

Special Needs Advisory Committee *Lester B. Pearson School Board*

MINUTES OF THE MEETING – JANUARY 20TH, 2016

Held at the Lester B. Pearson School Board, 1925 Brookdale, Dorval, Room 219/221.

In Attendance: Angela Berryman, Sandra Buckingham, Marie-Eve Claude (S.S.D.), Maria Colavita, Jennifer DiMarco, Robert Gilmartin (I.A.S.S.), Brett Hillgartner, Maureen Hunt (P.E.P.), Dianna Martire (P.A.S.A.), Christine McLean, Danny Olivenstein (Commissioner), Erik Olsthoorn (S.S.D.) Kiley Philp, Donnalynn Rainey, Kathy Robinson, Barbara Schnider, Arlene Tennant (P.T.U.), and Cheryl Vienneau.

Regrets: Mary Ann Davis (Commissioner), Cindy Finn (S.S.D.), Franca Kesic (W.I.A.I.H.), and Samantha Marco.

Recording Secretary: Christine McLean

Observers: Theresa Gagnon, Alan Hill, and Marie Maguigad.

Brett Hillgartner called the meeting to order at 7:08.

1.0 Confirmation of Quorum: establish voting rights to Alternate members as required

With Samantha Marco's absence, voting rights were accorded to Kathy Robinson. (SNAC1516-01.1) It was confirmed that quorum had been established. Marie-Eve Claude introduced Erik Olsthoorn as a new member of the Student Services Department and a new representative to SNAC.

2.0 Additions to Agenda

There was a request by Brett Hillgartner to add the information of the “Current Trends in Autism” as item 8.5. In “varia”, section 9.1 would be added as “Sir Wilfred Laurier IEP Kits” and section 9.2 be added as “Email Stickers for Pamphlets and IEP Kits”.

2.1 Approval of the Agenda

(SNAC1516-01.2) The agenda was approved with above mentioned changes by Sandra Buckingham, and seconded by Jennifer DiMarco.

MOTION CARRIED by unanimous vote.

3.0 Corrections to the Minutes of November 19th, 2015

There were no corrections to the minutes; however Sandra Buckingham took the opportunity to

congratulate the three SNAC members who presented at the MSC Public Hearing of November 17th. Their presentation and brief was well-received by the Council of Commissioners.

3.1 Approval of the Minutes of November 19th, 2015

(SNAC1516-01.3) Jennifer DiMarco approved the minutes, seconded by Kiley Philp, and consequently, unanimously approved.

MOTION CARRIED by unanimous vote.

4.0 Questions from the Public

There were no questions from the public at this time.

5.0 Business Arising

5.1 Budget Presentation moved to February 17th

Due to the availability of the presenter, the LBPSB Director of Finance: Mme France Daoust, the budget presentation to SNAC will be postponed until the February 17th meeting.

5.2 SNAC IEP Workshop

There was an update from the sub-committee for the SNAC IEP workshop on Feb 2nd. As explained by Jennifer DiMarco and Maureen Hunt; the group has decided to organize the workshop using the “world café model”. There will be a brief presentation at the beginning and then parents will break out into groups for parent to parent discussion. The committee has put together a cover letter, a survey, and have RSVP’s from 35 participants. The sub-committee will meet with the Special Needs Consultants to clarify all aspects of the IEP on January 29th at 2:30pm . The volunteers for the evening were decided as follows:

Recording Volunteers: Brett, Laurie (nominated by Brett) and Cheryl; Floaters: Sandra; Moderator volunteers: Donnalynn, Kiley, Angela and Christine; Registration Desk: Kathy and Barbara.

The sub-committee requested a budget approval for experience paper, markers, water and food from the Life Program. (SNAC1516-01.3) Brett motioned for a budget approval of \$500. Sandra Buckingham seconded the motion and it was unanimously approved.

MOTION CARRIED by unanimous vote.

5.3 MSC: Transition Document for Council and Administration

At the last meeting, SNAC was presented with a MSC Transition Plan Document that was drafted by Angela. It was suggested that the following changes be incorporated into the document:

- SNAC’s logo should be on the document and it should be made apparent that SNAC is making the recommendations.
- The transition plan can be used beyond the scope of the MSC process.
- The document should include reference to all of the staff members involved with the students and not only teachers and aides (i.e. bus drivers, daycare and lunch staff, etc.).
- An addition should be made of where bathroom and lunch facilities are, as well as the identification of a go-to spot for new children to the school when they are in difficulty.

Brett will send the document to SNAC members for additional comments, after which a new draft will be prepared by Angela and put forth to the committee for an email vote. The document will be presented to the Council of Commissioners once it is approved.

5.4 Special Needs Representative on GB FAQ Document

As follow-up to the email review of the FAQ document, the final draft was brought forth for approval of the committee. One small change was requested to clarify that the representative is elected onto Governing Board at the AGM. (SNAC1516-01.3) Jennifer motioned to approve the final version with the suggested changes, and this was seconded by Angela. An additional 10 votes were in favor of the document, while there were 2 abstentions from Rob and Maureen.

MOTION CARRIED.

6.0 New Business

6.1 Bill 86

Sandra Buckingham explained the new Bill 86 that was put forth on December 4th, 2015. This bill will change the education act as early as March 2016 if it gets adopted and has serious implications to the way the school boards are governed. Sandra prepared a summary from a parents' perspective and she will be moderating a CPC hosted parent information session to be held on January 21, 2016. The idea behind the document is to compare the current system to the proposed changes of Bill 86 so we can better understand it.

