



Website <http://snac.lbpsb.qc.ca>
Email: snac@lbpearson.ca

Special Needs Advisory Committee

Lester B. Pearson School Board

Minutes of the Meeting – October 18, 2017

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

In Attendance: Angela Berryman, Leeann Blondin, Mei Feng Chen, Marie-Hélène David, Jennifer DiMarco, Dr. Cindy Finn, Robert Gilmartin, Maureen Hunt, Christine McLean, Sheila Moody, Danny Olivenstein (Commissioner), Donnalynn Rainey, Geneviève Raymond, Kathy Robinson, Stephanie Shaffer, Randi Spanier, Arlene Tennant

Regrets: Franca Kesic, Brigitte Valois

No reply: Annette Banton

Recording Secretary: Marie-Hélène David

Observers: 5 members of the public

Jennifer DiMarco called the meeting to order at 7:05PM

1.0 Confirmation of Quorum: Quorum confirmed (quorum is considered half the voting members as per the internal rules)

2.0 Introductions of the 2017-2018 SNAC Committee

3.0 Additions to Agenda: None

3.1 Approval of Agenda:

MOTION to approve by Sheila Moody, seconded by Leanne Blondin
MOTION carried by unanimous vote

4.0 Corrections to Minutes of May 17, 2017 none

4.1 Approval of Minutes of May 17, 2017

MOTION to approve by Robert Gilmartin, seconded by Angela Berryman
MOTION carried by unanimous vote.

5.0 Questions from the Public:

Question regarding coding students vs student/staff ratio

6.0 Business Arising

6.1 SNAC Annual Report 2016-2017 (Jen)

All members had a chance to review the report and no questions or corrections were reported.

MOTION to approve by Angela Berryman, seconded by Kathy Robinson
MOTION carried by unanimous vote.

A copy of the report can be viewed here:

<http://snac.lbpsb.qc.ca/eng/extra/img/231SNAC2016-2017AnnualReportFinalApproved.pdf>

6.2 Rules of Internal Management review (Angela and Jen)

The internal rules need to be updated. The last edit was made in the spring but was not officially voted on by the committee. The rules will be updated as needed and voted on during the November meeting.

6.3 Priority List for the 2017-2018 Committee

Recommendations from the 2016-2017 Annual report:

- Continue to oversee the organization of educational services for students with special needs
- Clarify the IEP representative on Governing Board role, including how they are selected and how SNAC is made aware of their designation.
- Formal adoption of SNAC Internal Rules
- Revisit the idea of sending out information about SNAC with IEPs in the fall
- Continue to explore ideas on how to communicate more effectively with parents of students with special needs (e.g. Should SNAC create a facebook page like PC has?)
- Consider having a central location to host meeting files such as Basecamp or Google docs
- Create new SNAC member kit
- Continue to provide input into each of the newsletters the Parents' Committee publishes with contact information

Additional Ideas from members:

- Sharing information about the LBPSB overall budget, how are resources allocated to special needs students?
- Criteria for getting services for coded students and non coded students
- Allocation of services/money - is it a per student amount, does the school decide? Do parents have input in this process at all?

Discussion: SNAC has been fortunate in previous years to have presentations that cover some these topics. Dr. Cindy Finn offered to do a presentation at the next meeting (November) on educating students with special needs in Quebec. SNAC chair also asked if Dr. Finn could arrange for France D'Aoust to present the budget to SNAC in January.

Discussion: Should our presentations be a closed part of the meeting if members of the public are in attendance? Presentations often contain confidential information (e.g. number of children on IEPs or having a code)

6.0 Business Arising (continued)

Additional Ideas from members (continued)

- Webcasts on our page (would have to be more general to be shared)
 - Updating the parent handbook (last updated in 2006)
 - Parent information night
 - Open houses - can SNAC be present? How do we make this happen?
 - Education for teachers on ped days
 - Interim report for special needs (out of mandate) to be aligned with IEP (suggestion to school board)
 - Field trip request form
 - Information provided on Fusion for parent of special needs children
 - Making sure every school has SNAC materials available to share with parents
- As there are multiple suggestions and SNAC cannot work on all of them, Jen will create a survey so that members can vote on their top priorities. Results of the survey to be presented at the November meeting.

