## SEAC SUB COMMITTEE ACTION PLAN
### 2018-2019

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Timeline</th>
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| **1. Transition Information for SEAC**  
PPM 156 – implementation – update SEAC Communications Sub Committee Agenda - monthly update | Superintendent and Principals of Student Services | Ongoing |
| **2. Developing Awareness of SEAC**  
- Consult with the Learning Design & Development Team regarding Student Services online presence  
- Provide information re SEAC in the Special Edition  
- SEAC members to present at each meeting regarding their organization  
- Encouragement to administrators to use information from the Special Edition in their newsletters to highlight SEAC:  
  - associations and disability awareness months  
  - presentation for meeting with time and title  
- Include SEAC meeting dates and times in Special Edition newsletter and/or internal weekly communication to school SERTs and administrators  
- Invitation of SEAC representatives to SERT networks and other professional development opportunities  
- Invitation for SEAC to attend Quest  
- Share C&IS and Leadership Development communications pertinent to SEAC  
- Share revised SEAC powerpoint presentation | Superintendent and Principals of Student Services  
Student Services staff and SEAC members  
Monthly agenda item  
Superintendent and Principals of Student Services to message to Student Services Coordinators  
Principals of Student Services  
Superintendent and Principals of Student Services to message  
Done  
Superintendents Done | Ongoing  
Ongoing  
Ongoing  
September and ongoing  
Ongoing  
Ongoing  
Ongoing  
Follow up at SEAC Meeting  
Ongoing |
3. **Orientation of SEAC Members and Ongoing PD**
- new members/alternates receive SEAC Handbook and presentation with additional training as required
- set up coach/mentor for new members
- utilize Ministry SEAC website
- Update SEAC Handbook as required
- Facilitate Team Building activity (ies) as part of SEAC meeting(s). Continue using opportunities for round table discussions
- provide information and invite SEAC reps to CEC School Council Forums

| Responsibility | Lori and Lynn | Lynn | Members of SEAC Principals of Student Services, Lynn and Lori Sub-Committee and presenters Sub-Committee and Superintendents |
|----------------|---------------|------|---------------------------------------------------------------------------------------------------------------------------------
| Date           | Ongoing       | Ongoing | Ongoing                                                                                                                                 |

4. **Renewal of Support Materials**
- review Special Education Plan monthly
- review Brochures annually
- provide Mental Health/Wellbeing updates/resources

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5. **Special Education Programs & Services**
- provide opportunities for discussion of Special Ed Programs and Services (as per Special Ed Plan) at meeting

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<tr>
<th>Responsibility</th>
<th>Superintendent, Principals of Student Services, SEAC/Sub-Committee</th>
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6. **SEAC Representation on Work Groups**
- continue representation of SEAC on
  - Parent, Family, Community Engagement Advisory Committee
  - AODA Advisory Committee
  - Student Success
  - Equity and Inclusivity Committee
  - Well-being Working Group
  - LD Steering Committee
- and ensure communication among Board committees and sub-committee members

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<tr>
<th>Responsibility</th>
<th>Sub-Committee</th>
<th>Carolyn Viney</th>
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<th>Flora MacDonald</th>
<th>Rahila Chughtai</th>
<th>Lynn Ziraldo</th>
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<tr>
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7. **Ongoing Communications**
- Consider future topics for SEAC presentations
- Continue developing Annual Report
- Evaluate our role as SEAC through Stop/Start/Continue template
- Red Communication Folder to be shared at each SEAC meeting

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<td>Monthly</td>
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<td>Date</td>
<td>Sub-Committee</td>
<td>Annually</td>
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- Minutes of committee representation in #6 above shared at sub-committee
- Sharing of information among SEAC members of upcoming events
- Ongoing review of successful practices and challenges from SEAC meeting

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<th>Lori and Lynn</th>
<th>Monthly Ongoing</th>
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8. YRDSB and Ministry Initiatives –
- Continue our focus of receiving updates on the implementation of initiatives
- Provide updates of all initiatives at SEAC meetings as appropriate

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9. YRDSB Plans: Board Improvement Plan for Student Achievement and Well-being, School Improvement Plan, Multi Year Plan, Director's Annual Plan, and committee plans
- Review and provide input
- Focus on various exceptionalities as required

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10. Annual Celebration
- Plan December festive dinner celebration with performances by students with exceptionalities

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<th>School Board Rep to review</th>
<th>Annually</th>
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