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## Special Needs Advisory Committee

Lester B. Pearson School Board

### Minutes of the Meeting – October 19<sup>th</sup>, 2016

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

**In Attendance:** Angela Berryman, Jennifer DiMarco, Marie-Eve Claude (S.S.D.), Christine McLean, Robert Gilmartin (I.A.S.S.), Mary Rutherford (P.E.P.), Danny Olivenstein (Commissioner), Erik Olsthoorn (S.S.D.), Kiley Philp, Wayne Clifford (Commissioner), Arlene Tennant (P.T.U.), Carrie-Ann Houthuys, Cindy Finn (S.S.D.), Sheila Moody, Stephanie Shaffer, Theresa Gagnon, Sandra Buckingham (Special Needs Parent Commissioner), Kathy Robinson

**Regrets:** Diana Martire (P.A.S.A), Donnalynn Rainey, Samantha Marco, Maureen Hunt (P.E.P), Franca Kesic (W.I.A.I.H.)

**Recording Secretary:** Christine McLean

**Observers:** Cheryl Vienneau

Jennifer DiMarco called the meeting to order at: 7:00pm

#### 1.0 Welcome 2016-2017 SNAC Committee

#### 2.0 Special SNAC Constitution Discussion

Guest: Genevieve Dugré (Director General LBPSB)

Mme Dugré was invited to review and explain the mandate of SNAC as per the Education Act and also SNAC's constitution.

SNAC constitution can be found here:

<http://snac.lbpsb.qc.ca/eng/extra/img/199SNACConstitutionSept2015FINAL.pdf>

Articles 185,186 and187 of the Education Act pertain to SNAC and can be found here: <http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/l-13.3>

Angela Berryman suggested we review the education act first. Mme Dugré gave an overview of the Education Act as it pertains to SNAC.

Mme Dugré explained that SNAC is there to advise the school board on specific matters that SNAC has a good grasp of and that pertains to their mandate.

Kiley Philp questioned why SNAC has not been exercising its mandate with respect to Article 187, to advise the school board on the implementation of an IEP for students with special needs. Mme Dugré explained that it is within SNAC's mandate to do so. Kiley Philip asked Sandra Buckingham what process other school boards have used to do this and Sandra responded that it has come up at QESEC meetings that this is an area that the other SNAC committees have not been exercising, but that they have expressed that they would like to.

Mme Dugré also noted that email voting was not an official method for voting; however, if that method is used the vote must be ratified at the next SNAC meeting. Sandra Buckingham had a question regarding the rules of operation about SNAC establishing its rules of operation. (Clause 195). Mme Dugré reviewed the internal rules of operation as it pertains to 195. Within this clause voting may happen in person or via teleconference or video conference if a member can not physically attend the SNAC meeting but not by email voting. Legally the voting has to be live, but Mme Dugré indicated that she was aware that in certain time-sensitive circumstances email voting was required – in which case ratification of the vote must occur at the next meeting.

Sandra Buckingham read from resolution #98-11-16 approved by the Council of Commissioners: "THAT approval be given to the setting at 13 of the number of parents on the committee on services for handicapped students and students with social maladjustments or learning disabilities ("Special Needs Advisory Committee")" The resolution says that there are to be up to 13 parents on SNAC. That's the legal decision. In 2015-2016 there were 8 parent members and 5 alternate members on SNAC. Since the 5 alternate parent members were eliminated before this year's SNAC AGM and replaced with 3 full members, there are now 11 parent members on SNAC. So, it was questioned whether 2 additional parent members should be added to complete the approved total of 13. Mme Dugré reminded SNAC that each recommendation to the composition of SNAC must be approved by PC as per the Education Act. Sandra Buckingham has suggested reviewing when the Parent Committee members can approve the SNAC parent membership. Is it only one time per year, or can the PC update the SNAC membership at any point during the year? It wasn't very clear, so Mme Dugré agreed to verify this point, and respond back to the committee.

Mme Dugré reaffirmed that there will be no alternate members as per the Education Act, only full members. Alternate members are should not have been allowed.

Sandra affirmed that the rotation of parents is very important, between the one

and two year terms, to provide continuity of membership.

