



Committee Report to Annual General Meeting

Finance Committee

December 2, 2021

Committee Chair: Jim White

Members of the Committee: Cindy Perras (Conference Co-ordinator), Ana Lia Pauchulo (Vice President), Amy Shannon (Past President), Lynn Ziraldo (Board Advisor), Donna Zuccato (President)

Objective of the Finance Committee:

- To maintain consistent financial responsibility and to ensure organizational vitality for Ontario CEC.

Committee Goals:

- To provide guidance to the Ontario CEC Board of Directors to ensure fiscal responsibility
- To ensure that the charitable status is maintained by completing all required documentation in a timely manner
- To provide good governance through proper financial reporting and accounting practices
- To respond quickly to the financial needs of Ontario CEC members as required
- To prepare up-to-date financial reports in advance of Ontario CEC meetings

Summary of Accomplishments:

- Annual budget reviewed and updated quarterly and presented at Ontario CEC Board of Directors meetings
- Working collaboratively with Baker Tilly accounting firm to prepare the Annual Financial Review and to file annually with CRA. Ontario CEC receives HST rebate on expenditures semi-annually and continues to maintain charitable organization status

- Ontario CEC is transitioning from traditional hard copy accounting practices to online accounting using QuickBooks online software.
- Chapter and Subdivision Professional Development Funds Application Form and Chapter Rebate form have been updated to be posted on the Ontario CEC website
- Memorial Donation Information Sheet has been developed to be posted to the Ontario CEC website.

Motions presented to the Board:

- That Baker Tilly be retained as our accounting firm for the 2021 fiscal year (Carried)
- That Ontario CEC purchase a one-year subscription to QuickBooks Online for the 2021 fiscal year (Carried)
- That the Ontario CEC 2021 Budget be approved (Carried)
- That the following forms and information sheet be approved for posting on the Ontario CEC website: Chapter & Subdivision Professional Development Application Form, Chapter Rebate Form, and Memorial Donation Information Sheet (Pending)

Recommendations for the next year:

- That Baker Tilly be retained as our accounting firm for the 2022 fiscal year
- That we continue to transition to QuickBooks Online accounting software for 2022 fiscal year
- Explore strategies which allow us to reflect Ontario CEC conference expenses more accurately within our annual operating budget.



Committee Report to Annual General Meeting

Membership Committee

December 2, 2021

Committee Chair: Beth Kavanagh

Members of the Committee: Carmen Hall, Cindy Perras, Ana Pauchulo, Linda Ismailos, Kathy Sutherland and Heather Kavsak

Objective of the Membership Committee:

- To develop strategies and incentives to assist with membership recruitment and retention.
- To determine the eligibility of members with respect to voting privileges at the AGM to which he/she is entitled and to validate his/her credentials accordingly.

Committee Goals:

- To provide timely responsive communication with membership
- To maintain current membership numbers
- To increase membership numbers

Summary of Accomplishments:

- Letter created “Top Reasons to Join Ontario CEC” and posted on Ontario CEC website, Facebook, Twitter and Instagram accounts
Website: ontario.exceptionalchildren.org
Facebook: @ontariocec
Twitter: @OntarioCec
Instagram: ceontario

- Letter distributed to Board Members and Chapter Presidents Feb/March 2021
- Worked with student representative and a student specific letter was created sent out to potential student members at Brock and Queens universities March 2021
- Board Members networking within different professional organizations including educators and parents.
- Giveaways (swag) that we have in stock will be distributed to new members at the conference.
- Total of 103 Ontario CEC members as of November 2, 2021
- Encouraged potential members to obtain memberships on line or by contacting CEC International via phone @ **888-232-7733**
- Updated active chapters may be located and looking at realigning the Chapters based not solely on address but shared interests and needs
- Actively working via email encouraging members to send proxies

Recommendations for the next year:

- Continue working on the above committee goals with the goal of membership recruitment and retention.
- Work with Communication Chair to update membership area on website
- Work with Student Representative to engage potential student members
- Post “Top reasons to join Ontario CEC” via social media



Committee Report to Annual General Meeting

Student Activities Committee

Dec. 2, 2021

Committee Chair: Beth Kavanagh

Members of the Committee: Heather Kavsak, Lynn Ziraldo

Objective of the Communications Committee:

Increase Student Memberships and Student Chapters

Committee Goals

- Connect with a faculty representative at Brock
- Heather to start and lead a student chapter for Brock University

Summary of Accomplishments:

- Agreed that the email campaign (targeting Brock and Queens University) completed this past year did not generate interest from students
- Completed meeting with Brock Faculty at the end of October
- Sent email to the faculty representative to forward to faculty and Brock students to see if there is interest in joining with Heather to start a Student Chapter; Email sent the first week in November
- Brainstormed ideas on workshops that could be run and using space affiliated with Brock Education
- One student has reached out to start a student chapter

