

Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and Church.

SPECIAL EDUCATION ADVISORY COMMITTEE

April 14, 2023

| | |
|----------------------|--|
| MEETING DATE: | April 14, 2023 |
| LOCATION OF MEETING: | Microsoft Teams Meeting |
| SUBJECT OF MEETING: | Special Education Advisory Committee |
| TIME OF MEETING: | 1:30 PM – 3:32 PM |
| NEXT MEETING: | Tuesday, May 16, 2023 – St. John School Red Lake, CEC Board Room – Microsoft Teams |

| | ATTENDANCE | PERSON | TITLE |
|-----|-------------------------------------|-------------------|--|
| 1. | <input checked="" type="checkbox"/> | Diane VanderZande | Voting Member - Member at Large, Vice Chair |
| 2. | <input checked="" type="checkbox"/> | Dianne Griffiths | Voting Member - Member at Large |
| 3. | <input checked="" type="checkbox"/> | Anne Sweeney | Voting Member - Member at Large |
| 4. | <input checked="" type="checkbox"/> | Erica Murray | Voting Member - KACL Representative |
| 5. | <input checked="" type="checkbox"/> | Joel Willett | Voting Member - FIREFLY Representative |
| 6. | <input type="checkbox"/> | Shirley Jette | Voting Member - Harmony Centre for Community Living Red Lake |
| 7. | <input checked="" type="checkbox"/> | Marie Lundin | Voting Member – Trustee Representative |
| 8. | <input checked="" type="checkbox"/> | Nicole Kurtz | Director of Education |
| 9. | <input checked="" type="checkbox"/> | Andrea Batters | Special Education Coordinator |
| 10. | <input type="checkbox"/> | Teresa Gallik | Chair, Board of Trustees |
| 11. | <input checked="" type="checkbox"/> | Cathy McQuillan | Recording Secretary |

1. Opening Prayer: Andrea Batters

2. Roll Call – Cathy McQuillan
Regrets: Teresa Gallik, Shirley Jette

3. Approval of March 24, 2023, Meeting Minutes:
Approved: Dianne Griffiths
Seconded: Erica Murray

4. Correspondence: Nil

5. Professional Development: The Identification Placement and Review Committee (IPRC) – Andrea Batters Attached **3**

Quick Links:

A copy of KCDSB's [A Parent's Guide to Special Education](#)

IPRC Process Video: <https://youtu.be/Dy00SzDIIFo>

6. New Business:

- Tuesday, May 16, 2023, SEAC Meeting at St. John School and Microsoft Teams. – Andrea Batters
 - Andrea will be attending the meeting at St. John School in Red Lake.
 - Cathy will be attending the meeting virtually from the Board Room at the CEC.
 - You are welcome to join Cathy at the CEC or to join virtually.

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- **Special Education Plan Updates – Andrea Batters – Attached 16**

Motion #1: THAT, since SEAC has completed its consultations: and its annual review of the Board's Special Education Plan/Manual and consulted on the checklist, SEAC approve the April 14, 2023 amendments to the Special Education Plan/Manual as presented.

Moved by: Joel Willitt

Seconded by: Marie Lundin

Motion #2: SEAC recommends that the Board approves the April 14, 2023 amendments to the Special Education Plan/Manual as presented and further, that the Board forwards the amendments and the requested checklist along with the Report to the Ministry of Education.

Moved by: Diane Vanderzande

Seconded by: Dianne Griffiths

Attached 18

7. School Update: St. Thomas Aquinas High School SEAC presentation moved to June 16, 2023.

8. Business arising from the last meeting: Cathy McQuillan

- Norine Shram Tentative Lunch 12:00, June 16, 2023
- Spoke with Norine it depends on her work if she can get it off.

9. Agency Reports

- FIREFLY – Joel Willett – Nothing to report.
- KACL – Erica Murray
 - New KACL website is up and running: <https://www.kacl.ca/>
 - KACL will be running two, three-week summer employment programs, for youth ages 13-18.
- Harmony Center for Community Living – Shirley Jette - Regrets

Other Reports from Members-at-Large

- Dianne Griffiths - Nothing to report.
- Anne Sweeney - Nothing to report.
- Diane VanderZande - Nothing to report.

10. Trustee Report – Marie Lundin – [Click here](#) to see the minutes from the March 28, 2023 Board Meeting

11. Coordinator Report – Andrea Batters – Attached 19

12. Next Meetings:

| Time | Day | Date | Location |
|---------|---------|---------------|--|
| 1:30 PM | Tuesday | May 16, 2023 | St. John School Red Lake / Microsoft Teams |
| 1:30 PM | Friday | June 16, 2023 | Catholic Education Centre (CEC)/ Microsoft Teams |

The Identification Placement and Review Committee (IPRC) Process

Andrea Batters, Special Education Coordinator

Kenora Catholic District School Board



What is an Identification Placement and Review Committee (IPRC)?

