

## OUR MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.  
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

## OUR VISION

*At Toronto Catholic we transform the world  
through witness, faith, innovation and action.*



# MINUTES OF THE REGULAR MEETING OF THE SPECIAL EDUCATION ADVISORY COMMITTEE PUBLIC SESSION

**HELD WEDNESDAY, JANUARY 23, 2019**

## **PRESENT:**

### **External**

**Members:** Ashleigh Molloy, Chair  
Sandra Mastronardi, Vice-Chair  
Melanie Battaglia  
Lori Mastrogiuseppe  
Tyler Munro  
Mary Pugh  
Glenn Webster  
George Wedge

**Trustees:** N. Crawford  
D. Di Giorgio  
A. Kennedy

**Staff:** D. Koenig  
L. Maselli-Jackman  
V. Cocco  
M. Gendron  
M. Hanlon  
J. Mirabella  
D. Reid  
P. Stachiw

S. Harris, Recording Secretary  
S. Tomaz, Assistant Recording Secretary

**1. Roll Call & Apologies**

An apology was extended on behalf of Gizelle Paine.

**2. Approval of the Agenda**

MOVED by Tyler Munro, seconded by Melanie Battaglia, that the Agenda, as amended to include Items 13b) and 13c) Inquiries from Sandra Mastronardi regarding Equity Plan; and Annual Accessibility Report 2018; and 13d) and 13e) Inquiries from Tyler Munro regarding Professional Development Focus on Behaviour Programs; and Special Education Advisory Committee Minutes and Agendas to Trustees, be approved.

On the Vote taken, the Motion was declared

CARRIED

**3. Declarations of Interest**

There were none.

**4. Approval & Signing of the Minutes of the Meeting**

MOVED by Trustee Crawford, seconded by Glenn Webster, that the Minutes of the Regular Meeting held December 5, 2018 for PUBLIC Session be approved with the following amendments:

Page 4 – last paragraph – replace *acclaimed* with *elected*;

Page 6 – replace *acclaimed* with *elected*; and

Page 7, Item 13c) – replace *Glenn Webster* with *George Wedge*

On the Vote taken, the Motion was declared

CARRIED

**6. Presentations**

MOVED by Mary Pugh, seconded by Tyler Munro, that Item 6a) be adopted as follows:

- 6a) Presentation on Committee's Terms of Reference and Parliamentary Procedures – Alasdair Robertson, Parliamentarian** received.

On the Vote taken, the Motion was declared

CARRIED

**7. Unfinished Business**

From the SEAC Meeting Held on December 5, 2018

MOVED by Tyler Munro, seconded by George Wedge, that Item 7a) be adopted as follows:

- 7a) Inquiry from Tyler Munro regarding Legal Fees Report 2018** that SEAC recommend to Board that Legal Counsel be present at a SEAC meeting to answer questions related to the Legal Fees Report 2018.

With the consent of the Committee, Tyler Munro withdrew his Motion.

MOVED by George Wedge, seconded by Trustee Kennedy, that the inquiry be received and that the responses to the questions shared by Dan Koenig, Associate Director, Academic Affairs, be included in the Minutes (refer Attachment).

On the Vote taken, the Motion was declared

CARRIED

MOVED by Tyler Munro, seconded by Sandra Mastronardi, that Item 7b) be adopted as follows:

- 7b) Inquiry from Tyler Munro regarding Increasing the Number of Principals who are Experienced with Students with Special Needs** that to further promote the inclusion of Special Education Needs (SEN) students and to support the Toronto Catholic District School Board's (TCDSB) Mission Statement of inclusion, that SEAC recommend to Board that staff prepare a plan to increase the number of Principals in the system with special education qualification and successfully implement the inclusion of SEN students in regular classes as an educator.

MOVED in AMENDMENT by Lori Mastrogiuseppe, seconded by Tyler Munro, that Vice-Principals be included as follows:

... that SEAC recommend to Board that staff prepare a plan to increase the number of Principals *and Vice-Principals* in the system ...