Recommendations for the next year:

- Continue to work toward building a student chapter at Brock University
- Think of workshops/bookclubs that could be offered for certificates to the students

- Perhaps offer joint workshops that are available to all members of Chapter 391 to encourage networking and professional development
- Once successful use model to try to promote student chapters at other schools



Committee Report to Annual General Meeting

Communications Committee

Dec. 2, 2021

Committee Chair: Carmen Hall

Members of the Committee: Heather Kavsak, Ana Pauchulo, Sue Ball, Kathy Sutherland, Cindy Perras, Linda Ismailos, Beth Kavanagh, Carmen Hall

Objective of the Communications Committee:

To propose and undertake activities to foster effective communication within the Ontario CEC and International CEC.

To have a role in maintaining and raising the visibility of CEC in the eyes of its members, the education community, parents, and the public in general.

Committee Goals:

- To provide a broader reach to members through new social media and website information: Website, Facebook, Instagram, Twitter, etc.
- To create a members-only area of the website to enable CEC Ontario to curate, promote, and incentivize membership

Summary of Accomplishments:

- Creation/Maintenance of Social Media Accounts on Facebook, Twitter, & Instagram
- Creation of social media management software to manage all three sites, create more attractive posts, and reach a broader audience
- Creation of Social Media Subcommittee and Guidelines/Processes to post to social media and the website
- Preparation for launching of members-only portion of the website in January 2022

- Noticed substantial decrease in interaction on the social media pages (and mostly Facebook due to the long-standing nature of this account as compared to others). Interactions with posts went down to approximately 30-50 per post compared to 100-400 in Fall 2019 with the last social media campaigns.

Motions presented to the Board:

None

Recommendations for the next year:

- Continue with the launching of the members-only website
- Collaborate with the Board as a whole to purchase and sponsor Social Media posts to increase interaction. Continue to train board members to share posts to increase interaction and invite friends to Ontario CEC Pages.



Committee Report to Annual General Meeting

Ad Hoc CEC 100th Anniversary Committee

December 2, 2021

Committee Chair: Amy Shannon (Past President)

Members of the Committee: Lynn Ziraldo (Board Advisor/Past President Ontario/Past Canadian President/Past Governor and Director at Large International/Ontario Pioneers Representative), Cindy Perras (Conference Coordinator/Member at Large International Board/ Canadian Workgroup/Past President Ontario/Ontario Pioneers), Hellen Bogie (Canadian Workgroup/Ontario Pioneers Representative/Past President Ontario/Past Governor and Director at Large International/Past President International), Earl Campbell (Past Canadian Governor International, Past Canadian President, Past Ontario President)

Objective of the 100th CEC Anniversary Committee:

This committee was formed as Ad Hoc in 2021 to gather our Ontario historical records and materials to add to those being collected for the International CEC for their 100th Anniversary. It is important that we ensure recognition of the key roles Canadians have had in the development of International CEC itself, as well as throughout the years following. We were also tasked to prepare historical materials for the Ontario CEC 65th Anniversary/ Conference occurring in this year, and to reclaim and update archival material looking forward to our Ontario CEC 70th Anniversary year.

Committee Goals:

- Update the Timeline of our Ontario CEC History
- Provide assistance to the CEC Pioneers in their compilation of the Canadian CEC History
- Connect our Ontario CEC website postings to the CEC 100th Anniversary
- Work with the Ontario CEC Conference Committee for the 65th Anniversary
 - Creating our own celebratory events at the Ontario CEC Conference 2021
 - Logo design for Ontario CEC 65th Anniversary/Conference

Summary of Accomplishments:

- An Ontario CEC History Timeline Chart has been updated and will continue to be developed as information is gathered from a variety of sources.
- Archival material has been sought out and is being stored in a shared Google Drive folder. This material includes pictures, videos, milestone booklets, an assortment of critical documents and more.
- A design is being developed for showcasing these materials on the Ontario CEC website.
- Where appropriate - items will be posted, or links will be provided to these materials, on our social media platforms (Facebook, Instagram, Twitter).
- Profiles and anecdotes from Past Presidents and other Pioneers of Ontario CEC are being gathered to share with our membership.
- In collaboration with the Conference Coordinator, a 65th Anniversary logo has been designed.
- In collaboration with the Conference Coordinator and Conference committee, celebratory events and displays for the 65th Anniversary have been planned for this Conference. Members of this committee will be in attendance.

Recommendations for the next year:

1. Members of this committee will represent Ontario/Canada in Orlando at the CEC 100th Anniversary / Convention celebratory events.
2. To have a designated area for Ontario CEC History on our website.
3. To ensure archival practices are occurring to maintain access to and updating of our Ontario CEC History.
4. To continue to collect and update historical information regarding Ontario CEC, its Subdivisions and Chapters.



