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

**Minutes of the Meeting – May 8, 2019
Held at Lester B. Pearson School Board
1925 Brookdale, Dorval**

In Attendance:

Andrea Altman-Levy, Tracy Bieszcz, Angela Berryman, Leeann Blondin, Lauren Broad, Jennifer DiMarco, Cindy Finn, Robert Gilmartin, Evelyne Hornblower, Maureen Hunt, Lisa Mancini, Danny Olivenstein, Kathy Robinson, Randi Spanier, Lindsay Weisbloom

Regrets: Evelyne Hornblower, Franca Kesic, Julia Orlando, Sheila Moody, Nadine Van Elslande

No Reply: none

Secretary: Andrea Altman-Levy

Observers: 2 members of the public

Jennifer DiMarco called the meeting to order at 7:18 PM

1.0 Confirmation of Quorum: Quorum was reached

(quorum is considered 9 or half the voting members as per the internal rules)

2.0 Additions to Agenda:

No additions

2.1 Approval of Agenda:

MOTION to approve by Lisa, seconded by Randi

MOTION carried by unanimous vote

3.0 Minutes Approvals

3.1 Corrections to Minutes of April 17, 2019

- page 5 line 3 change to shared, line 7 a teacher and an assistant, line 8 remove an, line 12 remove with special needs
- page 7 6.6. Educational services, 6.10 remove extra .
- page 6.12 update the website with the SNAC consultation responses we just approved and our letter to the minister, 7.0 WIAIH, line 13 capital H

3.2 Approval of Minutes of April 17, 2019

MOTION to approve by Tracy, seconded by Rob

MOTION carried by unanimous vote

4.0 Questions from the public

Q- Why were we not informed about the IEP resource kit? Why have I not received a copy from my child's school?

A- Schools are not required to share it. It was made by SNAC for parents. Although we do let schools know it exists they are not required to share it. Last year we sent 5 kits to each school resource team. We are currently in the process of updating it, especially to address IEPs in high school as they are different. It will be complete by the end of the school year

Q- Is there a way to get principals to talk about SNAC during the new student orientation?

A - We can make recommendations through our PASA rep to share information about our committee, put our link on the school websites and share the IEP resource kits and pamphlets.

5.0 Business Arising

5.1 September 25, 2019 AGA Posters

We ordered 100 posters, printed through LBPSB printing press. They are smaller than previous years, but they come significantly under budget !

It was agreed to send:

- 1 to each High School
- 2 to each elementary school (one for the front door and one for the daycare door)

The total cost was \$26.30.

5.2 IEP Resource Kit Updating

Angela shared a link on IEP SMART Goals from BC to the committee for discussion.

<https://www.youtube.com/watch?v=0OrntS8NrUY&feature=youtu.be>

Problem #1 Do not presume competence

Problem #2 Rely on quantitative data collection and evidence

Problem #3 Conflicting to the learning goals of peers in inclusive classrooms

It needs to be updated taking high school into consideration a bit more.

A subcommittee was formed to update the kit with the following members: Jennifer, Maureen, Randi, Evelyne, Julia, Lisa, Lauren, Lindsay, Tracy, Rob, Sheila and Kathy. Jennifer will be in touch to assign pages to edit and organize the date to meet in person to finalize. The committee agreed to print 100 so they are available to hand out at the September AGA They will have a final version by mid June.

5.3 PC Newsletter SNAC Submissions

PC is beginning to create their end of year newsletter. SNAC is welcome to have as much content as we would like in this newsletter. Discussion regarding what we would like included.

- AGA poster and invitation
- Write about how many parent positions we will have open in September and what SNAC membership entails
- link to Cindy's presentation on Educating Students with Special Needs in Quebec
- Summary of our parent information night and a link to the presentation
- link to the I.E.P. Resource kit with a note saying and updating version is coming soon if it isn't complete on time

Members are welcome to send things to Jen to submit by June 1st, who will then submit it to PC to be added to the newsletter.

