represented on SEAC notifying them of the selection process for the next term of SEAC.
 - c. A letter will be sent to the Four First Nation Partners inviting them to select one representative and one alternate to serve on SEAC on behalf of the four First Nations.

5. Selection and appointment of SEAC members is approved by the LKDSB Board of Trustees.
 - a. An ad hoc committee of the LKDSB will be struck to review the applications and make recommendations for membership.
 - b. The ad hoc committee will consist of the two Trustees serving on SEAC and the alternate Trustee and the Superintendent of Education – Special Education.
 - c. The ad hoc committee will reference Ontario Regulation 464/97 to ensure that associations and members are selected that will bring to the committee the district perspective of parents/guardians of children with a wide range of exceptionalities. Local association members should bring the perspective and resources of a provincial or national association.
 - d. If more than twelve associations submit application for membership on SEAC, the LKDSB will select associations representing a range of exceptionalities. If two or more branches from the same association apply for membership and there are more than twelve associations and branches seeking membership, the LKDSB will appoint only one branch from the same association. A rotation schedule will be established to ensure that various branches have an opportunity to serve on SEAC.
 - e. SEAC members must be qualified to vote for members of the LKDSB and must be a resident in its jurisdiction.
 - f. Employees of the LKDSB are not eligible to serve as a voting member on SEAC.
 - g. The ad hoc committee will select membership for SEAC and make a recommendation to the LKDSB for the appointment of the selected members. The recommendation will be placed on the agenda for the first Regular Board Meeting following the December inaugural Board Meeting.
6. The chair and vice-chair of SEAC will be selected by the SEAC membership annually at the first meeting following the LKDSB December Organization Board Meeting. The chair or the vice-chair must be a Trustee of the LKDSB.
7. Any vacancies that occur during the term of SEAC will be filled in the following manner:
 - a. When a SEAC seat becomes vacant the alternate will attend meetings until the local associations or Four First Nation Partners present the name of their new member for the Board's consideration.
 - b. If the local association does not nominate a new representative, the position is vacant and other associations who had made application and were not selected may be contacted by the LKDSB to provide a representative on SEAC.
 - c. If a member-at-large were to be replaced, the Superintendent responsible for Special Education will review applications on file and will make a recommendation to the Board for the appointment of a new member-at-large.
8. If a SEAC member misses three consecutive meetings, without being authorized by a motion entered into the SEAC Minutes, the SEAC member vacates their seat and the provisions of the Education Act, under which SEAC is established, shall apply with respect to filling of the vacancy.

Meetings

9. SEAC will meet on the third Thursday of each month, except for July and August, from 6:00 p.m. to 8:30 p.m.
10. The meetings will be held at Wallaceburg District Secondary school or by video conference from the Chatham and Sarnia Board Offices.

11. SEAC agendas and minutes will be posted on the LKDSB website.

Implementation Date: October 9, 2018

Reference: Education Act Ontario Regulation 464/97
LKDSB policy, regulations *Philosophy of Special Education*