



ONTARIO

Ontario Council for Exceptional Children

Annual General Meeting

Thursday, November 23, 2023

Marriott Downtown CF Toronto Eaton Centre, Hospitality Suite

In-person & Virtual

Agenda 5:00 – 6:00 p.m.

Join Zoom meeting through this link:

<https://us02web.zoom.us/j/2967801334?pwd=c1VSRktJM0dZMzRib0IDRURYMmpQUT09>

1.0	1.1 Welcome and Opening Remarks– Donna Zuccato 1.2 Necrology 1.3 Appointment of the Parliamentarian 1.4 Accreditation Report – Beth Kavanagh
2.0	2.1 Review and Adoption of the Agenda – Donna Zuccato
3.0	3.1 Review and Adoption of the Minutes – Donna Zuccato <ul style="list-style-type: none">• Minutes of the 2022 Annual General Meeting
4.0	4.1 Membership Recognition – Beth Kavanagh

	<p>4.2 Recognition of departing board members – Donna Zuccato</p>
<p>5.0</p>	<p>5.1 Information Items only</p> <p>The following written committee reports have been submitted:</p> <ul style="list-style-type: none"> ● Accreditation and Membership – Beth Kavanagh ● Advocacy & Professional Standards – Sue Ball ● Awards – Sue Ball and Donna Zuccato ● Communication – Chad Downes ● Student Activities – Beth Kavanagh and Roselyn Gishen ● Conference – Cindy Perras ● Governance – Amy Shannon ● Finance – Amy Shannon and Jim White
<p>6.0</p>	<p>6.1 Subdivision Liaisons</p> <ul style="list-style-type: none"> ● Division on Autism and Developmental Disabilities- Ontario Subdivision – Cindy Perras ● Leaders and Legacy – Ontario Subdivision- Lynn Ziraldo ● Ontario Council of Administrators of Special Education – Lynn Ziraldo <p>Note: Liaisons for subdivisions are available to meet with subdivision members, as requested, outside of the AGM meeting. Requests are to be made by emailing: cecontarioboard@gmail.com</p>
<p>7.0</p>	<p>Discussion Items:</p> <p>7.1 Finance – Amy Shannon</p> <p>7.2 Other</p>
<p>8.0</p>	<p>Action Items:</p> <p>8.1 Approval of the 2022 Financial Compilation Review as presented</p> <p>8.2 Approval of Ron Anderson CPA as our Accountant for 2024</p> <p>8.3 2024 Board of Directors’ Nominations/Appointments- Slate of Nominees</p>

	8.5 Other
9.0	New Business 9.1 President’s Closing Remarks – Donna Zuccato 9.2 Introduction of Incoming President- Donna Zuccato 9.3 Incoming President’s Remarks – Dr. Sue Ball
10.0	Announcements: 10.1 CEC 2024 Convention and Expo, San Antonio, Texas March 13-16, 2024 10.2 Other Announcements
11.0	11.1 Closing Remarks 11.2 Adjournment

Committee Report to Annual General Meeting

Accreditation and Membership Committee

November 23,2023

Committee Chair: Beth Kavanagh

Members of the Committee: Cindy Perras, Kathy Sutherland, Dianne Parr, Roselyn Gishen and Chad Downes

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

Summary of Accomplishments:

- A larger Ontario CEC Members Map has been created and will be shared at the AGM and displayed at the membership table.
- A membership drive is taking place in conjunction with the conference, which provides a financial incentive for current members to renew and new members to join: **30% discount on every category and level of CEC membership for 1,2-, and 3-year terms. Use the code ONCEC2023. Membership information can be found in the conference brochure. [2023 Ontario CEC Conference Brochure](#)**. In addition, **[Free Student Membership](#)** is still available until December 31, 2023.
- **Note: CEC membership dues can be used as a professional association fee for income tax purposes.**