Committee Report to Annual General Meeting

Governance Committee

December 2, 2021

Committee Chair: Amy Shannon (Past President)

Members of the Committee: Donna Zuccato (President), Ana Lia Pauchulo (Vice President), Cindy Perras (Conference Coordinator), Lynn Ziraldo (Board Advisor/Parliamentarian)

Objective of the Governance Committee:

To ensure that the policies and procedures of Ontario CEC are current and consistently applied, in accordance with the Constitution & By-Laws.

Committee Goals:

- **Governance documents to be reviewed by all committees and revised if required**
 - Constitution and By-Laws
 - Strategic Plan
 - Standing Committee Handbook
 - Policy and Procedures Handbook

- **Update list of organizations and their Ontario CEC Liaisons**
 - Ontario CEC Membership Directory

- **Confirm the filing of required documents**
 - History/Archival material
 - Board of Director critical documents from current year
 - All Board of Director Motions

Summary of Accomplishments:

- The Constitution and By-Laws documents were combined into one single document this year. Revisions were purely grammatical, with some re-alignments in terminology. This

document has been posted on our Ontario CEC website, as well as placed into the new shared Google Drive location for Board Member access.

- The Standing Committee Handbook, after review by all committees, was thoroughly updated and reformatted, aligning it with all other governance documents. Being an internal document, this was then placed in the new shared Google Drive location for Board Member access.
- The Policy and Procedures Handbook has been reviewed by all committees and is currently being revised and aligned with all governance documents. As an internal document, this will then be placed in the new shared Google Drive location for Board Member access.
- As International CEC has been developing their new Strategic Plan throughout this year, we have chosen to delay our new Strategic Plan development to 2022 in order to align to their document. As a Member at Large on the International CEC Board, Cindy Perras has kept our committee up to date on the progress being made. This Chair attended the International CEC Focus Group, via zoom, to assist with International's initial development process. The Canadian results of the International CEC Strategic Planning Survey were shared with this committee to be used in our planning in 2022.

Recommendations for the next year:

1. To continue to ensure that the policies and procedures of Ontario CEC are current and consistently applied, in accordance with the Constitution & By-Laws.
2. To add appendices to the Standing Committee Handbook.
3. To complete the revision of the Policy and Procedures Handbook.
4. To complete a Strategic Plan, tailored to Ontario CEC, based on the new International CEC Strategic Plan. The document will be presented to the general membership for approval at the 2022 Annual General Meeting.



**Committee Report to Annual General Meeting
Advocacy and Professional Standards Committee**

December 2, 2021

Committee Chair: Ana Lia Pauchulo (Vice President)

Members of the Committee: Jim White (Treasurer), Hellen Bogie (past President Ontario CEC), Lynn Ziraldo (Board Advisor), Sue Ball (Member-at-Large)

Objective of the Advocacy and Professional Standards Committee:

- To study and comment on the implications of government legislation, regulations, and policies with respect to individuals with special needs and those involved in the legislation of these students; additionally, to develop position papers responsive to critical issues within the field of special education.

Committee Goals:

Advocate for families and students with special needs by:

- Reporting on government legislation, regulations and policies as requested by the Board of Directors

Summary of Accomplishments:

- Participated in the Ontario College of Teachers on the Foundations of Professional Practice (FOPP) Advisory Group's working sessions.

- Provided feedback on the development of a disability education resource in English and French for Kindergarten–Grade12 educators and other school board staff across the province of Ontario. Holland Bloorview, together with Bloorview School Authority, is creating a series of modules that will expand on existing knowledge about accessibility, inclusion, and how to ensure that students with disabilities experience full participation in school settings. The resource and a companion facilitator’s guide are expected to be available in the near future, to all educators and school board staff across the province who want to extend their professional learning on this topic.
- Provided feedback to the Ministry of Seniors and Accessibility’s Technical Sub-Committee. The sub-committee was composed of representatives from both the K-12 and Postsecondary Education Standards Development Committees (committees). Its mandate, as received from the Minister for Seniors and Accessibility, was to identify barriers that students with disabilities experience during transition, with a special focus on transition planning between the sectors, and to make recommendations for removing these barriers. Feedback was provided on:
 - **Accessible transitions for students with disabilities in kindergarten to grade 12: to the workforce, the community, and post-secondary education.**
 - **Initial recommendations for the development of proposed Kindergarten to Grade 12 (K-12) education accessibility standards.** The proposed standards for K-12 education focus on addressing accessibility barriers in publicly funded K-12 schools.
- Provided feedback to the Ministry Advisory Committee on Special Education (MACSE)

Motions presented to the Board:

None

Recommendations for the next year:

1. Provide feedback to the Ontario Human Rights on its Right to Read report, expected to be published in February 2022.
2. Continue to provide feedback to the Ministry of Education on issues that pertain to students with special education needs.
3. Provide feedback to other ministries and organizations in an effort to continue to advocate for students with exceptionalities and appropriate professional standards for educators, as directed by the Board of Directors.
4. Seek the appointment of a paraprofessional member of the Advocacy and Professional Standards Committee.