5.4 Recommendations for 2019-2020 Committee

Jen creates an annual report that is presented to the new committee in the fall. In it, we have a section of recommendations for the new committee.

Recommendations for the 2019-2020 Committee:

1. Continue to advise the school board on the organization of educational services for students with special needs
2. Parent Information sessions - have one on I.E.P.s in the FALL - end of October / early November and another in the Spring with different topics. The request from many members the Spring parent information session was to host an information session on ADHD. A possible speaker to consider would be Dr. Lily Hechtman
3. Continue to clarify and finalize the I.E.P. liaison on Governing Board role. Attempt to seek approval from the council of commissioners
4. Discuss the suggestion of sharing information about SNAC with parents when IEPs are sent out in the fall
5. Continue to explore ideas on how to communicate more effectively with parents of students with special needs (ex.) Should SNAC create a facebook page like the Parents' Committee has?
6. Look into having a central location to host meeting files such as Basecamp ?
7. Create and approve new SNAC member kit - a draft was started in 2017-2018 year but never complete (Angela should have the file)
8. Continue to provide input into each of the newsletters the Parents' Committee publishes with contact information

6.0 Reports/Questions for the following committees

6.1 SNAC meeting Summary Report to Parents' Committee and Council (Jen)

The summary report was sent in the kit and is available on our website under external reports <http://snac.lbpsb.qc.ca/eng/ExternalReports/page.asp>

6.2 Administration (Cindy)

full meeting report in kit

- On April 25, Student Services and Educational Services held a joint meeting oriented around the theme of transitions. Presentations were given on the new Kindergarten for 4 year old classes as well as the Work Oriented Training program. Students from CFER at Riverdale did a demonstration on the importance of recycling materials.
- Student Services and Educational Services will host an information evening for parents on the topic of Work Oriented Training Pathways on May 7.
- The staffing process for next school year is underway. New Teacher recruitment took place the evening of April 24, 2019. These interviews are important to the teacher staffing process.
- Many elementary, secondary and continuing education administrators will attend the Annual AAESQ-QESBA Spring Conference up at Mt. Tremblant May 23-25. Lester B. Pearson is the host board for this professional development event, and many of the presenters are from LBPSB.
- The recommendations from the Allocation of Resources Committee (ARC) were presented to Council at the April meeting. These recommendations will be used to help prepare the Budget for the 2019-20 school year.
- Student Services continues to analyze new student registrations for whom special needs supports may be required for 2019-20. In addition, requests for interboard agreements with EMSB for Mackay Centre and PE Layton schools and agreements with Peter Hall, MOSD, Summit, and Yaldei are in progress.

6.3 Council of Commissioners (Danny)

Full meeting report in kit

Danny highlighted that in the TTFM surveys students were just clicking on answers, they don't know why they are doing it as they don't see the change in their schools. It needs to change as it is too difficult for some students. Council is looking to change it in 2019-2020

Programs and Services Report

- Presentation : Comparative Outcomes Immersion vs Français Plus
- M. Wahba presented the different models. She noted that Math remains a challenge for a number of our schools (bilingual and immersion). Eight of our elementary schools are underperforming. (4 Bilingual and 3 Immersion, 1 Français Plus). Grade 6 MEES ELA

and FSL success rates are generally good ranging from mid-high 80s for bilingual to 90s for Immersion-Français Plus.

