

# OPERATIONAL PROCEDURES

## **Section 4**

**YORK REGION DISTRICT SCHOOL BOARD**SPECIAL EDUCATION ADVISORY COMMITTEE

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**Thursday, Month, Year**  
**7:00 p.m., Board Room**

**EDUCATION CENTRE**  
**AURORA, ON**

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Sample Agenda
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- 1. Approval of Agenda**
- 2. Moment of Reflection** – Name
- 3. Approval of Minutes, Date**
- 4. Business Arising**
- 5. Special Announcements**
- 6. Presentation**
  - Name of Presentation
  - Name of Presenter
- 7. Special Education Report**
- 8. Successful Practices and Challenges**
- 9. Report from the Board**
- 10. Student Services Report**
- 11. Communications Sub-Committee Update**
- 12. Future Presentations**
  - SEAC Budget – Pending
  - EQAO Presentation - Pending
  - Fetal Alcohol Spectrum Disorder - Pending
- 13. Adjournment**

**Special Education Advisory Committee Agenda - Page 2**

*Date*

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**List of Association Representatives**

- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖

**Trustee Representatives**

- Name
- Name
- Name
- Student Trustee Name
- Student Trustee Name

**NEXT SCHEDULED MEETING**

Date

**Staff Support**

- Name
- Name
- Name
- Name
- Name

**YORK REGION DISTRICT SCHOOL BOARD - SEAC**

**PROPOSED TEMPLATE FOR**

**SEAC PRESENTATION REQUEST FORM**

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**PROPOSED PRESENTATION DATE:** \_\_\_\_\_

**PRESENTER NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TOPIC REQUESTED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GLOBAL QUESTIONS TO BE ADDRESSED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIFIC QUESTIONS TO BE ADDRESSED:** \_\_\_\_\_

\_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Person Contacting Speaker:** \_\_\_\_\_

**Person Thanking Speaker:** \_\_\_\_\_

**PLEASE FEEL FREE TO CONTACT LYNN ZIRALDO IF REQUIRED:**

Phone: (905) 884-7933

Fax: (905) 770-9377

## Sample Template for SEAC Motion

<b>Sample Template for SEAC Motion</b>	
<b>Be it resolved that the SEAC recommends to the Board of Trustees that...</b>	
<b>Moved by:</b>	SEAC Member's Name:
<b>Seconded by:</b>	SEAC Member's Name:
<b>Date:</b>	

As an accountability mechanism, the SEAC members need to know what happens to their motions and what the response was from the trustees and Board administration. This is especially true for the motions related to the Special Education Report and the special education budget which SEAC is required, by regulation to provide input. These motions are often made in June at the end of the school year, and as the SEAC does not meet again until September, the SEAC members need to be informed about how they were received by the trustees.

### Successful Practices

- a) Put an item related to past or forthcoming motions on the SEAC agenda, identifying who will report on the motion, either verbally or in writing.
- b) Create an action plan attached to each agenda to track past motions and prepare for new motions.
- c) Provide the SEAC members with a written response to Motions from the Trustees and/or Board administration staff.

Sample Minority Report

<p><b>RE: Motion from the Special Education Advisory Committee of the District School Board dated _____ that said:</b></p> <p>“Be it Resolved that the Special Education Advisory Committee recommends that.....”</p>							
<p>The following members of SEAC disagree with this motion and have filed a Minority Report to provide a record of their disagreement with the motion:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name of Representative</td> <td style="width: 50%; border: none;">Name of Provincial Organization</td> </tr> <tr> <td style="border: none;">Name of Representative</td> <td style="border: none;">Name of Provincial Organization</td> </tr> <tr> <td style="border: none;">Name of Representative</td> <td style="border: none;">Name of Provincial Organization</td> </tr> </table>		Name of Representative	Name of Provincial Organization	Name of Representative	Name of Provincial Organization	Name of Representative	Name of Provincial Organization
Name of Representative	Name of Provincial Organization						
Name of Representative	Name of Provincial Organization						
Name of Representative	Name of Provincial Organization						
<p>The above disagree with the motion for the following reasons: (these are just examples)</p> <ol style="list-style-type: none"> <li>1. Range of placements not adequate for exceptional students identified as.....</li> <li>2. Number of professional staff inadequate to meet needs. Specifically, .....</li> <li>3. Unqualified staff being used inappropriately to develop and implement programming which should only be developed by a Professional based on an assessment of needs. For example, .....</li> <li>4. Special education budget inadequate to provide adequate numbers of special education teachers or staff for.....</li> </ol> <p>In conclusion, we ask the Board of Trustees to consider these issues carefully and to:</p> <p style="padding-left: 40px;">- do the following..... (not approve the plan, reconsider the budget, etc)</p>							
<p><b>Signed by:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name</td> <td style="width: 50%; border: none;"><b>Signature:</b> _____</td> </tr> <tr> <td style="border: none;">Name</td> <td style="border: none;"><b>Signature:</b> _____</td> </tr> <tr> <td style="border: none;">Name</td> <td style="border: none;"><b>Signature:</b> _____</td> </tr> </table>		Name	<b>Signature:</b> _____	Name	<b>Signature:</b> _____	Name	<b>Signature:</b> _____
Name	<b>Signature:</b> _____						
Name	<b>Signature:</b> _____						
Name	<b>Signature:</b> _____						
Date: _____	Day Month Year						
<p>Provide Copies to:</p> <ul style="list-style-type: none"> <li>• Chair of SEAC</li> <li>• SEAC Members</li> <li>• President or Executive Director of Local and/or Provincial Parent Association</li> </ul>							

## Parliamentary Procedures at a Glance – Chart

To do this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temp., etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority
*Not amendable    Adapted from Roberts Rules of Order, 10 <sup>th</sup> Edition					
Source: <i>Leading Effective Meetings: Making Basic Parliamentary Procedure Work</i> , Attachment 2, On-line pdf file, Northeast College, Houston Community College, Student Services Department					