- This information was communicated to Chapter Presidents and the Conference Brochure through C-Vent
- In addition, Chapter Presidents and Membership Chairs received a detailed email with rebate information, a current membership list and a proxy form.
- Encouraged potential members to obtain memberships online ontario.exceptionalchildren.org/ or by contacting CEC International via phone at **1-888-232-7733**
- Total of 141 Ontario CEC members as of October 11, 2023
- Spreading the word to educators about the importance of establishing a network and remaining current with research-based information. Below are listed a few essential reasons to encourage an Ontario CEC membership:
 1. Access to our Annual Provincial Conference, its presentations and handouts. Virtual conferences throughout North America
ontario.exceptionalchildren.org/
 2. YES, I CAN AWARDS is celebrated each year to recognize children and youth with exceptionalities. Staff, parents and local businesses are also recognized for their commitment in supporting, teaching and encouraging students with exceptionalities. Pictures and information are available ontario.exceptionalchildren.org/ under the Awards Tab.
 3. Ontario Council for Exceptional Children advocacy efforts as the organization provides feedback and input to the Ministry of Education, Ontario Human Rights Commission, amongst others, on issues that affect education in our province.
 4. Access to journal articles, member discounts on publications and events.
 5. Access to an online membership community where you can network with parents, special education educators, support staff, administrators, College and University professors. This is so important during virtual learning and the key to success and well-being.
- Important to communicate the above points when recruiting new members.

- Actively working via email encouraging members to send proxies.

Motions presented to the Board:

- No Motions

Recommendations for the next year:

- Continuation of the above projects with the goal of membership **recruitment and retention.**

**Committee Report to the Annual General Meeting
Advocacy and Professional Standards Committee
November, 2023**

Committee Chair: Sue Ball (Vice President)

Members of the Committee: Lynn Ziraldo (Board Advisor), Donna Zuccato (President), Jim White (Co-Treasurer), Linda Ismailos (Member-at-large), Brianna Anderson (Student), Heather Kavsak (Secretary until February 2023)

Objectives of the Advocacy and Professional Standards Committee:

- Advance the teaching and learning of children and youth with disabilities and/or gifts and talents, the support for their families, and the policies, preparation and practices of professionals who work on their behalf.
- 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:

- Create opportunities for fostering mutual understanding and respect for values, educational tradition and practices supporting individuals across diverse populations
- Collaborate with chapters and subdivisions to support advocacy efforts to influence policies relative to special education services and programs with professional preparation and practice standards
- Consult with the Ontario of Teachers, the Ministry of Education and other regulatory Colleges and ministries regarding special education and professional standards

- Convene and actively participate in education and disability coalitions. ●
- Develop and support a grassroots network of informed advocates
- Reporting on government legislation, regulations and policies as requested by the Board of Directors

Summary of Accomplishments:

- Continue to review Ontario CEC document Harmonizing Differences: Building for Tomorrow, 1990
- Continue to monitor the next steps for the Accessibility Standards K-12 and Transitions in Postsecondary
 - Submitted response to the Ministry of Education regarding the Ontario Language curriculum. Reply indicated it was well received. Continue to monitor.
- Continue to monitor next steps of the Right to Read report.
- Provided feedback to the Minister's Advisory Committee on Special Education (MACSE) ●

Provided input to PPM 81

- Continue to review Ministry Special Education updates, memos and news released throughout the year
- Continue to provide input on updates, memos, and news releases to do with Mental Health, Well-being and Learning
- Continue to monitor the Better Schools and Student Outcomes Act
- Continue to monitor Math, Reading and Writing skills initiatives including EQAO

Motions presented to the Board:

None

Recommendations for the next year:

1. Update summary of Ontario CEC feedback letters and position papers
2. Continue to provide feedback to the Ontario Human Rights on its Right to Read report.
3. Continue to monitor the Education Accessibility Standards Reports
4. Continue to provide feedback to the Ministry of Education on issues that pertain to students with disabilities and/ or gifts and talents.
5. 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.
6. To continue to gather information and provide education to our chapters on mental health and well-being, equity, diversity, inclusive practices, accessibility and ableism.

AGM Awards Committee Board Report

Date: November 23, 2023

Committee Co-chairs: Dr. Sue Ball and Donna Zuccato

Members of the Committee: Lynn Ziraldo, Amy Shannon, Cindy Perras

Objective of the Awards Committee:

To recognize the achievements of children and youth with disabilities and/or gifts and talents and the accomplishments and exemplary practices of CEC members and other individuals and organizations for their service to CEC and/or individuals with disabilities and/or gifts and talents.

