

SEAC meeting

Thursday, March 20, 2025.

Via Microsoft Teams and North Bay Board Room

Land Acknowledgement (Alison Clarke)

Called to Order at 1:03pm

Attendance

Chantal Phillips, Trustee

Louise Sargent, Trustee

Alison Clarke, Principal of Special Education

Tim Graves, Executive Superintendent of Education

Lisa Paradis, Spec Ed Coordinator – East & West Regions

Kimberly Gignac, Special Ed Coordinator – North Region

Leigh Armstrong, Community Living Parry Sound

Tammy Adjoudj, Nipissing Down Syndrome Society

GUEST – Lana St. Louis, Mental Health Lead

Regrets

Caroline Labrecque, Nipissing First Nation

Laura Hansman, OPVIC

Candy St. Onge, Almaguin Highlands Community Living

Ashley St. Pierre, Board Chair

Carol Couillard, Nipissing Secondary

Chris Guillemette (Vice Chair), CLNB

Agenda Approval

Motioned by Leigh Armstrong, seconded by Louise Sargent. *Carried*

Approval of the Minutes of the February 20, 2025 meeting.

Motioned by Leigh Armstrong, Seconded by Tammy Adjoudj. Carried

Business Arising from the Minutes

Emotion Coaching Presentation by Lana St. Louis, NNDSB Mental Health Lead

- Lana St. Louis provided a presentation on Emotion Coaching to the committee and noted that this program is a targeted intervention program for adolescents.
- Lana St. Louis noted that she and her team have been piloting this youth mental health program in 4 schools with grade 7 students across the NNDSB.
- The presentation is included with the March SEAC minutes.

Sharing of NNDSB Budget Timelines

- Principal Clarke noted that The Budget Procedures Manual for 2025-26 was recently released within NNDSB.
- Principal Clarke reviewed important dates/deadlines within the Budget Procedures Manual and Action Plan, including information related to when the enrolment estimates are finalized (March 2025), when MYSP goals and priorities for the upcoming year are prepared by the senior team (February-March 2025), when department estimates are prepared and consulted on (April 2025), when HR determines and prepares for staffing (April 2025), and when final budgetary activities are received and reviewed (April to May 2025) and when the final budget goes to the Finance Committee for Board of Trustee approval (May to June 2025).

Budget Priorities Discussion for 25/26 SEAC Special Education Budget Recommendations

- Principal Clarke shared the 24/25 SEAC Special Education Budget Recommendations with the committee.
- Principal Clarke committed to including the 24/25 Budget Recommendations with the March SEAC minutes, so that committee members could review them more fulsomely prior to the April SEAC meeting wherein 25/26 revisions will be finalized.

Special Education Parent/Guardian Guide Update and Sharing - Chair Chantal Phillips

- Chair Phillips was able to share the Parent/Guardian Guide that is in draft form and reviewed the current content and format to elicit feedback and consideration from the committee.
- Feedback from the committee included keeping it to one-page, add notes regarding a “main contact” such as an administrator or school Differentiated Learning Resource Teacher (DLRT), the elimination of acronyms, add

information regarding accommodations and modifications, include information regarding transition meetings and when transitions occur (such as “seasons” of Special Education), including timelines.

School Tour Options/Considerations (forthcoming) – Alison Clarke

- Principal Clarke noted that in lieu of a June SEAC school visit, the Central Special Education Team would like to present information regarding NNDSB’s current Special Education Classrooms and share an example of learning that can occur with a special education classroom setting with the committee. More details/information will be shared at upcoming SEAC meetings.

Standing Items

Community Partner updates

- Tammy Adjoudj shared that March 21, 2025 is World Down Syndrome Day and noted Community Living’s Facebook social media page can be followed for more information.

Correspondence received

Letter dated January 21, 2025 from Chair of Algoma District School Board SEAC re: concerns related to teacher training in special education facilities at faculties of education across Ontario.

- Chair Phillips noted that the letter would be attached to the minutes for reference.
- Chair Phillips appealed to the committee members to determine what the consensus was in response to having received said letter.
- Trustee Sargent suggested that the committee consider what is happening at Nipissing University within its Bachelor of Education Program if information regarding this could be acquired.
- Chair Phillips committed to gaining further insight into this and reporting back to this committee in April with information in order to discuss a NNDSB response, if appropriate.

Reports

Board Report (oral) – (Board Trustees)

- Trustee Sargent indicated that the Board of Trustees recently passed a motion to keep McDougall Public School open for the 2025-26 school year. Trustee Sargent posed the question, “What does the pause look like from a special education perspective?”
- In response, SO Graves noted that, as the information becomes available, the committee can make recommendations on the “pause” and its potential impact on students with special education needs and indicated that the central special education team can bring details about student transitions as information is acquired and confirmed.

Special Education Report - Alison Clarke

- Principal Clarke was able to share that the Special Education leadership team continues to work very intensively on RISE implementation. Over the March break, the NNDSB Information Technology (IT) department and the RISE team were able to support data migration. Data from the NNDSB IEP composer was fed into RISE and some data from Power Schools was also fed into RISE. This week the central special education team alongside members of NNDSB IT team have been working to validate data in order to make sure that data within RISE is accurate. For example, are staff members assigned, according to their proper roles, is student demographic data transferring correctly? etc. Within a day or two, RISE will be accessible to all school staff to begin use. It is noted that RISE will immediately be used to facilitate the spring Identification, Placement and Review Committee (IPRC) process.
- Principal Clarke was able to share that, since our last SEAC meeting, the central team was able to onboard a temporary special education coordinator into a temporary role until the end of the 2024-25 school year. This individual started work on February 27th. So far, they have been immersed in a Ministry project related to student transitions between schools. Specifically, student transitions from grade 6, 7 and/or 8 elementary setting to grade 7, 8 and/or 9 secondary setting.

SEAC Chair Report

- Chair Phillips noted that she will continue to work on the pamphlet.

New Business

Next meeting: April 17, 2025.

Adjournment Motioned Leigh Armstrong, and Seconded by Tammy Adjoudj. *Carried*

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