6.2 Emergency Preparedness

Christine McLean brought a question about the Emergency Preparedness Document with regard to lock down procedures. During a Governing Board meeting it was brought to Christine's attention that there was no procedure for special needs students who may be caught in the washrooms at the time of a lock down. Our PASA representative explained that although the situation is clear for this scenario when it comes to fire drill, there is no specific plan in place for lock down scenarios. In some cases students are asked to stay in the locked stall and put their feet up, while at other schools they are told to get to the nearest classroom and join those students. The Governing Board Special Needs Parent needs to bring the question to their school because each school's procedure is different. Follow up by Christine is required after the next Governing board meeting. It was recommended that the Student Services Department be aware of this potential problem and raise it with each school's administration for their consideration.

6.3 Possible New Presentation to SNAC on "Cooking with Autonomy"

A presentation to SNAC on "Cooking with Autonomy" was suggested by Marie-Eve Claude. There were 9 people interested in seeing the presentation. It was decided to table the decision to the next meeting.

7.0 Standing Reports

7.1 SNAC Report to CPC, Education, and Council

The Report was included in the kit.

7.2 Administration

The Administration Report was provided in the kit. Of notable interest, Dr. Cindy Finn reported the LBPSB senior administration had been attending meetings with various school communities affected by changes that have come about due to the MSC process.

7.3 Council of Commissioners

Council of Commissioners continues to be busy with MSC discussions and follow-up.

7.4 Special Needs Parent Commissioner Report

Council has been very busy with the MSC process. Council received 63 briefs, 69 letters, and requests for reconsideration regarding MSC.

7.5 Central Parents' Committee

Jen DiMarco gave a verbal report for CPC. At the meeting of January 7th, 28 parents arrived to speak about the MSC decisions and emotions ran very high at the meeting. CPC sent a letter to the Council of Commissioners and the Director General expressing concerns regarding the integrity of the MSC process and how the decisions were made public even prior to being voted upon by Council. In addition, the Committee has been busy trying to determine a response to Bill 86.

7.6 Education Committee

Barbara Schnider provided a detailed report for the kit.

7.7 QESEC

QESEC did not have a meeting and there is nothing to report.

7.8 P.T.U.

Arlene Tennant provided a verbal report of the P.T.U. Arlene reported that 51% accepted the government offer, but the union voted to continue the work-to-rule tactics for the time being. There may be another vote on the work-to-rule issue in the upcoming months.

7.9 P.A.S.A

Diana Martire provided a verbal report for P.A.S.A.

7.10 Professionals

Maureen Hunt verbally reported that they will have a vote on January 26th to ratify of the new government contract.

7.11 I.A.S.S

Robert Gilmartin gave a verbal report. 96.3% of their union accepted the collective agreement.

7.12 Treasurer's Report

Donnalynn Rainey reported that \$42 was spent on the stickers to update the email address on SNAC pamphlets. \$500 has been allocated for the IEP workshop.

7.13 Website Administrator's Report

Jennifer DiMarco advised the committee there were 747 hits to the SNAC Website in the last month. Additionally, there were also 35 views of the archived webcasts of previous parent workshops offered by SNAC.

7.14 Workshops Attended None.

8.0 Correspondence

8.1 Communications from Parents

SNAC received two letters from parents which were discussed at the meeting. One deliberated the topic of mid-year school transfers and what the protocol was regarding this issue. The other dealt with the problem of having the allocation of integration aides only happen in mid-September which potentially causes a great deal of stress for students, parents and staff, and may require significant re-training of aides in some cases. SNAC members were made aware that a procedure exists to pair a specific aide with a student, but only in exceptional circumstances.

8.2 Response Letter to SNAC from MEESR

SNAC also received a response letter from MEESR to a letter that the committee sent at the end of last school year requesting that the government reconsider all of the cuts to education and support services for students with special needs. The letter explained that there were no cuts to services for students with special needs and SNAC was thanked for our hard work in support of our students.

9.0 Varia

9.1 LBPSB IEP Kits

Sandra advised the committee that the Sir Wilfred Laurier School Board created their IEP kits based on the LBPSB SNAC model. SNAC has been recognized as providing much of the information used in the kits.

9.2 Stickers to Update SNAC Email on IEP Kits and Pamphlets

Robert Gilmartin reported that the stickers with the updated SNAC email address were completed on all of the IEP kits and SNAC pamphlets by the LIFE Program.

10.0 Questions from the Public

There was a question asking if IEP Governing Board Reps could be included in emails where documents are sent to SNAC members. Sandra clarified that SNAC parent reps and IEP parent reps on GB are not the same thing. It was suggested that the SNAC chair send out separate emails to the GB reps with the SNAC Report, information regarding upcoming meetings and other pertinent information. Angela suggested drafting a training sheet for GB reps; Brett tabled this for spring.

11.0 Adjournment

(SNAC1516-01.4) Upon a motion set by Robert Gilmartin, then seconded by Kiley Philps, the meeting was adjourned at 10:04 pm.

**Donnalynn Rainey left at 9:30 pm and Arlene Tenant left at 9:36 pm.

The next meeting will be held at 7 pm on Wednesday, February 17th, 2016 in room 219/221, 1925 Brookdale, Dorval.