6.4 IEP Parent Rep on Governing Board Update (Angela and Jen)

It was suggested that we go over this position's role and responsibilities from scratch; members are to view the IEP rep tab on SNAC's website for a description of the position. To be revisited at future meetings.

6.5 IEP Resource Kits (Jen)

SNAC has stored in student services IEP Resource Kits. Should members hear that parents are looking for one please let them check with their school or we can have one shipped to them. It is also fully available on the SNAC website.

6.6 Transition to High School Q & A (Jen)

Review of Parent to Parent Information Night on Transitioning your child to high school questions and answers document . Suggestion of minor edits.

MOTION to approve the document with the updated changes by Geneviève Raymond, seconded by Angela Berryman

MOTION carried by unanimous vote

6.0 Business Arising (continued)

6.7 Update Handicapped Parking Spot (Christine)

SNAC is very pleased to hear that one of the schools that did not have a handicapped parking spot last year has since added one. The parent of a handicapped child was very pleased to see this addition.

6.8 Permission forms for trips or extracurricular activities (Kathy)

At the moment there is no school board policy for the supervision of special needs children for trips and extracurricular activities. The integration aide (even if dedicated) is included in the overall ratio. Parents often have to take extra steps to ensure that there is documented proof that they are getting the proper ratio for their child.

- Should an addendum be added to the regular form for special needs children indicating provisions for that child?

SNAC was informed that the extra curricular and field trip policy will be reviewed this year.

6.9 New Member Kit update (Angela & Stephanie)

This is currently being worked on by Angela and Stephanie. New parent members were asked to send questions and information they would like added to Angela. Jen suggested we do a one-pager including links to specific information. A draft will be presented in November.

7.0 Reports

7.1 SNAC Report to Parents' Committee, Programs & Services and Council (Jen DiMarco)

Available on the website under External reports:

<http://snac.lbpsb.qc.ca/eng/ExternalReports/page.asp>

- It will be sent to the entire committee from the SNAC chair once it is ready
- It will be shared to the Parents' Committee via the SNAC reps to PC (Donnalynn or Kathy) and members of PC are encouraged to bring it back to their governing boards

- It will be shared to the Programs & Services Committee via the SNAC rep (Genevieve)
- It will be shared to the council of commissioners via commissioners (Danny or Angela)

7.2 Administration (Cindy Finn)

see report in kit

IEPs : Schools have been developing the IEPs. Schools were encouraged to use one of the two ped days (Sept 22 or Oct 6) to the planning and development of IEPs. Schools also been given a back of release days (MEES mesure money) to allow teachers to come together to plan, monitor and evaluate IEP goals and strategies throughout the year.

On October 30, all integration aides, special education technicians and social work technicians, and social work technicians will participate in a training session at Lakeside Academy.

CASP Curriculum - Competency based Approach to Social Participation

This year all elementary schools are implementing the new MEES curriculum for students with moderate-severe intellectual impairments. Several training sessions on this new curriculum have been planned for teachers and professionals. One high school is also running this as a pilot project.

A presentation to SNAC is being planned for the beginning of next year. Date to be determined - possibly for February meeting.

7.3 Council of Commissioners (Danny Olivenstein)

reports provided in kit

Budgets approved for Food and Milk programs (45K and 90 K respectively)

LBPSB provides additional funding for such programs.

Should they rely exclusively on the funds provided by the government, then our kids would have even less service/support.

Integration Aide Priority Pool took place on September 11. It was reported in the council report that there were 118 posts available. 63 were filled and 55 remained open.

7.4 Special Needs Parent Commissioner Report (Angela Berryman)

report provided in kit

Questions received from parents:

- concern regarding child's progress and resources available, questions on funding for students with special needs
- concern regarding transportation for students who leave LBPSB to attend Vanguard School; is there an entente between LBPSB and Vanguard?
- Concern regarding child's progress and question on how to determine if developing an IEP is necessary
- Concern regarding child's possible placement in high school; what is the WOTP, why has it been recommended, what schools offer it and will their child be secluded from their friends?