Committee Goals:

- Increase use of Google awards nomination forms by Chapter Awards Chairs.
- Maintain and update the Provincial Awards Nomination Booklet.
- Maintain and update Awards section of Ontario CEC website.
- Update Google nomination forms, media consent forms, folder organization.
- Continue involvement of Past Presidents and members of Leaders and Legacy – Ontario Subdivision (DLL) at the Awards Luncheon (eg greeting recipients and families, giving certificates and medallions to students).
- Increase Yes I Can nominations from areas in Ontario outside of chapters.
- Increase Yes I Can nominations from Division of Autism and Developmental Disabilities – Ontario subdivision (DADD), Leaders and Legacy - Ontario subdivision (DLL) and Ontario Council of Administrators of Special Education (OCASE)
-

Summary of Accomplishments:

- The Provincial Awards Nomination Booklet was updated in March and October 2023.
- The Chapter Awards Chairs are proficient with submitting nomination forms and supporting documents using online links.
- Yes I Can Awards (16)

Division of Autism and Developmental Disabilities – Ontario subdivision (DADD) -3 children/youth assigned to this subdivision

Leaders and Legacy - Ontario subdivision (DLL) – 3 children/youth assigned to this subdivision

Ontario Council of Administrators of Special Education (OCASE) – 2 children/youth assigned to this organization

Chapter 543 (York): 3 student award nominations

Chapter 56: (Toronto): 3 student award nominations

Chapter 289: (Hamilton/Wentworth) 3 student award nominations

- Adult Professional Awards (16) nominated by:

Chapter 543 (York) - 6 recipients

Chapter 56 (Toronto) – 3 recipients

Chapter 391 (Halton/Peel) – 1 recipient

Chapter 289 (Hamilton/Wentworth) – 2 recipients

Ontario CEC Provincial Awards Committee - 4 recipients

- School districts in areas outside of chapters were sent communication regarding Yes I Can awards.

Motions presented to the Board: None

Recommendations for the next year:

- Provide updated Awards Nomination Booklet to Chapter Awards Chairs in January 2024.
- Conduct a Zoom meeting in January 2024 with Chapter Award Chairs to explain all aspects of the chapter and provincial awards nomination process and to share ideas regarding local chapter processes.
- Provide ongoing support to Chapter Awards Chairs for the online submission process in their chapter and for provincial awards.
- Send communication about Ontario CEC and Yes I Can awards to contacts at school districts and other organizations outside of active chapters in January 2024.

Committee Report to Annual General Meeting

Communication Committee

Date: November 23, 2023

Committee Chair: **Chad Downes**

Members of the Committee: **Cindy Perras, Roselyn Gishen, Beth Kavanagh, Dianne Parr,, Kathy Sutherland, Heather Kavsak**

Objective of the Communication 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:

- Launch the Members only site
- Enhance Social Media presence
- Improve internal communication

Summary of Accomplishments:

- Investigated non-for-profit solutions for communication
- Implemented new design tools for social media
- Worked with international CEC staff to decide on best solution for members only site
- Ongoing updates to website (AODA)
- Offered individual computer training to board members to enhance digital communication

Motions presented to the Board:

Motion: To create a free Canva for Nonprofits account (if eligible) to gain access to premium design tools.

Motion: to upgrade to a free Google for Nonprofits account (if eligible) to gain premium access to Google Workspace feature

Recommendations for the next year:

Launch the members only site

Build on social media efforts

Ontario CEC 2023 Annual General Meeting

Conference Committee Report

November 23, 2023

Committee Chair: Cindy Perras, Conference Co-ordinator

Committee Members: Amy Shannon, Immediate Past President and Co-Treasurer; Donna Zuccato, President; Sue Ball, Vice President; Lynn Ziraldo, Board Advisor; Jim White, Co-Treasurer; Beth Kavanagh, Membership Chair; and Chad Downes, Member-at-Large.

Objectives:

- 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.
- To plan and execute the annual Ontario CEC Conference.

