



Wednesday May 17, 2017

**To the Attention of the Council of Commissioners, and Director General**

Lester B. Pearson School Board  
1925 Brookdale Avenue  
Dorval, QC H9P 2Y7

**Subject:** Request to approve the membership composition and mandate of the Special Needs Advisory Committee (SNAC)

Dear Council Members and Director General,

SNAC would like to request that the attached document outlining our membership composition and mandate be formally adopted and approved by the council of commissioners.

After careful consideration and review, SNAC recommends that its committee be comprised of 18 members: 13 parents of handicapped students and students with a social maladjustment or a learning difficulty (HSSSMLD) students, 1 representative of the teachers, 1 representative of the non-teaching professional staff, 1 member of the support staff, 1 representative selected from among organizations which provide services to HSSSMLD students, and 1 in-school administrator.

In submitting this request, we felt it important to mention that parents of students with special needs face particular difficulties in attending meetings. Parent members frequently must send their regrets at the very last minute due to an unforeseen issue with their child. Also, parent members are at higher risk of resigning from the committee mid-year, due to challenges at home. Therefore, we feel that having 13 parent members is imperative on an advisory committee where the parent population is at a particular risk of being reduced. We have also had a wonderful partnership with the West Island Association for the Intellectually Handicapped (WIAIH) and would like to continue this partnership as our community organization.

Thank you for your consideration of this important matter.

Respectfully,

Jennifer DiMarco  
Chairperson, Special Needs Advisory Committee, 2016-2017

CC: Special Needs Advisory Committee, LBPSB  
Parents' Committee, LBPSB  
C. Heffernan and S. Balleine, Assistant Directors General  
G. Dugré, Secretary General



## **SPECIAL NEEDS ADVISORY COMMITTEE COMPOSITION, MANDATE and BASIC RULES OF OPERATION**

As per section 185 of the Education Act, the School Board shall establish an advisory committee on services for handicapped students and students with social maladjustments or learning disabilities (HSSSMLD)<sup>1</sup>. This advisory committee is referred to at LBPSB as the Special Needs Advisory Committee (SNAC).

The composition, mandate and basic rules of operation of the SNAC are defined as follows:

### **COMPOSITION**

1. As established by the Council of Commissioners, SNAC shall be composed of 18 members<sup>2</sup>:
  - A. 13 parents of HSSSMLD students, designated by the Parents' Committee (these parents shall constitute a majority of the members of the SNAC);
  - B. Representatives designated by their respective associations and selected from among the persons who provide services to the HSSSMLD students:
    - 1 representative of the teachers;
    - 1 representative of the non-teaching professional staff;
    - 1 member of the support staff;
  - C. 1 representative selected from among organizations which provide services to HSSSMLD students, designated by the Council of Commissioners after consulting with those organizations;
  - D. 1 in school administrator designated by the Director General.
2. The Director General or his representative shall take part in the meetings but is not entitled to vote.

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<sup>1</sup> Note that HSSSMLD students are generally, but not always, provided with an IEP adapted to their needs.

<sup>2</sup> Note that the Education Act does not provide for the designation of substitutes on the SNAC.

## MANDATE

3. The mandate of the SNAC is defined as follows:
  - 3.1 To advise the School Board on the policy for the organization of educational services to HSSMLD students (referred to at LBPSB as Policy 3.5 *Students with Special Needs: Policy on the Organization*)<sup>3</sup>.
  - 3.2 To advise the School Board on the allocation of financial resources to the services intended for HSSMLD students<sup>4</sup>. **Effective July 1, 2017, to also advise the Resource Allocation Committee of the School Board on such matter.**
  - 3.3 **Effective July 1, 2018, to advise the School Board on its commitment-to-success plan. In preparing its commitment-to-success plan, the School Board shall consult the SNAC, which may make recommendations on what should be included in it.**
  - 3.4 As it sees appropriate, to advise the School Board on the implementation of an individualized education plan (IEP) for an HSSMLD student.
  - 3.5 To designate a representative on the applicable committees established by the School Board (as the case may be, the Parents' Committee (PC) or the Central Parents Committee (CPC)); or as determined in the composition of any other committee of the School Board);
  - 3.6 To advise on matters on which it shall be consulted on as per the relevant sections of the Education Act, as applicable:
    - a) A request by parents of an HSSMLD child to exempt that child, in its interest, from compulsory school attendance (without home schooling being provided) by reason of physical or mental handicap preventing him to attending school [s. 15 EA];
    - b) An agreement by the School Board with another school board or educational institution for the provision of instructional services, in the case of an HSSMLD student [s. 213 EA].
  - 3.7 To adopt its annual operating budget, see to its administration and give account thereof to the school board. The budget shall maintain a balance between its expenditures and the financial resources allocated to the SNAC by the School Board.
4. To advise solely the School Board on any other matter the School Board submits to the SNAC.

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<sup>3</sup> Refer to sections 187 and 235 of the Education Act.

<sup>4</sup> As per section 277 of the Education Act, the School Board shall indicate the financial resources allocated for HSSMLD students in its annual budget.

## **BASIC RULES OF OPERATION**

1. The SNAC may hold its meetings on the premises of the school board and may use, free of charge, the administrative support services and the facilities of the school board in accordance with the terms and conditions established by the Director General.
2. The SNAC may decide to invite guests or experts to a meeting. The SNAC may also decide to limit the attendance at its meetings to parents, employees, Administrators or Commissioners of the School Board.
3. Considering the sensitive nature of the personal information which could be discussed during the SNAC meetings, the content of some discussions shall remain confidential, especially if a discussion arises concerning a particular IEP. In such a case, these discussions shall be held in camera.
4. Information shared during SNAC meetings which is deemed privileged, personal or confidential shall be discussed only between the members of the SNAC and shall remain confidential.
5. The SNAC shall meet at least three times per year, this number to include meetings held by teleconference or videoconference.
6. The SNAC shall establish its rules of internal management in writing and provide a copy to the School Board. Should the SNAC not adopt rules of internal management, the standardized Rules of Internal Management of the committees of the School Board shall apply to the SNAC.
7. As an advisory committee of the School Board, the SNAC provides non-binding advice to the Council of Commissioners and the Administration of the School Board. Recommendations made by the SNAC shall be addressed to the School Board.
8. The SNAC reports shall state the position of the committee on any particular matter submitted to its review and provide the result of the discussions.
9. The members of the SNAC must exercise their functions with the care, prudence and diligence that a reasonable person would exercise in similar circumstances; they must also act with honesty and loyalty and in the interest of the school board and the population served by the school board, within the scope of their mandate<sup>5</sup>.
10. The SNAC shall protect personal information in its communications, including on its website page.

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<sup>5</sup> Refer to sections to sections 177.1 and 196 of the Education Act.