

MINUTES OF MEETING

**Held on Monday, 9 February 2022 at 6:00 p.m.
Virtual Meeting**

PRESENT:	Pat O'Grady	Chair, Trustee
	Cory Lee McMunn	Member at Large
	Daniella Santos	Member at Large
	Gen Leonard	Member at Large
	Jackie England	Member at Large
	Joanne Lesk	Member at Large
	Jodi Cotnam	Learning Disabilities of Ontario
	Kayla Bouret	Member at Large
	Sandra Dee Lapierre	Member at Large
RESOURCE:	Clint Young	Superintendent of Education
REGRETS:	Jennifer Debenham	Community Living
	Mike Ellis	Member at Large
	France Guillemette	Member at Large
	Daniella Santos	Member at Large
ABSENT:	Kristianna Guzman	Member at Large

1. Prayer and Land Acknowledgement

The SEAC Chair opened the meeting with a prayer and land acknowledgement at 6:00 p.m.

2. Approval of Agenda

MOTION 1: 09 FEB 2022

Moved By: Sandra Dee Lapierre

Seconded By: Jodi Cotnam

That the agenda for the Special Education Advisory Committee meeting of 9 February 2022 be approved.

Carried/...

3. Declaration of Conflict of Interest

No conflict of interest was declared.

4. Presentation – Educational Assistant Standards of Professional Practice by Karen Keels

Karen Keels, Principal of St. Francis of Assisi School in Petawawa was welcomed to the meeting. Karen has been a teacher, guidance counsellor, vice principal and now principal with the board, and has used her wide experience to develop a system-wide guide booklet for Educational Assistants

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(EA's). Karen noticed a gap at her own school around standardized protocol, consistent approaches, and best practices for EA duties. She began to develop a "how to" booklet for her own staff but quickly realized that each school would benefit from a comprehensive sharable overview tool that could be available not only to current employees who support children with special needs, but to supply EAs, and new or temporary staff. In conjunction with the Special Education Coordinators, COPE and a select group of EA's, a small focus group developed a draft procedure and information document. Principals and Vice Principals reviewed the enhanced draft and added further details to the package.

On 2 February 2022, all EA staff participated in a virtual seminar on professional practice requirements entitled "Planting the Seeds of Hope". EAs participated in live presentations and were provided with a printed document that contained links to all information required for the day-to-day operation of an EA in the classroom. Topics featured roles and responsibilities, detailed job description, confidentiality guidelines and communication protocols, as well as links to human resources topics such as how to access payroll information, and the correct completion of board forms. Additional helpful information included an overview of the COPE Collective Agreement, an explanation of emergency and safety protocols and the correct use of PPE. More in-depth training included how to support students effectively in a sensory room, and tips on virtual learning. Finally, ABA support personnel from the program team offered support resources.

The Standards of Practice protocol will undergo yearly review to enable presentation of a training module during the August PA day activities prior to the start of a new school year.

The Chair thanked Karen for sharing the details of her journey to develop the EA protocol with SEAC.

5. Approval of Minutes from 12 January 2022

MOTION 2: 09 FEB 2021

Moved By: Gen Leonard
Seconded By: Sandra Lee Lapierre

That the minutes from the Special Education Advisory Committee meeting of 12 January be approved.

Carried/...

6. Board Reports

a. District School Board of Niagara – Nursing Shortage Letter

The RCCDSB SEAC received a letter from the District School Board of Niagara to the Minister of Health that detailed the impact of nursing shortages on students requiring care in the Province of Ontario. Clint reported that the RCCDSB has three students currently under a

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nurse's care during the day, and to date the provincial shortage has not affected their services. After discussion, SEAC will support other districts and will also draft a letter to send to the Minister.

b. **Provision of Health Support Services in School Settings in 2021-22 - PPM 81**

The Association of Chief Speech and Language Pathologists of Ontario (ACSLP) sent a letter to District School Boards advocating support for a tired level of service, delivered, and aligned by employed members of school board speech and language pathologists, under the supervision of the Ministry of Education. The Ministry is conducting a full review of PPM 81, to reduce duplication of service and to institute a streamlined, better-quality service. As part of the consultation process, ACSLP sent a template to SEAC's for completion. Following discussion, a letter from RCCDSB SEAC will be forwarded to the Ministry.

c. **Special Education Report – Section “C”**

The Committee reviewed the following sections:

Section C1 – The Board's Consultation Process

Section C2 – SEAC Minutes

Section 3 – Early Identification

Suggested enhancements to language were completed for Section 3.

d. **Cyber Security Update**

In October, all Board staff participated in seminars with information on the importance of cyber security. SEAC was given newsletters that were shared with board staff to heighten safety awareness and best practices while online to mitigate malicious threats and dangers. Should SEAC members receive any suspicious activities through board email, please notify board staff immediately.

7. **Association Reports**

Learning Disabilities: Jodi Cotnam recommended an online seminar by Brad Marshall (*the Unplugged Psychologist*) sponsored by Learning Disabilities of Montreal. Marshall shares ideas from his book “The Tech Diet for Your Child and Teen” that discusses the amount of screen time children and teens experience in their daily lives through education, social media and recreation, and the impact on young brains.

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8. Next Meeting

The next SEAC meeting will take place on **Wednesday, 9 March 2022**

9. Adjournment

The SEAC meeting adjourned at 6:48 p.m.

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