

SCHOOL DISTRICT 63 (SAANICH)  
SAANICH EQUITABLE ACCESS TEAM (SEAT)

**December 8, 2023**  
9:00 am

Board Room, Saanich District Office 2125 Keating Cross Road, Saanichton BC V8M 2AS  
and Microsoft Teams

**AGENDA**

**1. WELCOME and ACKNOWLEDGEMENT**

**2. OTHER BUSINESS**

a. Draft Plan

- **Action item** – Versions of the draft plan will be saved by date and converted into a PDF after each meeting so there is an ongoing record of previous versions available to members of SEAT.
- **Action item** – Ensure a reference to intersectionality is included in the draft plan.

b. Consultation Process (timing and communication)

- **Action item** – Draft a district-wide survey to be reviewed by the members of SEAT in the next meeting. It is anticipated this would be sent out sometime in February.
- **Action item** – Develop training and educational materials related to SEAT and the feedback mechanisms available to all members of the Saanich Schools community. It is intended this information will be shared in February during COPAC and Staff meetings.
- **Action item** – Develop boards to be located in the library commons or another accessible area of the school where feedback related to barriers to equitable access can be shared by those who prefer to do so on their own time and in person.
- **Action item** – Determine opportunities for students to share in-person feedback at the school level.

c. One-Page Plan Summary Document

- **Action item** – Place the final copy of the one-page summary completed by the members of SEAT in the meeting on December 8<sup>th</sup> on the SEAT webpage.

d. School Posters

- **Action item** – Make the suggested revisions to the two draft versions presented in the December 8<sup>th</sup> meeting so that they can be printed, posted and distributed upon the return from the winter break.

- **Action item** – Create a SEAT logo that can be used on all correspondence, materials, and the Plan moving forward.

e. Outward Facing Transparency (website and messaging)

- **Action item** – Discuss at the next meeting of SEAT a new poster (#3) that can be created in advance of Disability Week in May.

f. Feedback Mechanism

- **Action Item** - Continue to monitor the Feedback Mechanism from the district website and add relevant information from responders to the google doc. For those responders requesting to be contacted, a personal response will be made through email or phone call. Any theme that reflects negative or harmful tones will not be shared.

g. Question and Answer Period

**3. INTRODUCTION OF LATE ITEMS**

**4. NEXT MEETING DATE**

- January 19, 2023

**5. CLOSE**