Responsibilities of the Conference Co-ordinator:

- Co-ordinate all logistical components of the conference, including site selection, contract negotiation, the Call for Presenters, speaker selection & program development, exhibits, conference promotion, online registration through Cvent, conference program booklet, silent auction, and volunteers.
- Maintain and update the Conference Manual.
- Annually submit a proposed budget to the Treasurer.
- Submit minutes of all meetings to president, secretary, and all committee members.

Committee Goals:

- Annually review the following documents and revise as necessary:
 - a. Constitution and By-Laws
 - b. Strategic Plan
 - c. Standing Committee Handbook
 - d. Policy and Procedures Handbook

- Create an annual special education conference that provides exemplary professional learning opportunities for Ontario educators and stakeholders
- Annually review registration rates for presenters, CEC members, students, retired CEC educators, and exhibitors.
- Give final approval to the theme of the conference, the format of the conference program, the main speakers and participants, the conference structure, and the conference budget.

Summary of Accomplishments:

- 2023 Ontario CEC Conference is an in-person event; to provide access to conference content, in consideration of Ontario CEC members who are unable to attend in person, select presentations may be posted on a Members Only section of the Ontario CEC website and/or the Canadian Community on CEC's website.
- The contract with the Marriott represents great value to Ontario CEC – no attrition on the guest room block and significant concessions.
- Continuing with multi-tiered levels of sponsorship; as of October 24, one gold, one silver, and three bronze packages had been purchased
- Maintaining a spreadsheet that tracks conference revenue and expenses

Motions presented to the Board: n/a

Recommendations for 2024:

- That the Conference Committee continue to explore avenues to increase revenue and sponsorship, and decrease costs related to meals and AV.
- Explore potential locations for the 2025 Ontario CEC Conference, through the RFP (Request for Proposal) process.

Committee Report to Annual General Meeting

Governance Committee

November 23, 2023

Committee Chair: Amy Shannon (Past President)

Members of the Committee: Donna Zuccato (President), Dr Sue Ball (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 as required**
 - New Strategic Plan (2023-2025)
 - Constitution and By-Laws
 - Standing Committee Handbook
 - Policy and Procedures Handbook

- **Organization of the filing of Ontario CEC Archival Material**
 - Archival Summary Sheet
 - Policies and procedures were written for use of Archival Summary Sheet
 - Resides with the Secretary. Copies with the Board Advisor and Governance Chair.
 - Annual review/updates. Filing completed by December 31st.

Summary of Accomplishments:

- The Strategic Plan (2023 - 2025) was reviewed and a small edit to note the name change of the “Ontario CEC Student Chapter” was made. No further revisions required. The March 2023 version is posted on our Ontario CEC Website.
- The Constitution and By-Laws document was revised for 2023. Accepted by the Board of Directors in late May 2023 it was sent out electronically for a vote of approval by the general membership in June (after a 30 day period of review as per our Constitution). Quorum was achieved. This document is posted on our Ontario CEC website for the membership to view, as well as placed into the shared Google Drive location for Board Member access.
- The Standing Committee Handbook has been revised extensively for 2023. Being an internal document, this is placed in our shared Google Drive location for Board Member access.
- The Policy and Procedures Handbook has been reviewed by all committees and has been extensively revised and aligned with all governance documents. The section regarding the Student Activities Committee, Student Representative position and Student Chapters has undergone an extensive updating process, due to growth and change that is occurring. As an internal document, this is placed in the shared Google Drive location for Board Member access.
- The Archival Summary Sheet was developed to track all critical Ontario CEC documents that are required to be kept year to year, along with corresponding policies and procedures for its use. This includes financial documentation, Approved Board Minutes, records of historical importance, as examples. Copies of the Summary Sheet are retained by the Secretary, Board Advisor, and Chair of Governance. The 2022 document has been reviewed and most items are now filed. The 2023 Archival Summary Sheet has been updated and is in progress. This will be reviewed on an annual basis as needed

Motions presented to the Board of Directors:

Date	Motion:
Accepted May 15/23	The Governance Committee moves that the Ontario CEC Board of Directors accepts the revised Constitution and By Laws (April 2023 revision)..
Approved July 16/23	Motion to the General Membership for Approval of the April 2023 Revision of the Ontario CEC Constitution and By Laws.

