

## PAAC on SEAC Effective Practices Handbook 2010

### 3.1 Annual Planning

Each year SEAC will address the development and review of the Special Education Report, the Board Improvement Plan and the Special Education Budget. Each of these activities has a specific deadline and, in order to allow time for adequate planning and review by SEAC members, these items should be scheduled into SEAC Agendas. **PAAC on SEAC recommends that SEAC develop an annual plan to avoid rushed decisions and support effective SEAC member participation.** In Table 1, some key dates that will impact SEAC activities are listed.

<b>Table 1: Important Dates or Deadlines</b>	
<b>August 31</b>	Year end for School Board Financial Statements
<b>PD Days</b>	Typically late August, November, February, April and end of June
<b>September 1</b>	Special Education Report Checklist to be submitted to the Ministry of Education Regional Office (Deadline applicable in 2010)
<b>September 15</b>	Board Improvement Plan to be submitted to the Ministry of Education Regional office (Deadline Applicable for 2010)
<b>October</b>	Reports of Student Numbers of Elementary and Secondary School Students to be submitted to the Ministry of Education
<b>October 31</b>	Board Improvement Plans for Student Achievement to be submitted to Ministry of Education Regional Offices (Deadline applicable for 2010)
<b>Fall</b>	EQAO Results for Grade 3 and 6 and 9 tests
<b>March</b>	Ontario Secondary School Literacy Test (OSSLT)
<b>June</b>	EQAO Results for Ontario Secondary School Literacy Test (OSSLT)
<b>July 31</b>	School Board to submit balanced Budget for following year to Ministry of Education

#### **Effective Practices to Support Annual Planning by SEAC include:**

- Developing an Annual Calendar for SEAC showing what activities SEAC will focus on at each monthly meeting.
- Indicating in the SEAC annual calendar a column for the information SEAC members will need prior to each meeting.
- Using an annual calendar to make sure that the development, or review, of the Special Education Report is considered throughout the year, rather than rushed at the end of the year.
- Listing SEAC training or professional development activities in the annual calendar.

- e. Orientation or information sessions on the special education budget, prior to the meeting when decisions about budgets need to be made.
- f. Identifying important deadlines or events, such as the results from Education and Accountability Office (EQAO) and October Reports of Elementary and Secondary Students, in the calendar.
- g. Considering new or special initiatives from the Ministry of Education to make sure information is provided to SEAC members.
- h. Identifying the dates of school board Professional Development or Professional Activity Days, especially those that include a focus on special education, to allow SEAC participation in planning and during the activities.

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