Regulation 181/98 requires that all school boards have set up an IPRC.

- **Each** KCDSB school has an IPRC
- Minimum **3 board personnel**,
- **Must include a principal** or supervisory officer (designate) of the board

KCDSB IPRC Members

1. Student's principal (or designate)
2. Student's learning resource teacher
3. Student's regular classroom teacher

What is the Role of the IPRC?

The IPRC will:

- Decide whether a student should be Identified as an Exceptional pupil*, according to the criteria established by the Ministry of Education and KCDSB
- Determine the student's Placement* decision for students deemed exceptional




Who is Identified As An Exceptional Pupil?

A pupil whose **behavioural, communicational, intellectual, physical or multiple exceptionalities** are such that he or she is considered to need **placement** in a **special education program** are **identified** according to the **categories** and **definitions of exceptionalities** provided by the Ministry of Education and KCDSB criteria



⁷
Range of **Placement** Options the IPRC may consider in making its placement decision:

| A regular class with indirect support | A regular class with resource assistance | A regular class with withdrawal assistance | A regular class with partial integrations | A special education class full time |
|--|--|--|---|---|
| The student is placed in a regular class for the entire day , and the teacher receives specialized consultative services . | The student is placed in the regular class for most or all of the day and receives specialized instruction , individually or in a small group, within the regular classroom from a qualified special education teacher . | The student is placed in the regular class and receives instruction outside of the classroom for less than 50 per cent of the school day , from a qualified special education teacher . | The student is placed by the IPRC in a special education class* , for at least 50 per cent of the school day , but is integrated with a regular class for at least one instructional period daily . | The student is placed by the IPRC in a special education class* for the entire school day. |
|  Full-Inclusion.....Self-Contained | | | | |

Other Placement Options:
Provincial or Demonstration Schools, Education Community Partnership Programs (ECPPs)

Special Education Programs and Services

- Based on **continuous assessment and evaluation**
- Includes an **Individual Education Plan (IEP)**
- **Facilities, resources, and equipment** necessary for developing and implementing the **Program**



What is an Individual Education Plan (IEP)?⁹

Must be developed in consultation with parents/guardians, students age 16+ including:

- Descriptions of the student's **strengths** and **needs**
- Specific educational expectations
- **Special education programs and services** that will be received
- **Methods** by which **progress will be reviewed**;
- **Transition Plan**
- **Completion** within **30 days after Placement** in the Program
- Copy of IEP given to parents & student (age 16+) of



The IPRC Process and Procedures: Initiating the IPRC

Principal refers student to the IPRC by **request of parent** or **their own initiative**

The **parent**:

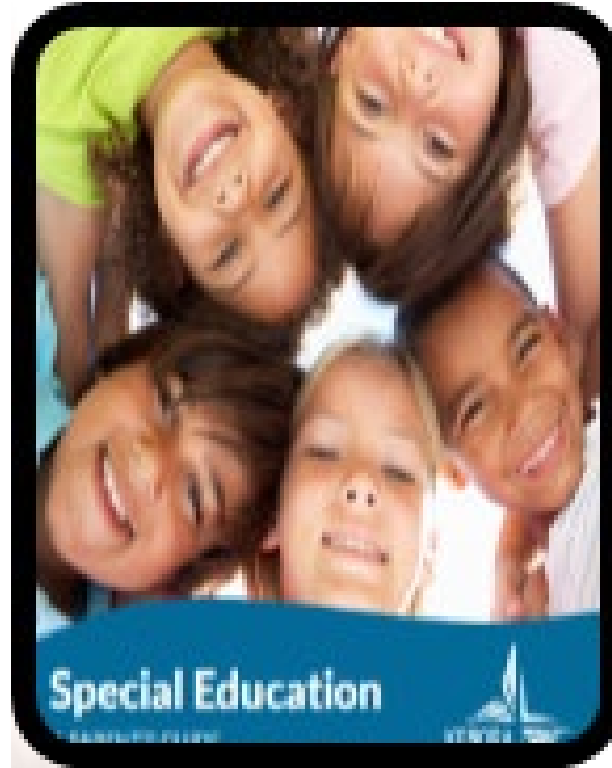
- Makes this **request in writing** to the principal
- **May request** accessible-format communication



The IPRC Process and Procedures: Responding to the IPRC Referral

IPRC Chair (Principal) gives the parent (& student age 16+) written notice of

- The date, time and location of the meeting, and
- A copy of [KCDSB's A Parent's Guide to Special Education](#)



With written consent, the Committee obtains reports or assessment to inform their Identification & Placement considerations.



