

## **Section 3: THE BOARD'S SPECIAL EDUCATION ADVISORY COMMITTEE**

The Ministry of Education under [Regulation 464](#) requires that each district school board establish a Special Education Advisory Committee. The committee shall consist of:

- One representative from each of the local associations that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board (representation from associations, not to exceed 12). Where there are more than 12 local associations within the area of jurisdiction of the Board, the Board shall select the 12 local associations to be represented
- One alternate for each representative as nominated by the local association and appointed by the Board (not to exceed 12)
- Two Trustees from the Lambton Kent District School Board
- One alternate Trustee from the Lambton Kent District School Board
- One member to represent the interests of First Nations pupils
- Up to three Members-at-Large

### **Responsibilities of SEAC**

The membership of a SEAC represents all pupils with exceptionalities, and it is important that members respond to the needs of all exceptional pupils within the board. Thus, individual members need to increase their awareness and understanding of the various exceptionalities.

The spirit or intent of the SEAC is one of sharing, a positive attitude, trust and respect. It is vital that SEAC members work together to assist the board to provide programs for all exceptionalities.

Each member is expected to:

- Respond to the needs of all exceptional pupils within the Board
- Respect the right of privacy of individual pupils, staff and parents
- Acquire and maintain a working knowledge of the special programs and services provided by the Board
- Represent and inform the Special Education Advisory Committee about the exceptionality he or she represents, where appropriate
- Bring to SEAC the concerns of the specific association regarding programs and services for the exceptional pupils represented, and to keep the association informed of the proceedings of the SEAC and any new developments with respect to special education within the board
- Be prepared for all SEAC meetings, suggest items to be placed on the SEAC Agenda, and participate in discussions
- Be accessible to the public as a means for input regarding Special Education programs and services

### **Recommendations and Accountability**

SEAC may:

- Make recommendations regarding special education to the Board

SEAC shall:

- Be heard by the Board when recommendations are presented
- Receive information and orientation
- Receive information regarding Ministry of Education policies
- Be provided with the opportunity to participate in the annual Special Education Plan review

- Be provided with the opportunity to participate in the Board's annual budget process through program review recommendations for allocation of resources, during public sessions of the Board prior to budget determination and during presentations to SEAC by the Associate Director and Treasurer for the Board
- Receive information on the annual Financial Statements of the Board (posted on the Board's website)

## Membership

A person is not qualified to be nominated or appointed to a Special Education Advisory Committee of a Board unless the person is qualified to vote for member(s) of that Board and is a resident in its area of jurisdiction. A person is not qualified to be nominated or appointed if the person is employed by the Board. Each person appointed to a Special Education Advisory Committee of a Board shall hold office during the term of office of the members of the Board and until a new Board is organized (four-year term).

A member of a Special Education Advisory Committee vacates his or her seat if he or she:

- Is convicted of an indictable offence
- Absents himself or herself without being authorized by resolution entered in the Minutes from 3 consecutive meetings of the Committee
- Ceases to hold the qualifications to be appointed to the Committee

An alternative member of a Special Education Advisory Committee vacates his or her seat if he or she:

- Is convicted of an indictable offence
- Absents himself or herself without being authorized by resolution entered in the Minutes from three consecutive meetings for which the alternate was asked to attend on behalf of the member.

Membership for the 2022-2026 term is found in Appendix 3.1.1.

## Vacancy

If a seat becomes vacant the Board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant. The alternate member, where there is one, would act in the member's place until the vacancy has been filled.

## Quorum

A majority of the members of a Special Education Advisory Committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the Committee. Only members (or alternates if they are attending in the member's place) are entitled to vote.

## Meetings

- SEAC shall meet 10 times per year
- The meetings typically take place on the third Thursday of the month at 6:00 p.m.
- All schools will be notified of the schedule of meetings through notification to the school Principal and, in turn, the School Council Chair
- Notice of SEAC meetings and location will be announced publicly at all regular meetings of the Lambton Kent District School Board
- Agendas, Minutes, and location of meetings are posted on the Board's website

## **Nomination Process**

In the month preceding a Municipal Election, a public call for membership for the Special Education Advisory Committee shall be made. The call for membership is made using the Board's website as well as its various social media platforms, including Twitter. Also, the call for membership is shared with all LKDSB school Administrators who are asked to share the information with their respective School Council group. The notification outlines the term of appointment and the criteria for eligibility for membership. Associations who have been represented on SEAC receive written notification regarding the call for membership.

## **Ways SEAC has fulfilled its roles and responsibilities during this year**

SEAC has fulfilled its responsibilities by:

- Serving on and responding to program review committee recommendations
- Responding to sections of the Special Education Plan
- Attending presentations
- Asking questions and requesting information from staff
- Reviewing the Special Education budget
- Responding to parental and community inquiries
- Sharing information and providing liaison with associations
- Receiving pertinent and on-going information regarding special education issues at the Provincial and Board level
- Reviewing and providing input to Board policy when pertinent to Special Education
- Recommending additional staffing
- Publishing information flyers and brochures (see Appendix 3.1.2, 3.1.3, and 3.1.4)

## **Ways the public can make their views known to SEAC**

The public is welcome to make their views known by:

- Contacting SEAC members (names and numbers are published in the Understanding the IPRC Process, A Parent Guide, Appendix 2.4.2)
- Contacting any association represented on SEAC