7.5 Parents' Committee (Donnalynn Rainey)

The last meeting was part 2 of the AGA where members elected the PC Advisory

- Chair: Shane Ross
- Vice-Chair: Natasha Drysdale
- Secretary: David Zerkler
- Treasurer: Sharad Bhargava
- Communications Officer: Allison Saunders
- Commissioner Representing Parents: Jason Doan

Next meeting will be November 2.

7.6 Programs & Services Committee (Geneviève Raymond-Parent)

Nothing can be shared until it has been published in a report because of confidentiality, usually the next month.

7.7 P.T.U. (Arlene Tennant)

At the delegates meeting it was discussed that teachers found that it took too long to get students assessed and that there was a back log. The teachers thought it would help if the psychologist was at the school more often to assess students.

7.8 P.A.S.A. (Brigitte Valois)

No report submitted. Absent

7.9 Professionals P.E.P. (Maureen Hunt)

Maureen spoke about the importance of encouraging wellness for members. If parents and professionals do not take care of themselves then they are not in a position to take care of the children with special needs.

7.10 I.A.S.S. (Robert Gilmartin)

On October 30th integration aides and special ed technicians will participate in a workshop at Lakeside Academy.

7.11 Treasurer's Report (Randi Spanier for 2017-2018)

(End of Year report for 2016-2017 Sheila Moody)

Unfortunately an error was made last year. The treasurer was working on a budget document for SNAC which indicated a total annual budget of \$1,500. Treasurer delivered a report indicating that the committee spent \$1,515.57 and finished the year \$15.17 over budget. In September it was noticed that the SNAC budget was actually \$2,000 so in reality, SNAC finished the year \$484.43 under budget.

- To ensure this error will not happen again, the treasurer will deliver a monthly budget report on paper (not only verbal) that all committee members can see.
- It is recommended that the committee begin to earmark funds for upcoming projects.

7.12 Communication Liaison's Report (Jennifer DiMarco)

Hits to the SNAC main page 1718, webcast hits 135

Questions came in regarding bussing for students with special needs and the special transportation bus.

Question came in regarding coding a child. If a parent wants their child coded and has the necessary documentation, but the school is not willing to code what can the parent do?

A question came in regarding a child's right to refuse services. If the parents want the child to have support, but the child rejects the support what can be done?

A question was brought forth about the level of dedicated support provided to a child with mobility issues that has been reduced versus the previous year. This child is in a class with other special needs students so the impact of the reduction is not only felt by this student, but by the entire class.

8.0 Correspondence

Upcoming Workshops that may be of interest:

1 - WIAIH - FREE Information Session on October 25 @ 7pm: What are curatorship, tutorship and power of attorney?

2 - Montreal Centre for Learning Disabilities & Centre of Excellence for Behavioural Management Conference on Sunday November 5 @ 7pm - Dr. Gordon Neufeld - Helping Children & Youth Flourish at Home and School

→ Two members (Sheila and Randi) have asked to attend (\$35 tickets per person)
MOTION by Stephanie to approve reserving money in the budget for two members to attend, seconded by Leanne
MOTION carried by unanimous vote

3 - Light a Dream Casino Night on November 10 at the Beaconsfield Golf Course. Tickets can be purchased online for \$30 per person.

<https://www.lightadream.com/casino-night>

9.0 Varia

Corrections to be made to the SNAC September AGA Meeting Summary Report. Beechwood was missing from the schools listed. Also, Forest Hill Sr was incorrectly listed. The updated MSR can be found here:

<http://snac.lbpsb.qc.ca/eng/extra/img/231SNACAGASept272017MSRFINAL.pdf>

A question was asked about grants that schools could apply for to purchase materials for students with special needs ex) zen area where students can focus on mindfulness. Encouraged to look into the Pearson Education Foundation.

10.0 Questions from the Public

11.0 Adjournment

MOTION to adjourn the meeting by Angela Berryman, seconded by Robert Gilmartin

MOTION carried by unanimous vote

The meeting was adjourned at 9:53 pm

Next Meeting:

Wednesday November 15th at 7 pm in room 106/107/108 (behind the main boardroom)

Dr. Cindy Finn will be presenting on Educating Students with Special Needs in Quebec