On the vote taken, the Amendment was declared

CARRIED

MOVED in AMENDMENT by Tyler Munro, seconded by Trustee Di Giorgio, that *professional development* qualifications be included in the Amendment as follows:

that SEAC recommend to Board that staff prepare a plan to increase the number of Principals and *Vice Principals* in the system with special education *and professional development* qualifications ...

On the vote taken, the Amendment was declared

CARRIED

On the vote taken, the Motion, as amended, was declared

CARRIED

MOVED by George Wedge, seconded by Mary Pugh, that Item 7c) be adopted as follows:

- 7c) Miscellaneous from Trustee Kennedy regarding Listening and Learning Presentation by Optometrist received.**

On the vote taken, the Motion was declared

CARRIED

MOVED by George Wedge, seconded by Tyler Munro, that Item 7d) be adopted as follows:

- 7d) Miscellaneous from Trustee Kennedy regarding Special Thanks to Former Chair, Marilyn Taylor, for her 18 Years of Service to SEAC**

**and also to Former Committee Members** that SEAC recommend to Board that an appropriate recognition be made to Marilyn Taylor for her 18 years of service to SEAC.

On the vote taken, the Motion was declared

CARRIED

**9. Communications**

MOVED by Trustee Crawford, seconded by Sandra Mastronardi, that Item 9a) be adopted as follows:

- 9a) SEAC Monthly Calendar Review** received and that the item budget approval updates be added for the months of March, April and May.

On the Vote taken, the Motion was declared

CARRIED

MOVED by Sandra Mastronardi, seconded by Di Giorgio, that Item 9b) be adopted as follows:

- 9b) Special Services Superintendent Update** received.

On the Vote taken, the Motion was declared

CARRIED

Linda Maselli-Jackman, Superintendent Special Services, introduced and welcomed Marie-Josée Gendron, Chief of Mental Health, and Melissa Hanlon, Mental Health Lead, both of whom recently assumed their leadership roles.

**9c) Special Services Fair** (update was included in Item 9b).

MOVED by Trustee Crawford, seconded by Sandra Mastronardi, that Item 9d) be adopted as follows:

**9d) SEAC Handbook (Verbal)** received.

On the Vote taken, the Motion was declared

CARRIED

MOVED by Sandra Mastronardi, seconded by Tyler Munro, that Item 9e) be adopted as follows:

**9e) Comparative Education Programs-Other (EPO) Revenues, 2017/18 EPO Amounts vs. 2018/19 EPO Announcement** received.

On the Vote taken, the Motion was declared

CARRIED

MOVED by Sandra Mastronardi, seconded by Tyler Munro, that Item 9f) be adopted as follows:

**9f) Special Education Amount (SEA) Claims:**

**i) How long from the time a SEA Claim is identified as needed by**

- Board staff to delivery of requested Equipment and the Student is actively using the equipment in class?; and**
- ii) How is this monitored?** received

On the Vote taken, the Motion was declared

CARRIED

MOVED by Sandra Mastronardi, seconded by Trustee Crawford, that Item 9g) be adopted as follows:

- 9g) Proposed Updates to the Education Quality and Accountability Office (EQAO) Reporting Denominator: Teleconference including Superintendent of Special Services and one to two SEAC members** received.

On the Vote taken, the Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Lori Mastrogiuseppe, that Item 9h) be adopted as follows:

- 9h) Thank-You Letter to Marilyn Taylor, former Chair, from Toronto Chapter of Autism Ontario** received.

MOVED in AMENDMENT by Sandra Mastronardi, seconded by Trustee Di Giorgio, that the letter from Autism Ontario be included in the Minutes that are sent to Board.

On the Vote taken, the Amendment was declared



CARRIED

On the Vote taken, the Motion, as amended, was declared

CARRIED

**12. Reports of Officials for Information**

MOVED by Sandra Mastronardi, seconded by Trustee Crawford, that Item 12a) be adopted as follows:

- 12a) Mental Health & Well-Being Annual Reports 2017-2018** received.

