

YORK CATHOLIC DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
(STATUTORY COMMITTEE OF THE BOARD)**

TERMS OF REFERENCE

January 16, 2023

The SEAC Committee will support the York Catholic District School Board's Mission, Vision, Core Values and Strategic Commitments and good Governance as outlined within these terms of reference.

1. Purpose/Mandate:

- 1.1 To make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board;
- 1.2 To participate and advise the Board in its annual review of its special education plan and make recommendations as necessary;
- 1.3 To participate and advise the Board in its annual budget process as it relates to special education; and make recommendations as necessary;
- 1.4 To review the financial statements of the Board as they relate to special education.

2. Expected Outcome of the Committee's Work:

- 2.1 Provide minutes to members of the meeting outlining SEAC motions, action items and Board responses;
- 2.2 Provide committee reports to the Board monthly

3. Committee Membership:

- 3.1 The SEAC Committee will be comprised of the following:
 - a) One representative from each of the local associations, not to exceed twelve, that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board, who must be:
 - a Canadian citizen;
 - of full age of eighteen years;
 - a resident within the area of jurisdiction of the Board;
 - a separate school elector; and
 - not employed by the Board in which the member resides.
 - b) One alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the Board;
 - c) Trustees are appointed by the Board (2 regular members, 1 alternate) and the Board may appoint one or more additional members who are neither representative of a local association nor members of the Board or another committee of the Board.

4. Resource Personnel:

- 4.1 Superintendent of Education: Exceptional Learners
- 4.2 Coordinator, Special Programs (Elementary)
- 4.3 Coordinator, Special Programs (Secondary)
- 4.4 Coordinator, ASD
- 4.5 Administrative Officer, Student Services

5. Association Representatives:

- 5.1 Superintendent of Education: School Leadership
- 5.2 Elementary Principal's Association
- 5.3 Secondary Principal's Association
- 5.4 CUPE Local 2331
- 5.5 OECTA

6. Trustee Membership:

- 6.1 **Two regular trustee members**
 - A. Grella
 - J. Wigston
- 6.2 One alternate trustee member
 - M. Barbieri
 - M. Iafrate

7. Meeting Schedule and Time:

- 7.1 The SEAC Committee will meet at least 10 times / year in each school year (generally monthly from September to June).
- 7.2 Dates and times of SEAC meetings are publicized by the school Board on the Board website
- 7.3 The SEAC meetings are conducted under the same procedures as the Board, which appoints them. All members should have access to and become familiar with the Board's by-laws and rule of procedure for Board committees.
- 7.4 A majority of the members of the SEAC is a quorum (50% plus 1)

8. SEAC Rules and Regulations

- 8.1 See SEAC Handbook