

**SEAC Meeting**  
Wednesday, April 22, 2026  
**Via Teams and North Bay Boardroom**

**Present:**

Jay MacJanet, Director  
Tim Graves, Executive Superintendent  
Alison Clarke, Principal of Special Education  
Stephanie Norrie, Executive Assistant  
Chair Candy St. Onge, Almaguin Highlands Community Living  
Tammy Adjoudj, Nipissing Down Syndrome Society  
Chris Guillemette, Community Living North Bay  
Caroline Labrecque, Nipissing First Nation- joined at 1:08 pm

**Guests**

Christine Marcoux, Transitions Worker, Almaguin Highlands Community Living  
Kyla Kadlec, Principal of Alliance Public School and Parent Involvement Committee (PIC) Lead

**Regrets:**

Kimberly Gignac, Special Education Coordinator – North Region  
Lisa Paradis, Special Education Coordinator – East & West Regions  
Vice-Chair Leigh Armstrong, Community Living Parry Sound  
Caroline Couillard, Nipissing Special Education  
Laura Hansman, Ontario Parents of Visually Impaired Children (OPVIC)

**Land Acknowledgement** presented by Superintendent Tim Graves

**Called to Order** at 1:05 pm

**Agenda Approval**

Motioned by Chris Guillemette, seconded by Tammy Adjoudj. *Carried.*

**Approval of the Minutes of the March 25, 2025, meeting.**

Motioned by Tammy Adjoudj, seconded by Jay MacJanet. *Carried.*

**Roll Call**

Committee members took this opportunity to introduce themselves and the organizations that they represent to welcome guest participant, Christine Marcoux, Transitions Worker, Almaguin Highlands Community Living.

## **NEW BUSINESS**

### **Terms of Reference Review**

Current wording within the Terms of Reference, Page 1:

According to Regulation 464/97, the SEAC is required to meet at least 10 times in each school year. This usually means meeting monthly during the school year and not July or August. *Meetings are typically 2 to 2.5 hours in length and usually on the third Thursday of the month.*

### **Suggested revised wording:**

According to Regulation 464/97, the SEAC is required to meet at least 10 times in each school year. This usually means meeting monthly during the school year and not July or August. *Meetings are typically held monthly between September to June, in the afternoon.*

Discussion:

- A small portion of the wording within the Terms of Reference was revised to better reflect the SEAC monthly meetings.
- Chair St.Onge was in favour of the flexibility and inclusiveness that this wording provides.

Motion: Be it resolved that the Near North District School Board SEAC approves the SEAC Terms of Reference as revised effective April 22, 2026.

Motioned by Chair St Onge and all were in favour. *Carried.*

## **BUSINESS ARISING FROM THE MINUTES**

None at this time

## **STANDING ITEMS**

### **Community Partner Updates**

Community Living North Bay- Community Living Month is May. There will be an official flag raising on May 1 and a Family Fun Night scheduled May 29<sup>th</sup> from 4:30 to 7:30 at the Wallace Site. Everyone is welcome and the event is typically well attended.

Chris Guillemette mentioned that she received an email from a parent which prompted her to want to learn more on the following topics:

- Exclusion policy

- IEP process
- Transition supports for students who are progressing into grade 7 or high school.
- Accommodations and supporting exceptional needs

SO Graves noted that this is a lot of information to cover in one meeting but that these are great topics to incorporate into future SEAC meetings.

Nipissing Down Syndrome Society – no updates

### **Correspondence Received**

Correspondence received - Letter from Kawartha Pine Ridge District School Board

- The members reviewed the letter and there was no further discussion.

### **REPORTS**

#### **Director's Remarks**

Director MacJanet noted that generally at this time, the NNDSB budget is reviewed for the 2026/2027 school year. The budget recommendations will be considered and driven by data to make informed decisions. Additionally, he confirmed that a budget presentation will be shared at the May SEAC meeting. Director MacJanet also indicated that Rebecca Bell has been appointed Supervisor of NNDSB and commented on the Alouette Bus Lines strike, indicating that the strike is moving closer to being resolved.