IPRC Process and Procedures: **The IPRC Meeting**

The IPRC:

- **Decides whether to identify the student as exceptional** by applying the **categories and definitions of Exceptionalities** given by the Ministry
- Describes the **Strengths & Needs** of the student
- Decides on the **Placement** of the student
- **Sends written notice of decision** (the "IPRC Decision Form" to parents, student (age 16+), Special Education Coordinator and the Director of Education.



The IPRC Process and Procedures: **Implementing the IPRC Decision**

The parent/student age 16+:

- **Agrees to the statement decision***, or
- Take no action*
- May (within 15 days) **request a 2nd IPRC meeting** or notice of appeal to the board (30 days)

***The IPRC decision is implemented and an IEP must be developed (within 30 days)**



Identification, Placement, and Review Committee

Annual Review

- Minimum once every school year, IPRC reviews student's **identification** and/or **placement**
- 3 months after placement has begun, parent **may request an IPRC review**. (A review cannot be requested more than once every 3 months)
- Parent may agree in writing **to dispense with** or waive **the annual review**

***The same steps apply to the IPRC Review as the Initial IPRC meeting.**



2022 - 2023 School Year Calendar

CATHOLIC

IMPERIAL SCHOOLS, BOCA

SCHOOL HOLIDAY

PD DAY

EXAMS

18 Instructional Days

September 2022

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

19 Instructional Days

October 2022

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

21 Instructional Days

November 2022

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

12 Instructional Days

December 2022

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

21 Instructional Days

January 2023

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

18 Instructional Days

February 2023

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

18 Instructional Days

March 2023

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

17 Instructional Days

April 2023

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

22 Instructional Days

May 2023

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

21 Instructional Days

June 2023

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

IPRC PROCESS

START

Learning Need Identified

Noticing that there is a learning need to be met, by a teacher, student, or parent



Students can access special education services without going through the IPRC process, or while waiting for an IPRC meeting

Collect and Share Information

Examples may include: psychoeducational assessments (when possible), medical reports, report cards, and parent and/or student logs

Share in advance, if possible and appropriate



IPRC Request

Make a written request to the Principal

Within 15 days, written notice of approximate date of the IPRC meeting and the school board's guide to special education must be provided



IPRC Meeting

Review of information and discussion about needs

People at the meeting:

- Three or more school staff, including Principal and/or Superintendent
- Parent, student 16+
- Family support (optional)



Identification

Categories of exceptionalities:

- Behaviour
- Communication
- Intellectual
- Physical
- Multiple (of the above)



Placement

- Regular class with either indirect support, resource assistance, or withdrawal assistance, or
- Special education class with partial integration or
- Full-time special education class

Individual Education Plan (IEP)

Developed within 30 days of IPRC decision. Includes:

- Learning goals and expectations
- Accommodations
- Modifications



If you disagree with the IPRC decision, you can appeal

There is an annual IPRC review, to ensure that the identification/placement are still appropriate

See the complete guide

Special Education in Ontario: A guide for students and caregivers

available at www.jfco.org/specialeducation

More Information about IPRCs

Justice for Children And Youth Ontario &
KCDSB's [A Parent's Guide to Special Education](#)

and Review Committee



Kenora Catholic District School Board Special Education Plan - Proposed Approved by the SEAC –April 2023

| SECTION/Page | TOPIC | REVISIONS |
|---|---|---|
| Part 1: Special Education Programs and Services P. 29 | The Identification, Placement and Review Committee (IPRC) Process and Appeals | Add details in this section that describe Kenora Catholic DSB's IPRC Process including: <ol style="list-style-type: none"> 1. What Is An Identification Placement and Review Committee (IPRC)? 2. What is the Role of the IPRC? 3. Requesting an IPRC 4. A Summary of Kenora Catholic DSB's IPRC Process (Based on the Ministry's Summary of the IPRC Timeline) 5. Kenora Catholic DSB's Parent's Guide to Special Education - Special Education: A Parent's Guide – gives parents information on the IPRC procedure |
| P. 37 | Special Education Placements Provided by the Board | Special Education Placements Provided by the Board Add a table that outlines the range of placement options from |
| Part 2: The Board's Special Education Advisory Committee (SEAC) P. 59 | The Board's Special Education Advisory Committee (SEAC) | Update to include current SEAC membership and contact information |
| P. 49 | Special Education Equipment | Update the Ministry link for updated SEA Guidelines, once available, for the 2023-2024 school year |
| Part 3: Coordination of Services with Other Ministries or Agencies and Specialized Health Support Services in Schools P. 60 | Specialized Health Services in School | Updated link to the Administrative Procedure 200 (AP 209): Educational Partnerships with External Agency or Providers |
| Appendix A P. 62 | Special Education Statistical Summary of IPRC Process | Update summary based on each school's IPRC process for the 2022-2023 school year, when finalized |
| Appendix B P. 63-64 | Appendix B Special Education Staff 2022-2023 School Year | Update staff list for the elementary and secondary panels |