Committee Report to Annual General Meeting

Award Committee

December 2, 2021

Committee Chair: Ana Lia Pauchulo (Vice President)

Members of the Committee: Cindy Perras (Conference Coordinator), , Amy Shannon (Past President), Lynn Ziraldo (Board Advisor), Donna Zuccato (President)

Objective of the Award Committee:

- To recognize the achievements of students with special needs and the accomplishments and exemplary practices of CEC members and other individuals and organizations for their service to CEC and/or individuals with special needs.

Committee Goals:

- To call for and receive nominations for the Ontario CEC awards from chapter and subdivision presidents and the membership in general.
- To ensure that Call for Nominations is posted on the Ontario CEC website and sent electronically to the membership.
- To review nominations and make recommendations to the Board of Directors as to award recipients.
- To notify in writing, candidates approved by the Board to receive awards.
- To make arrangements for the presentation of awards at the annual conference.

Summary of Accomplishments:

- 2020 Awards recipients were selected and notified.
- 2020 Awards will be presented at the 2021 Annual Conference as the 2020 conference was cancelled.
- The Chapter Member of the Year Award will be presented to two upstanding Ontario CEC members.

Motions presented to the Board:

None

Recommendations for the next year:

1. Contact Chapter Awards Chairs early in 2022 to review the online awards nomination processes.
2. Provide training and assistance to Chapter Awards Chairs regarding the online nomination process.
3. Reach out to Ontario CEC members, school districts and related associations outside of active chapters to seek nominations from across the province.



Committee Report to Annual General Meeting

Conference Committee

December 2, 2021

Committee Chair: Cindy Perras, Conference Co-ordinator

Members of the Committee: Amy Shannon, Immediate Past President; Donna Zuccato, President; Ana Lia Pauchulo, Vice President; Lynn Ziraldo, Board Advisor/Parliamentarian; Jim White, Treasurer; Beth Kavanagh, Membership Chair; Hellen Bogie, Past President

Objective of the Conference Committee:

1. To develop and recommend policies and regulations pertaining to the operation of the annual Ontario CEC Conference and to convey these policies and regulations to the Ontario CEC Board of Directors.
2. To plan and execute the annual Ontario CEC Conference.

Committee Goals:

- **Annually review the following documents and revise as necessary:**
 - Constitution and By-Laws
 - Strategic Plan
 - Standing Committee Handbook
 - Policy and Procedures Handbook
- **To secure a contract with the Marriott Eaton Centre that would protect the interests of Ontario CEC, in light of the pandemic**
- **To explore options to provide a hybrid conference (given concerns with COVID-19)**
 - Call for Proposals to provide in-person lecture and poster presentation options and virtual (Zoom) lecture presentation options
- **To provide a safe conference for in-person conference participants**

Summary of Accomplishments:

- Successfully negotiated contracts, with favourable terms for Ontario CEC (no minimum and no attrition for the guest room block or food & beverage), for the 2021 and 2022 annual conferences
- Distributed the Call for Proposals, reviewed submissions, decided on a hybrid conference format (primarily in-person with a virtual option), developed the program, confirmed sessions with presenters
- Co-ordinated all logistical components of the 2021 Ontario CEC Annual Special Education Conference
- Collaborated with the Ministry of Education on a Ministry strand
- Collaborated with OCASE for a featured Zoom presentation
- Contracted with EventMobi to provide a virtual platform and a mobile app for the conference; all conference registrants will have access to the app and recorded sessions until December 31
- Actively promoted the conference through Cvent, targetted reach outs, CEC's event page and Ontario CEC's website
- Invited exhibitors to participate in the 2021 conference (exhibit space sold out)
- Invited Past Presidents of Ontario CEC to participate in celebrating Ontario CEC's 65th and Yes I Can's 25th
- Invited International CEC's President, Dr. Dennis Cavitt, to join Ontario CEC in the celebration (he accepted)
- Worked with Marriott International on enhanced COVID-19 safety protocols; created social distancing and room capacity limits for in-person presentations; utilizing a third party company (courtesy of International CEC) for proof of vaccination for in-person conference attendees

Recommendations for the next year:

1. To develop a conference budget, separate but related to the Ontario CEC operating budget.
2. To create a new conference manual.
3. To send out an RFP (request for proposal) to potential hotels for the 2023 Ontario CEC Conference.