On the Vote taken, the Motion was declared

CARRIED

MOVED by Sandra Mastronardi, seconded by Trustee Kennedy, that Item 12b) be adopted as follows:

- 12b) A Policy Primer – Ontario Human Rights Commission – Guide to Developing Human Rights Policies and Procedures** received.

MOVED by Sandra Mastronardi, seconded by Tyler Munro, that the Item be deferred to the February 20, 2019 SEAC meeting.

On the Vote taken, the Motion was declared

CARRIED

MOVED by George Wedge, seconded by Trustee Kennedy, that Item 12c) be adopted as follows:

- 12c) Results of the Toronto Catholic District School Board (TCDSB) Parent Voice Survey (August 23, 2018 Regular Board Meeting)** received.

MOVED in AMENDMENT by Sandra Mastronardi, seconded by George Wedge, that SEAC recommend to Board that a parent voice survey be devised to gain perspective of programs and services delivered for students in receipt of Special Education at the Board, and for SEAC to be consulted and included in the development of the survey.

On the Vote taken, the Amendment was declared

CARRIED

On the Vote taken, the Motion, as amended, was declared

CARRIED

**14. Association Reports**

MOVED by Trustee Crawford, seconded by George Wedge, that Item 14e) be adopted as follows:

- 14e) Accountability Framework for Special Education (AFSE) 2018-19 Draft Report for Review** received and that all Items not discussed be deferred to the February 20, 2019 SEAC meeting.

On the Vote taken, the Motion was declared

CARRIED

**ITEMS AS CAPTURED IN ABOVE MOTION**

**13. Inquiries and Miscellaneous**

13a) From Tyler Munro regarding Change of Placement Decisions:

How long does the Board expect a Principal and Teaching Staff to make efforts to accommodate a child in a regular class before starting the Identification, Placement and Review Committee (IPRC) process to move the Student to the appropriate program?;

13b) From Sandra Mastronardi regarding Equity Plan;

13c) From Sandra Mastronardi regarding Annual Accessibility Report 2018;

13d) From Tyler Munro regarding Professional Development Focus on Behaviour Programs;

13e) Special Education Advisory Committee Minutes and Agendas to Trustees;

**14. Association Reports**

14a) Catholic Teacher Association – Pilot Project: Faith and Wellness;

14b) Toronto Accessibility Advisory Committee;

14c) Easter Seals Web Announcement: Statement on the 2017 Canadian Survey on Disability (CSD) – Easter Seals Canada – December 3, 2018; and

14d) Autism Ontario 2019 Pre-Budget Consultation Submission.

**17. Adjournment**

MOVED by Trustee Crawford, seconded by Tyler Munro, that the meeting be adjourned.

On the Vote taken, the Motion was declared

CARRIED

---

SECRETARY

CHAIR

**ATTACHMENT****Responses to Item 7a (previously 17d) on the December 5, 2018 SEAC Agenda) – Inquiry from Tyler Munro regarding Legal Fees Report 2018**

17d) (i) Does the “Corporate” envelope for legal expenses cover the cost when parents of Special Needs students take legal action against the Board?

Yes, the Corporate Legal Budget Provision can cover costs associated with legal action involving students with special needs.

ii) If yes, what portion of the Corporate legal expenses was related to students with Special Needs?

The portion related to students with special needs varies from year-to-year, and determining the actual portion requires an extensive manual investigation on an invoice-by-invoice basis in order to categorize legal expenses.

iii) Does this amount cover the legal staff’s time, expenses and outside counsel involved or also settlement amounts paid (if any)?

The cost of internal legal staffing and associated expenses are funded by the Toronto Catholic District School Board’s annual operating budget (Salaries, Benefits, Supplies and Services), and the cost for external legal counsel is funded by the Legal Expense operating budget provision.

iv) What is the root cause(s) of this increase in expenditure and what are staff doing to address the root cause(s)?

The increase is largely due to legal advice provided to the Board’s Executive Compensation Committee. Any requirement for legal services is reviewed by Legal Counsel and redirected to in-house Legal Staff to the greatest extent possible before approval is given to retain external legal services.