

Special Education Advisory Committee S. E. A. C. – Composition and Procedures – 2022-23

What is SEAC?

The Special Education Advisory Committee, as mandated by the Education Act (s. 185) is an advisory committee on services for handicapped students and students with social maladjustments or learning disabilities. More detailed information on the mandate is available within the SEAC Internal Procedures document or can be found on the WQSB website (<https://westernquebec.ca/about/governance/#seac>).

As determined by the Council of Commissioners, the following is the WQSB Composition of SEAC (Education Act, s 185, 186):

Voting Members:

- 16 Parents of the students concerned (students with an IEP), designated by the Parents' Committee.
- 1 Teacher representative, designated by their Association
- 1 Non-teaching professional staff representative, designated by their Association
- 1 Support staff representative, designated by their Association
- 1 School principal, designated by the Director General
- Up to 2 representatives of organizations which provide services to students with special needs, designated by Council, after consulting with those bodies

Non-voting Members:

- The Director General or designate.

Interested in becoming a member?

Any parent/guardian of a student with an IEP, who is interested in becoming a member of SEAC, must submit their name at the General Assembly of their child's school (held before the end of September) or via Form online, prior to September 30th. Members will then be designated at the first Parents' Committee of the school year.

Some important notes to consider:

- SEAC made revisions to the Internal Procedures for the 2022-23 school year and will be finalized prior to the next SEAC meeting.
- Parents who have submitted their names for consideration should be aware that meetings are regularly held (up to 1 per month, on average), with the schedule to be finalized at the first meeting.
- No experience is required, just a commitment to actively participate.
- Meetings are held at the school board (or via Teams), from 6:30pm to approximately 8:30pm.



Designation of SEAC Members by Parent Committee

The parent members of SEAC will be “designated by the Parents’ Committee” (Ed Act 2.185)

The parent members of SEAC are designated by The Parent Committee at the first meeting of the school year. (Typically, in October)

Effective the 2016-17 school year, the process to be followed for the selection of WQSB SEAC parent members will be:

1. Any parent of a student with an IEP, who is interested in becoming a member of SEAC, must submit their name at the General Assembly of their child’s school. (held before the end of September)
2. The names of parents, who are interested in becoming members of SEAC, are forwarded to the Parent Committee (via administration).
3. The parents, whose names were submitted, will be invited to introduce themselves (in person or in writing) at the 1st Parent Committee in the event that *17 or more parents have expressed interest and elections must be held.
4. The Parent Committee members will designate the parent members who will be named to SEAC. (Up to a maximum of *16 parents).
5. The (maximum *16) parent members of SEAC will be named to the Director of Complementary Services who will then invite all SEAC members to the 1st SEAC meeting.
6. Two additional names will be selected by Parent Committee in the event of a resignation or vacancy on SEAC.
7. The parent members will serve a one-year mandate.

The positions for the following roles will be voted on by parent members only, at the first meeting of the year:

- EHDA Parent Commissioner (every two years)
- Parents’ Committee representative