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 review the Constitution and By-Laws for any needed revisions.
3. To review the Standing Committee Handbook, and update as required.
4. To review the Policy and Procedures Handbook, and update as required.
5. To review and ensure our governance documents are in compliance with the Ontario Not-for-Profit Corporations Act by October 2024.

Committee Report to Annual General Meeting

Finance Committee

November 23, 2023

Committee Co-Chairs: Amy Shannon (Past President), Jim White

Members of the Committee: Cindy Perras (Conference Co-ordinator), Dr. Sue Ball (Vice 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 good governance through proper financial reporting and accounting practices.

- To ensure timely completion of required financial reporting practices (completion of annual Financial Compilation , annual Charitable Reporting with CRA, and filing of the Annual Report on the Ontario Business Registry).
- To provide guidance to the Ontario CEC Board of Directors to ensure fiscal responsibility through the development and oversight of an annual budget.
- 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 Board meetings.

Summary of Accomplishments:

- The Ontario CEC Annual Budget was reviewed regularly and presented at our Board of Directors meetings.
- We continue to review and update our Budget Rationale to align with online Accounting practice.
- We worked collaboratively with the Baker Tilly accounting firm to prepare the annual (2022) Financial Compilation, file annually with CRA to retain charitable organization status and to receive the HST rebate, and to file our Annual Return on the Ontario Business Registry.
- Ontario CEC continues to transition from the use of traditional hard copy accounting practices to using QuickBooks online software. We currently have access to our own CRA My Business Account and an Ontario Business Registry One Key-Account online.
- Chapter and Subdivision Professional Development Funds Application Form and the Chapter Rebate Form have been updated and are posted on the Ontario CEC website.
- Memorial Donation Information Sheet has been updated and is available on the Ontario CEC website.
- A Generic Charitable Donation Form and procedure has been created and shared with our local Chapters and Subdivisions for their use. It is also available on the Ontario CEC website.
- We now have the ability to accept e-transfer of funds (donations, silent auction payments, etc).
- Ontario CEC has moved from the traditional model of having one person appointed as Treasurer to a model with two persons, each appointed as Co-Treasurer, to allow for smoother succession planning. We will be returning to the one person model for 2024 as this succession is completed.

Motions presented to the Board:

- Motion from Finance Committee to Approve the 2023 Budget
MOTION CARRIED: August 15, 2023
- Motion from Finance Committee to appoint Amy Shannon as Treasurer, effective January 1, 2024 - December 31, 2026
MOTION CARRIED: August 15, 2023

Recommendations for the next year:

- That Ron Anderson, CPA be retained as our accounting firm for the 2023 fiscal year (January 1, 2023 – December 31, 2023).
- That we continue to transition to QuickBooks Online accounting software for the 2024 fiscal year.

Committee Report to Annual General Meeting

Finance Committee

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Committee Report to Annual General Meeting

Student Activities Committee

November 23, 2023

Committee Chair: Beth Kavanagh

Members of the Committee: Roselyn Gishen (Student Representative), Lynn Ziraldo (Board Advisor/Parliamentarian), Heather Kavsak (Resigned), Grace Hall (Volunteer)

Objective of the Student Activities Committee:

To promote student membership across Ontario, and to educate, engage, and retain student members.

Committee Goals:

- Increase student membership across Ontario colleges and universities
- Retain and engage existing student members via online discussions and events

Summary of Accomplishments:

- Hosted five online Student Chapter events between January and April 2023, including two events with guest speakers; all attendees were provided with certificates of participation and digital resources
- Advertised the Student Chapter and CEC membership widely including emailing relevant programs at Ontario colleges and universities and posting on social media

Motions presented to the Board:

- 1 year appointment of Grace Hall to Student Activities Committee as a volunteer

Recommendations for the next year:

- Ensure student-friendly resources are included in the members only website section
- Look into ways to further incentivize student membership (e.g., a pay it forward/mentorship program)