

Special Education Advisory Committee Meeting Notes

Thursday, December 19, 2024
Via Zoom and North Bay Board Room

Present:

Krista Holmes, Executive Assistant
Alison Clarke, Acting Principal of Special Education
Tim Graves, Superintendent of Education
Kimberly Gignac, Special Ed Coordinator – North Region
Chantal Phillips, Trustee and Chair
Louise Sargent, Trustee
Leigh Spinney, Community Living Parry Sound
Tammy Adjoudj, Nipissing Down Syndrome Society
Caroline Labrecque, Nipissing First Nation

Regrets:

Ashley St. Pierre, Board Chair
Carol Couillard, Nipissing Secondary
Laura Hansman, OPVIC
Chris Guillemette (Vice Chair), CLNB
Candy St. Onge, Almaguin Highlands Community Living
Lisa Paradis, Spec Ed Coordinator – East & West Regions

Guests:

Kyla Kadlec, Principal of Alliance

Land Acknowledgement (Tim Graves)

Called to Order at 1:03pm – quorum was not met, so voting will not take place at this meeting.

- Chair Phillips noted that she is going to be leaving the North Bay area in June, and that we are looking forward to seeing someone new take on the role of Chair and Vice-Chair.
- Trustee Sargent asked if Chair Phillips would be interested in staying on in the role of Chair until we could find someone if she were put forward for re-election.
- Chair Phillips noted that, if she was to be re-elected, she would like to have any further necessary transitions finalized before June.
- Trustee Sargent commented regarding including special education classroom tours to the previous month's minutes and Chair Phillips confirmed that this item was noted on the November minutes, but also should be added to "Business Arising from the Minutes" on upcoming agendas.

Motions regarding minutes from November will be delayed due to not having quorum.

Business Arising from the Minutes

Terms of Reference Review

- The last paragraph at the bottom of page 3 of “The SEAC Meeting – Terms of Reference,” references the NNDSB Governance Manual. The committee discussed that the Governance Manual is currently under review, but that this paragraph likely won’t have to be revised as a result.
- The “Motions” section of “The SEAC Meeting – Terms of Reference,” was discussed and Principal Clarke noted that the last paragraph referring to budget decisions during the month of July should be removed as it is outdated information and no longer appropriate to be included.
- Further and within the “Motions” section of “The SEAC Meeting – Terms of Reference,” Chair Phillips proposed that the entire “Motions” section could be removed.

Standing Items

Community Partner updates

None

Correspondence received: N/A

REPORTS

Board Report (oral) – (Board Trustees)

- Trustee Sargent – Wished everyone Happy Holidays and hoped that everyone was able to get some relaxing time with family and friends. She also extended a thank you to everyone for everything that they do.

Special Education Report - Alison Clarke

- Effective for the 2024/25 school year, the Specialized Equipment Allocation Funding Ministry Directives have changed, which has caused all boards to revise some aspects of their processing of high needs and technology claims. Principal Clarke previously reported that at NNDSB’s October DLRT meeting, all DLRTs and school-based administrators had been provided details regarding NNDSB’s newly revised specialized equipment allocation model. As an update to this, Principal Clarke was able to report that her team has recently met with One Kids Place supervisor and therapists to continue discussions regarding relevant

changes to the SEA (specialized equipment allocation) processes and work flows and determine best practices for working together to coordinate the process for

making necessary student claims and to help ensure that students in need of specialized and technology equipment are provided such in as timely a manner as possible.

- Principal Clarke reported that the Student Empowerment Sessions project lead, NNDSB's Lead Psychologist, is working to engage in sessions and set up future sessions with groups of students at most schools. Sessions have begun to be held this week and will continue to be scheduled and offered throughout January 2025. Most NNDSB schools are participating, and we currently have 110 students registered to attend, across all registered schools. Principal Clarke will continue to provide updates on this project.
- Principal Clarke noted that the Special Education Leadership Team continues to work alongside the leads at RISE to complete the final stages of configuration so that the software will match our NNDSB forms and processes. School teams will be starting implementation with the use of the IEP software, student profiles, documentation section and behaviour management plans. The second phase will include all special education referral forms. The software is being configured to have our Behaviour, Psychology, Speech and Language teams all working in an integrated and secure online environment and referrals from the DLRTs will now be processed within RISE. Further to this, Principal Clarke indicated that beginning end user testing will be occurring with three schools who volunteered to help with this final stage of configuration in January 2025. School teams will receive training beginning in February with the IEP platform being the primary focus to start. NNDSB's IT Department is working on the technical pieces to connect RISE to the student information system (Power School) alongside the programmers at RISE, so that permissions and access can be configured based on roles within the Board. Principal Clarke notes that this work has been rigorous and time-consuming, but that it is exciting to be in these final stages and looking forward to launching the software with our schools during semester 2.

SEAC Chair Report

- Parent Manual – Chair Phillips noted that she is interested and eager to contribute to revising and updating the special education parent manual. She

noted that it would be appropriate to include plain language for parents and make the document more electronically accessible.

New Business

- Next meeting: January 23, 2025.

Meeting adjourned at 1:41pm.

Official