Sandra Buckingham asked for an explanation of 187.1 in which Cindy Finn replied that this is entailed in her budget explanation on November 2<sup>nd</sup>'s meeting. Kiley Philp questioned whether, as per Article 187.1, SNAC should be receiving more detailed information about the Requests for Reconsideration/Complaint procedure involving Students with Special Needs. Mme Dugré affirmed that SNAC should receive more information about the basis of these complaints, rather than just the total number of complaints, while maintaining the confidentiality of the person/schools involved.

Jennifer DiMarco suggested that we should update our constitution while we have the opportunity to ask Mme Dugré in person for her assistance.

Mme Dugré suggested changing the title to Rules of Internal Management from SNAC Constitution. Sandra Buckingham has suggested reviewing when the SNAC members should approve the SNAC Constitution. Is it only one time per year? It wasn't very clear.

Mme Dugré made her recommendations of change to the current constitution of SNAC. All recommendations will be taken into consideration. Kathy Robinson has volunteered to edit the current SNAC constitution with the suggestions made. It will be reviewed at the next SNAC meeting. Mme Dugré will get back to Jennifer DiMarco regarding the SNAC parent composition at a later date.

**3.0 Conformation of Quorum: establish voting rights (SNAC1516-5.1)**  
**Quorum confirmed** by Christine McLean (SNAC Secretary)

**4.0 Additions to Agenda:** Jennifer DiMarco requested Correspondence be added to the agenda (email from parent and potential additional community rep)

Kiley Philp requested Varia be added to the agenda (talk about Public constitution)

**4.1 Approval of Agenda (SNAC1516-01.2)** The agenda was approved by Carrie-Ann Houthuys and seconded by Kiley Philp.

**MOTION CARRIED by unanimous vote.**

**5.0 Corrections to Minutes of May 18<sup>th</sup>, 2016**

**5.1 Approval of Minutes of May 18<sup>th</sup>, 2016 (SNAC1516-01.3)** Kiley Philp

approved the minutes, seconded by Angela Berryman.

**MOTION CARRIED by unanimous vote.**

### **5.0 Questions from the Public:**

There were no questions from the public at this time.

### **6.0 Business Arising**

**6.1 SNAC Constitution Review** – Kathy Robinson and Angela Berryman to review and make changes.

**6.2 SNAC 2015-2016 Annual Report** : Jennifer DiMarco opened the floor to suggestions.

At this time members brainstormed about how to create more awareness to parents with children on an IEP.

Suggestions were offered:

- for principals to perhaps send out an email through the LBPSB portal at the beginning of the year with document links to SNAC
- building awareness of SNAC through sub committees
- develop a letter that could be distributed at the school level through the IEP parent representative on each schools Governing Board
- Perhaps reserving a table at the Education Fair
- Marketing and awareness is something that has been talked about for years. Funding is always the problem.
- Thoughts were to encourage the email route through governing board.
- Also ensuring that the updated websites of the schools have the SNAC link on it since LBPSB is updating some schools websites and may have overlooked adding SNAC's link.

Maureen Hunt sent an email that was read by Mary Rutherford – recalling letters to parents were a challenge because of the privacy act and that this would be something to consider when approving suggestions.

Mary Rutherford left 9:05pm

### **6.3 IEP Parent on Governing Board Update –**

The IEP parent representatives are confirmed at the following schools: Beacon Hill, Dorset School, Lindsay Place, Riverdale High School and Mount Pleasant.

## **7.0 Reports**

### **7.1 SNAC Report to CPC, Education Committee and Council**

The Report was included in the kit

Christine McLean questioned whether the external commissioners Danny Olivenstein or Wayne Clifford should write the SNAC Report to Council that is put in the kit for Council Meetings, or if that should be done by the Parent Commissioner for Special Needs. Danny Olivenstein and Angela Berryman will consult together to decide the duties of the Parent Commissioner of SNAC.

Sandra Buckingham suggested that the responsibilities of the Special Needs Parent Commissioner be brought to council to decide what duties they will cover and to see how they want to do it going forward. Further discussion of this will be followed up by Angela Berryman. The final result will be confirmed in writing to SNAC at a later date.

### **7.2 Administration**

The Administration Report was provided in the kit. Cindy Finn mentioned that there was a new IEP for high school (incoming 7th graders), suggested if SNAC would like a presentation at the Nov 16<sup>th</sup> meeting. The committee unanimously voted yes.