| | | |
|----------------------------|---|---|
| Appendix C P. 65 | Appendix C Special Education A Parent's Guide | <p>The updated Special Education: A Parent's Guide document will be linked to the Plan.</p> <ul style="list-style-type: none"> - P. 2 Add a “Notes” heading above the explanation of the word “parent”, include a statement about how to receive the guide in an accessible format (Braille, large print, or audio format), and credit statement: This Guide contains information set out in the Ministry of Education’s sample guide and the previous edition of this guide. - P. 2 What Is An IPRC? 1. Clarify designate as the “Student’s principal or supervisory officer of the board”. - P. 3 Update “The Range of Placement options” 1-5 to include the Descriptions Formatting...Change the colour-contrast throughout to improve accessibility - Add page-numbering throughout on the bottom right hand side of each page - P. 4 (Formatting) What is a Special Education Program? Remove bullet on first point and left justify - P.4 Add to bullet 1: “a description of the student’s strengths and needs...” and update the Transition Plan information to reflect current Ministry requirements - P.8 What Will the IPRC’s Written Statement of Decision Include?” Fix bullet formatting after “Where the IPRC has identified your child as exceptional” and remove the word “Training” - P.11: What Happens In the Appeal Process?” Fix formatting to offset the 2 bullet points after “the Appeal board must make its recommendation within three days...It may” - P. 13 What Special Education Programs and Services are provided by the Board? Insert the Table (“The Range of Placement options”) to clarify the order of #2 & #3. - P. 13 Add a “What organizations that are available to assist parents?” section with local associations eligible for membership on KCDSB’s SEAC including KACL and Harmony Association for Community Living, FIREFLY, Canadian Hearing Services, Blind/Low Vision Clinic - P. 13 Bold and increase font size for Ministry’s Provincial and Demonstration Schools heading. Include the Amethyst, Sagonaska, and Trillium on this page. - P. 14 Keep Schools for the Deaf, Blind, Deafblind and French-language Provincial School information. |
| Appendix D P. 66 | Annual Review of Special Education Plan 2023: Special Education Plan Checklist | Checklist for the Annual Review of Special Education Plan, 2023: Special Education Plan Checklist signed by Director Nicole Kurtz, will be include once finalized for submission to the Ministry of Education. |



Special Education Advisory Committee (SEAC) Support

SEAC is supportive of the range of special education programs and services made available across the Kenora Catholic District School Board.

At the April 14, 2023 SEAC meeting, SEAC approved the following motions:

Motion #1 THAT, since SEAC has completed *its* consultations; and its annual review of the Board's Special Education Plan/Manual and consulted on the checklist, SEAC approve the May 2019 amendments to the Special Education Plan/Manual as presented.

Moved by: Joel Willett
Seconded by: Marie Lundin
Motion Carried Date:
April 14, 2023

Motion #2 SEAC recommends that the Board approves the April 2023 amendments to the Special Education Plan/Manual as presented and further, that the Board forwards the amendments and the requested checklist along with the Report to the Ministry of Education.

Moved by: Diane VanderZande
Seconded by: Dianne Griffiths
Motion Carried:
Date: April 14, 2023

The above is attested to by:

A handwritten signature in black ink, appearing to read "J. Willett".

Joel Willett, Chairperson
Special Education Advisory Committee
Kenora Catholic District School Board

A handwritten signature in blue ink, appearing to read "D. VanderZande".

Diane VanderZande, Vice Chairperson
Special Education Advisory Committee
Kenora Catholic District School Board



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SEAC Report
By Special Education Coordinator

| | |
|----------------------|---|
| SUBJECT: | Special Education Coordinator's Report – April 2023 |
| DATE: | Friday, April 14, 2023 |
| PREPARED FOR: | Special Education Advisory Committee |
| AGENDA AREA: | Public Session |
| PREPARED BY: | Andrea Batters, Special Education Coordinator |

KCDSB Special Education Educator Survey

Educators were recently invited to give their feedback about Special Education processes such as

- The In-School Team,
- Individual Education Plans (IEPs), and
- Identification, Placement and Review Committees

There were 80 KCDSB Educators who provided anonymous responses that will assist with the review of, and improvements to, our Special Education functions.

Professional Development (PD) Day

Friday, April 21 is a PD Day. Topics for the day include:

- Family-Centric Learning
- Cultural Sensitivity, and
- The Science of Reading

with panel (elementary & secondary) and school-based applications.

More information concerning both the **Special Educator Survey** results and next steps, as well as the Professional Development Day will be shared when details are available.