

 <p><b>Special Needs Advisory Committee</b></p> <p><a href="http://snac.lbpsb.qc.ca/">http://snac.lbpsb.qc.ca/</a>  Email: <a href="mailto:snac@lbpearson.ca">snac@lbpearson.ca</a> <b>[NEW!]</b></p>	<p><b>New for 2015-2016</b></p> <p><b>IEP Parent Representative on Governing Board</b></p> <p><b>FAQ</b></p>
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In May 2015, the LBPSB Special Needs Advisory Committee (SNAC) recommended that a position be established on every Governing Board for a parent of a student who is supported by an Individualized Education Plan (IEP).

This document explains the benefits of this role, and responds to questions that have been received from Governing Boards regarding how to establish this position at their school.

**The goals of this suggestion are to:**

- 1) Ensure parental input specific to the special needs community at the Governing Board (GB) of every school and center.
- 2) Provide parents of students on IEPs with a specific contact person, whom is also a parent, that they can share their questions, concerns or suggestions with.
- 3) Improve communication between the special needs communities at every school and SNAC.

In June 2015, the LBPSB Central Parents' Committee approved a decision to provide information about this new optional role to GB Chairpersons, to be introduced at every school's Annual General Assembly of parents in September 2015.

**How can this role be established?**

- 1) If parents who attend the Annual General Assembly (AGA) approve a motion to establish the position.
- 2) Or, if parents on GB approve a motion to establish the position.

**What is the role of the IEP Parent Representative on GB?**

- 1) To make decisions in the best interests of all students at the school.
- 2) Serve as a contact person for parents of students on IEPs at the school. Act as an additional resource to their parent community.
- 3) Act as an email liaison to bring feedback, suggestions and ideas from your school to SNAC, and bring SNAC information to your school:
  - a. A report summarizing every monthly SNAC meeting is provided on the SNAC website and can facilitate sharing SNAC information with every school.  
<http://snac.lbpsb.qc.ca/eng/ExternalReports/page.asp>
  - b. In addition, any parent of a student on an IEP is welcome to attend the monthly SNAC meetings, but is not obligated to do so.
  - c. IEP Parent Reps are encouraged to participate by providing feedback, making suggestions or asking questions on behalf of the other IEP parents at their school by email to the SNAC committee.



<http://snac.lbpsb.gc.ca/>  
Email: [snac@lbpearson.ca](mailto:snac@lbpearson.ca) [NEW!]

**New for 2015-2016**

**IEP Parent Representative  
on Governing Board**

**FAQ**

**1) Who is eligible for the IEP Parent Representative position on GB?**

Any parent of a student within LBPSB who is supported by an IEP. They can be elected during every school's Annual General Assembly in September; or an existing GB parent member of a student on an IEP can nominate themselves for this position now.

**2) Can a parent who is already a member of GB be named IEP Parent Rep?**

Yes, as long as that parent has a child within LBPSB on an IEP.

**3) Is this IEP Parent Representative position an additional GB position?**

No. The number of parent representatives on GBs is determined by the GB in conjunction with the School Board, according to the rules of the Education Act. If the position is filled, it would be as one of the regular parent representative positions.

**4) Does the IEP Parent Representative of students deal only with special needs issues?**

No. All members of GB deal with all school issues.

**5) Does the IEP Parent Representative have to attend SNAC meetings?**

No. They are welcome to attend if they wish, but as indicated above, communication is encouraged by email and via the monthly SNAC meeting Reports.

**6) What about confidentiality? Do parents have to declare that their child has an IEP if they want to join GB?**

No. This position is only for parents who wish to take on the specific responsibility of special needs liaison at their school. Any parent can declare their candidacy for the parent positions on GB, without the need to declare that they are the parent of a child on an IEP.

**7) What kind of information would this representative provide to SNAC?**

SNAC's role as per the Education Act is to advise the school board on all matters and policies pertaining to special needs. This is an opportunity for your school to interface directly with SNAC, and provide valuable input to SNAC recommendations to the board.

**8) My school already has parents of students on IEPs on our GB. Can we still benefit from this new position?**

Yes. Having a specific contact person for the other parents of students on IEPs at your school can be very helpful. Also, SNAC can only initiate communication with a parent who has willingly designated themselves as a special needs representative.



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Email: [snac@lbpearson.ca](mailto:snac@lbpearson.ca) [NEW!]

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**IEP Parent Representative  
on Governing Board**

**FAQ**

**9) Is the IEP Parent Representative on GB responsible for resolving specific, personal issues that their community may be experiencing?**

No, their role is to share information and where possible provide support by communicating the general needs and concerns of their special needs community with their governing boards and SNAC.

**10) This was not discussed at my school's AGA. How can we do this at my school?**

- a) An existing GB parent member who is the parent of a student on an IEP can nominate themselves for the position now. The parents on GB can approve a motion to establish the position now.
- b) Contact your GB Chairperson if you think this is a good idea, and request to have this item discussed at the next GB meeting. The GB can approve a motion to establish the position.
- c) Or, this position can be established next September, at your school's Annual General Assembly. Please contact your GB Chair to ensure that this item is on the Agenda to be discussed at the AGA.
- d) Or, your GB can submit a request to the Council of Commissioners to increase the number of members on the GB. By adding one more parent [and one more staff member] then your GB can effectively add an extra space for an IEP Parent Representative.

**NOTE: The deadline to submit a request to change GB composition is May, 10, 2016.**

**If you have any additional questions, please do not hesitate to contact SNAC! [ <mailto:snac@lbpearson.ca> ]**