POLICY:	SPECIAL EDUCATION ADVISORY COMMITTEE			#	602
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APPROVAL/REVISION DATE:	April 8, 2024	EFFECTIVE DATE:	April 9, 2024	REVIEW DATE:	April 9, 2029
CROSS REFERENCE:					

POLICY

1. The Thunder Bay Catholic District School Board recognizes the right of all exceptional students to appropriate special education programs and services and acknowledges the responsibility of the Board to provide such programs and services. The Board will avail itself of the advice, expertise and concerns of a broad spectrum of the community that is associated with the special needs of exceptional students. The Board shall maintain a Special Education Advisory Committee in accordance with the Education Act and Ontario Regulations (O. Reg. 464/97) in conjunction with Board policies and prescribed guidelines.

GUIDELINES

2. Purpose

The Special Education Advisory Committee shall advise and make recommendations to the Board of Trustees in respect to any matter affecting the establishment, development and ongoing review of special education programs and services of the Board.

3. Terms of Reference

3.1 The Special Education Advisory Committee is advisory in nature only.

3.2 The Committee shall report to the Board in writing at least once each calendar year, and more frequently if desired and/or at the request of the Board.

3.3 The effectiveness or performance of employees of the Board shall not be subject to discussion by the Special Education Advisory Committee.

4. Membership

4.1 The Committee shall consist of:

4.1.1 Representatives from up to 12 "local associations" as nominated by the associations and appointed by the Board. Alternates can attend and participate in SEAC meetings if the local association member cannot be present.

4.1.2 One or more representatives of ratepayers, appointed by the Board.

4.1.3 One Trustee~~s~~ and one alternate Trustee appointed by the Board.

4.1.4 One or two persons to represent the interests of Indigenous pupils.

4.2 All members of the Special Education Advisory Committee must hold the qualifications required of a Trustee of the Board.

4.3 "Local Association" means 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 and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional students.

4.4 The Board shall determine how many representatives from "local associations" shall be appointed to the Committee for each term of office after examining the responses to the Board's advertisement.

4.5 At least one month before each municipal election, the Board shall seek nominations from the general public for majority language ratepayer representatives to the committee. This shall be done through advertisements placed in one or more local newspapers and through social media platforms.

4.6 The Board shall appoint at its inaugural meeting following a municipal election, one or more representatives of its ratepayers from among the names of those responding to the Board's advertisement.

4.7 The Board Chairperson shall be an ex-officio member of the Special Education Advisory Committee.

4.8 A member of the Special Education Advisory Committee who misses three consecutive meetings of the Committee without notification shall forfeit his/her rights of membership.

4.9 Any member of the Special Education Advisory Committee is eligible for reappointment by the Board subject to qualifications.

4.10 Employees of the school board cannot be a member of the SEAC of the board that employs them. However, they can be members of another school board's SEAC if they are eligible to vote for members of that school board.

5. Term of Office

5.1 Members of the Committee shall be appointed by the Board for a four-year term of office to coincide with the term of office for Trustees.

6. Committee Meetings

6.1 The initial meeting of the Special Education Advisory Committee shall be called by the Secretary of the Board or his/her delegate within one month following the appointment of the members of the Committee by the Board of Trustees, and the Board Secretary or delegate shall act as Chairperson of the meeting until a Chairperson has been duly elected by the Committee.

6.2 Thereafter the annual or inaugural meeting of each term of the Special Education Advisory Committee shall be called by the Secretary of the Board or delegate in the month of December.

6.3 The Special Education Advisory Committee shall meet at least ten times in each school year.

6.4 Written notice of any change in date is to be sent to each member of the Committee by the Committee secretary at least one week in advance of the meeting.

6.5 Meeting dates for the following school year shall be determined by the Committee at the June Committee meeting.

6.6 Meetings are open to the public.

6.7 The Thunder Bay Catholic District School Board is a non-amalgamated Board. All Special Education Advisory Committee meetings will be held face to face at the Catholic Education Centre of the Board. If inclement weather creates hazardous conditions, an option to move to a virtual meeting will be provided.

7. Voting Privileges

7.1 Voting privileges are restricted to:

7.1.1 Members of local associations appointed by the Board;
7.1.2 Trustee(s) appointed by the Board;
7.1.3 Ratepayers appointed by the Board;
7.1.4 Chairperson appointed by the Board.

8. Quorum

8.1 A majority of the voting membership of the Special Education Advisory Committee shall constitute a quorum.

8.2 The Chairperson, and in his/her absence the Vice-Chairperson, or in his/her absence the Superintendent shall cancel any meeting that lacks a quorum twenty minutes after its scheduled starting time or if a prior poll of members indicates there will not be a quorum.

9. Operating Procedures

9.1 The Committee shall function according to the Board's Procedural By-Laws and parliamentary procedure based on Roberts' Rules of Order.

10. Role of the Superintendent of Special Education

10.1 The Superintendent of Education shall serve as a permanent advisor to the Special Education Advisory Committee.

10.2 The Superintendent of Education shall prepare the annual report to the Board at the direction of the Committee.

10.3 The Superintendent of Education will provide orientation and training sessions for SEAC members.

11. Clerical Assistance

11.1 The Board shall provide clerical assistance to take and reproduce minutes of Committee meetings.

11.2 Additional clerical assistance if required must be approved by the Director of Education.

12. Access to Other Board Resources

12.1 Access to other resources, human and material, by the Committee or members of the Committee, shall be directed through the Superintendent of Education, and shall require that person's consent and approval.

13. Reporting

13.1 All reports to the Board shall be made in writing and shall be submitted through the Director of Education.

13.2 The Board shall formally receive the annual report of the Special Education Advisory Committee at a public meeting within one month of the receipt of the report by the Director of Education.

13.3 In addition to the annual report identified in Section 3.2, the Board may request additional reports.

13.4 The Board may deal with other reports requested by the Board from the Special Education Advisory Committee in the in-camera session, or in public session as determined by the Board Chairperson. Attendance by members of the Special Education Advisory Committee during the in-camera sessions dealing with such reports, shall be at the pleasure of the Board as determined by the Chairperson.

14. Formation of Sub-Committees

14.1 The Special Education Advisory Committee may form sub-committees in accordance with the Board's Procedural By-Laws.

14.2 Where a sub-committee is established, the Special Education Advisory Committee shall specify the terms of reference of that sub-committee.

14.3 A sub-committee member does not have to be a member of the Special Education Advisory Committee.

14.4 An employee of the Board may be a voting member of a sub-committee.

14.5 Sub-committees shall report only to the Special Education Advisory Committee.