



Special Education Advisory Committee (SEAC) Terms of Reference

Special Education Advisory Committee Terms of Reference (Ontario regulation 464/97 made under the Education Act)

1.0 Purpose of the Committee

The Special Education Advisory Committee makes recommendations to the Board of Trustees regarding matters related to the establishment, development and delivery of special education programs and services. All meetings of SEAC shall be open to the public and shall be held at a location that is accessible to the public if conducted face-to-face, or available via a live electronic link if held virtually.

2.0 Committee of the Composition/Selection Committee

As per Ontario Regulation 464/97 of the Education Act, the Special Education Advisory Committee (SEAC) shall be comprised of:

- 2.1 A member of SEAC, unless a member representing the interests of Indigenous students, must be:
- qualified to vote for members of the Board of Trustees, and
 - a resident within the jurisdiction of the school board

A person is not eligible to be a member of SEAC if they are employed by the board.

- 2.2 One representative from no more than twelve local associations appointed by the Board of Trustees. Local Association is defined as an association or organization of parents that operates locally within the area of jurisdiction of the school board which further the interest and well-being of exceptional children or adults and one alternate for each representative of local associations/agencies, where possible.

- 2.3 Two trustees appointed by the Board of Trustees and two alternates.

- 2.4 Community members who are neither a representative of a local association or organization, nor members of the Board of Trustees.

- 2.5 One member representing the interests of Indigenous students and one alternate.

- 2.6 The total number of members of SEAC should not exceed 20.

3.0 Term of Appointment

- 3.1 The term of members of the committee shall be the same as the term of the Board of Trustees.

- 3.2 In September of an election year, the Superintendent of Education with responsibility for Specialized Services shall commence a recruitment process for a new roster of SEAC members. All current SEAC members will be involved in



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this process and will submit a proposed roster to the Board of Trustees for approval by the November board meeting.

- 3.3 In January of each year SEAC will select both a Chair and Vice-Chair of the committee. Both the Chair and Vice-Chair positions should not be held by a trustee at the same time.
- 3.4 Vacancies:
- (a) If any Local Organization / Agency Representative SEAC member vacates their position, the organization will be asked for a representative to replace the vacancy by the Superintendent responsible for Specialized Services.
 - (b) If the SEAC member representing the interests of Indigenous students vacates their position, the Superintendent responsible for Specialized Services will liaise with the Indigenous Community to find a replacement.
 - (c) If any Community Representative SEAC member vacates their position, the Superintendent responsible for Specialized Services will review previous applications, and if necessary, initiate a recruitment process.
 - (d) New recruits will be recommended by the Superintendent of Specialized Services to the Board of Trustees as a member of SEAC.
- 3.5 Staff will provide information, support, and direction and will facilitate the work of the committee in matters related to the establishment, development and delivery of Special Education programs and services.

4.0 **Duties or Responsibilities (Roles) of the Special Education Advisory Committee**

4.1 **The Role of the Board of Trustees**

- Provide the opportunity to the committee to participate in the school board's annual review of its Special Education Plan.
- Provide the opportunity to the committee to participate in the school board's annual budget process as it relates to special education.
- Provide the opportunity to the committee to review the financial statements of the school board as they relate to special education.
- Appoint trustees and alternates.
- Provide the opportunity for SEAC to be heard before the Board of Trustees and any other committee of the Board to which a recommendation is referred.

4.2 **The Role of SEAC Members**

- Attend regular meetings.
- If a SEAC member is unable to attend a meeting, that member needs to notify their alternate, if there is one in place, and the Recording Secretary for SEAC. If their alternate is unavailable, the SEAC member should notify the secretary and the Chair of SEAC that there will not be a representative at the meeting.
- If a member of SEAC misses three consecutive meetings without notice, the member's position will be disqualified, and a new member will be appointed as laid out in section 3.4.



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- A member of SEAC may resign their position at any time by providing a letter, in writing, to the Chair of SEAC with a copy to the Superintendent responsible for Specialized Services.
- To be well informed about the role of SEAC and expectations set out for SEAC by legislation.
- To acquire and maintain a working knowledge of the special education programs and services provided by the school board.
- In the case of members representing local organizations, to effectively represent the organizations by which they were nominated to SEAC, by ensuring that they are expressing the concerns of their organizations and not their own personal concerns. In addition, to provide their organizations with a report on relevant SEAC proceedings.
- To represent the interests of all students of the school board receiving special education programs and services from the perspective they bring as parent/caregiver and/or community partner.
- To be respectful, responsible, build positive relationships and to act with integrity in keeping with the values of the school board.
- In the interest of avoiding a conflict of interest, SEAC members should state their conflict and abstain from speaking and voting on any recommendation that might be perceived as a conflict to them or their organization.

4.3 **The Role of School Board Personnel**

- The Executive Assistant to the Superintendent responsible for Specialized Services, attends SEAC meetings to record the minutes of SEAC and to produce and distribute minutes and agendas.
- The Superintendent responsible for Specialized Services will attend SEAC meetings to provide information on special education programs and services.
- The Superintendent of Business or an alternate will attend SEAC meetings as deemed necessary to provide information and obtain feedback on the annual budget process as it pertains to special education.
- The Principal-Leader of Specialized Services will attend SEAC meetings on a regular basis and may act as alternate to the Superintendent of Specialized Services if the Superintendent is unable to attend a scheduled meeting.
- Other school board personnel will be made available to SEAC to address their area of expertise in the board.
- School board personnel do not vote at SEAC.

5.0 **Meetings**

- 5.1 Meetings shall occur a minimum of ten times per year excluding July and August. Meetings may occur by electronic means. All meetings are open to the public.
- 5.2 Minutes will be taken at all meetings and distributed to members. Once approved by members of SEAC, minutes will be shared with the Board of Trustees.
- 5.3 Recommendations from SEAC to the Board of Trustees can occur at any time providing a majority of SEAC members approve the recommendation.



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- 5.4 A majority of the members of SEAC is a quorum, and a vote of the majority of the members is necessary for a recommendation to be approved to move forward to the Board of Trustees.
- 5.5 Every member present at a meeting, or their alternate when attending a meeting in their place, is entitled to one vote.
- 5.6 Guests: Alternate members of SEAC are considered guests if they are not attending in the place of the SEAC member. Members of the public are considered guests.
 - (a) SEAC welcomes guests to attend all meetings. Guests may watch and listen to the meetings but may not ask questions or provide comments.
 - (b) Guests will be seated away from the table if attending in person. Guests may watch and listen to SEAC meetings in the gallery seating of the board room (face-to-face meetings) or via an electronic link (virtual meeting).

6.0 Reporting

- 6.1 The draft minutes will be reviewed by the Chair before distribution. Agendas will be developed by the Superintendent responsible for Specialized Services and the Chair and Vice-Chair of SEAC, with input from members as appropriate. Materials for meetings will be distributed ahead of each SEAC meeting to provide members with time to prepare for the meetings.
- 6.2 A recommendation made by SEAC to the Board of Trustees requires a mover and a seconder.
- 6.3 A recommendation can be made through the approved minutes of the SEAC meeting or more immediately by the Superintendent responsible for SEAC directly to the Board of Trustees and presented by the Superintendent responsible for SEAC.