#### **Special Education Report**

- Principal Clarke began her report by noting that on April 9, 2026, the central Special Education team met with school-based administrators and DLRT teams, alongside the Ministry of Education (MOE), to conduct in-person review and monitoring visits at Woodland Public School and Chippewa Intermediate and Secondary School. These visits were part of the SEA (Specialized Equipment Allocation) and SIP (Special Incidence Portion) review process. During the visits, teams observed students actively using specialized equipment and technology, discussed current and emerging student needs, and demonstrated the SEAiT software used to manage high-needs equipment and technology alongside RISE, the IEP and IPRC software. To conclude the process, a virtual session was held on April 21, 2026.

- On April 17, 2026, a workshop was hosted by the Special Education Coordinators and the Principal of Special Education for Differentiated Learning Resource Teachers (DLRTs) and Special Education Classroom Teachers (SECTs) titled “Transition Planning for Students with Complex Special Education Needs.” The session focused on reviewing and discussing effective transition-planning practices as part of the IEP. The workshop was timely and well attended, aligning with special education classroom teachers’ planning for upcoming end-of-year student transitions.
- On April 17, 2026, regional professional development (PD) sessions also occurred for Educational Assistants. This PD opportunity was the third and final session of the 25/26 school year. Topics included:
  - Demystifying Oppositional Behaviour
  - Universal Design for Learning Communication Strategies
  - Strategies to Support Students with Blind Low Vision and Deaf and Hard of Hearing Needs
  - Best Practices to Support Inclusion
  - Behaviour Management Systems (BMS) Recertification Training
- Principal Clarke and Kim Jenkins, Temporary Special Education Coordinator, plan to give a presentation to the Parent Involvement Committee (PIC) called, “Individual Education Plans (IEPs) and Identification Placement and Review Committee (IPRCs) Process.” This is scheduled to occur on April 29, 2026.
- Principal Clarke indicated that the NNDSB Psychology Team continues to be short-staffed. To help support this department, NNDSB has contracted 2 non-staff, psychologists to conduct psychoeducational assessments until the end of the school year. In addition, SO Graves highlighted that although up to an additional 40 assessments will be completed through contracted work, there are still many more to be done.
- SO Graves also noted that the Ministry representatives noted that NNDSB’s SEA claim submissions and SIP data submissions are among the best in the north region as well as within the province. SO Graves also recognized Principal Alison Clarke, Coordinator Kim Gignac and Coordinator Lisa Paradis for their efforts regarding SIP and SEA work.
- Chris Guillemette said that she appreciated the work of Alison Clarke and the central Special Education Team and asked if the upcoming PIC meeting was open to the public. Stephanie Norrie shared the meeting details for PIC with the committee.
- Tammy Adjoudj asked if the EA training during PD days is offered to all EAs. Principal Clarke was able to respond to indicate that all permanent EAs and EAs in long-term occasional positions receive the training. Occasional EAs are welcome to attend on a voluntary basis.

- Tammy Adjoudj asked if teachers receive any of the same training as the EAs. Principal Clarke was able to respond to indicate that these training sessions were created specifically for the EA group, but discussions are occurring to consider other employee groups to receive the same or similar training in the future.

### **SEAC Chair Report**

- Chair St. Onge shared that Christine Marcoux was recently hired into a Transition Worker role at Almaguin Highlands Community Living.
- Chair St. Onge was also able to share that Almaguin Highlands Community Living has several community events coming up, including a barbeque, pancake breakfast and a coffee club. Events are being held in local communities, such as Powassan and Sundridge during the Month of May.

Next meeting: May 27, 2026

**Motion to Adjourn** at 1:30 pm

Motioned by Chris Guillemette, seconded by Tammy Adjoudj. *Carried.*