### **7.3 Council of Commissioners**

The Administration Report was provided in the kit.

A committee member had a question regarding the Commissioner that was relieved from their position on Council. However, due to privacy laws it could not be discussed.

### **7.4 Special Needs Parent Commissioner Report**

Sandra Buckingham made an addition about a special council meeting that was webcast. There was one item on the agenda and that was to create a special committee.

### **7.5 Parents' Committee**

A verbal report was given by Jennifer DiMarco: New chair of PC is Shane Ross, Vice Chair Alaina Gross, Communications Officer Allison Saunders. SNAC members that sit on PC are Jennifer DiMarco and Stephanie Schaffer. Following the PC meeting, there will also be elementary west and east and high school meetings. Sheila Moody will sit on the high school network and report back to SNAC as it will often be held the evening after SNAC meetings. Angela Berryman mentioned there is already an open invitation to SNAC to come to PC meetings.

### **7.6 Programs and Services**

Report provided in the kit by Barbara Schnider outgoing P&S (formerly education committee representative for SNAC) .

### **7.7 QESEC**

Committee members unknown at this time. New Parent Commissioner terms will commence Nov.6th, 2016. More information to follow in upcoming month.

### **7.8 P.T.U**

Arlene Tennant – nothing to report

### **7.9 P.A.S.A**

Report given verbally by Jennifer DiMarco via email from Diana Martire – All schools have had IEP days. There have been many parent meetings and IEPs are to be sent home.

Update on the anti-bullying policy and the internal rules being reviewed by schools at the moment.

Fire drills and lock down drills are on going.

### **8.10 Professionals**

Mary Rutherford. No report at this time.

### **8.11 I.A.S.S.**

Robert Gilmartin – nothing to report, new president is Alison Provost

### **8.12 Treasurer's Report**

Donnalynn Rainey - absent. A verbal confirmation by Jennifer DiMarco of \$2,000 budget for the 2016-2017 SNAC committee.

### **8.13 Website Administrator's Report**

Jennifer DiMarco advised the committee that there were 2,976 main page hits to the SNAC website and 210 webcast hits since May 2016

### **8.14 Workshops Attended**

None.

**9.0 Correspondence email-** An email from a parent of a child in secondary school who was inquiring if an IEP can be removed from past report cards and student records. Also the parent wanted to know if having an IEP will affect the child's application to CEGEPs as she was informed. Cindy Finn confirmed that having a child on an IEP will not affect CEGEP entrance.

Also, it is not possible to remove an IEPs from past report cards. Jennifer DiMarco has forwarded the email to Cindy Finn who has agreed to follow up on this email with the school.

A second email was received from a representative of the ABILI-T EIBI Program at the Gold Centre. He would like to step forward as a community representative on SNAC. Jennifer DiMarco asked the committee if they would want to add another community representative member and if yes, how would we go about it. Kiley Philp suggested that if SNAC was going to do add community members she would like us to also add someone from CROM. A discussion rekindled about the SNAC composition and how everything must be approved by the Council of Commissioners first. In addition, we must consider that education act and how parent members must be in the majority on the committee. This idea will be discussed again at a later time once we have all of the information on adding members from Mme Dugre.

Workshop by Michelle Garcia Winner – speech and language therapist who created the Social Thinking Curriculum is coming up November 4<sup>th</sup>. It will be held at UQAM and is organized by the Gold Centre. Jennifer DiMarco passed out flyers in case anyone was interested.

#### **10.0 Varia**

Kiley Philp addressed the committee regarding Quebec's Public Consultation on Educational Success. The deadline to submit a response is Nov 10<sup>th</sup>. It was agreed on by the committee that each member can complete the survey or submit a brief at their own discretion as this is not part of SNAC's mandate.

<http://www.education.gouv.qc.ca/en/references/publications/results/detail/article/public-consultation-on-educational-success/>

**11.0 Questions from the Public:** None

**12.0 Adjournment (SNAC1516-01.4)** Upon a motion set by Robert Gilmartin then seconded by Angela Berryman. The meeting was adjourned at 9:53pm.

***Next Meeting: Wednesday November 2, 2016 (7:00PM) in room 219/221.***