- Field Trip Policy Forms After discussion and a request from SNAC, a slight modification will be made to Addendum C to include the number of students requiring separate adult-student ratio
- Enrichment Exams This year's enrichment exam will be held on Friday, May 3rd for students within our board and on Saturday, May 4th at St. Thomas High School for students outside our board. For parents who can provide proof that there is a conflict and their child cannot write on either of those two days, they will be able to write on Monday, May 6th from 3:00 p.m. to 6:00 p.m. at St. Thomas. Discussion continued on the process for enrichment exams. Members are requesting some background info; where we started, where we have been and where we are now. This information should be available at the May meeting
- 4 Year Old Kindergarten Update We have been given eighteen new K4 classes for a total of 22 K4 classes offered by LBPSB. Right now we are meeting with principals of schools affected to discuss the timeline and procedure. April 8th will be advertised at the deadline for the website. Parents will be able to register their child between April 15th and April 18th. ESD will meet with the secretaries of the schools concerned to discuss the process with them. Priority will be given to the first six students with proper postal code. A class can only be opened once there are six students with proper postal codes. April 23rd to 26th school secretaries will import classes into GPI.

Student Commissioner Report

- Discussed feed back from the Tell Them From Me Survey- No one thinks the results are taken into account - People give the same responses and nothing has changed - People chose random multiple choices, not taken seriously by students - People take 5 minutes to do it instead of an hour - Teachers tell students they can have free time once finished so they want to rush to finish - Students in higher grades have been doing the survey every year, and because they haven't seen changes, they don't wish to take it seriously - Extremely long - Not happy that the administration looks at it, but doesn't share with the student body

Transportation Committee

- Disciplinary Bus Reports: Administration is currently revising the bus reports that drivers fill out when reporting incidents on the school buses. The report is more simplified. It includes actions that are not tolerated on the school bus along with a section that explains the school intervention.
- Purple Tag Program: Due to the new K4 program Administration advised the committee that they will be reviewing the Purple Tag Program which is a program to identify students requiring adult supervision at bus stops. It is also an effective means to help protect our most vulnerable K and Grade 1 students.
- Student Transportation Organizational Plan 2019-2020: The Committee approved the proposed Plan to brought to the Council of Commissioners for approval. Some highlighted changes to the plan include the change of start time from late entry to early entry for Kingsdale Academy due to the Riverdale closure. Also due to the additional 20 minute recess several schools start and end times have been modified between 5-10 minutes

Name Change-PCHS

- Effective July 1, 2019, the name of the Pierrefonds Comprehensive High School will be changed to Pierrefonds Community High School; and the deed of establishment will be amended accordingly.

6.4 Parent Commissioner - Special Needs (Angela)

- passed a policy on major school change, so far not many responses have been received
- where do you advocate or let kids advocate for themselves
- parents have been asking about kids being sent home in elementary school

6.5 Parent's Committee (Jen/Lisa)

The last meeting was May

PC newsletters/ ERMS communications

The Parents Committee is putting together and end of year newsletter

We can have as much content as we wish, it has to be handed in by June 1.

It was agreed to share the SNAC AGA poster as well as What is SNAC?

6.6 Programs & Services Committee (Kathy)

Had a presentation on sexuality in education - a pilot at Riverdale done - some of the students were non verbal - no knowledge

? Why does the parents committee receive a written summary report for P&S and we do not?

6.7 Pearson Teachers Union PTU (Tracy)

no formal

Tracy shared that for the TTFM survey she read to 6 students and typed the answered.

She shared that it is a nationally reference survey. The survey results should be shared at the Programs & Services meeting in June

6.8 Pearson Association of School Administrators PASA (Lindsay Weisbloom)

focusing on staffing for next year

6.9 Professionals PEP (Maureen Hunt)

currently in negotiations with a provincial group - spoca

6.10 Independent Association of Support Staff (Rob Gilmartin)

delegates retreat at Chateau Vaudreuil - wellness surveys

6.11 Treasurer's Report SNAC Budget Update (Lauren)

See report in the meeting kit

All monies must be spent by June 30th

Motion by Rob and Seconded by Lisa to spend the rest of the SNAC funding on:

notepads
pamphlets
banner
stickers
nametags
IEP resource kits (last year was approx 350 for \$250) - enough for our AGA
folders for next years parent information sessions and AGA

Fair vs equal The quote for 400 posters is 105.20\$13x19 100lb

6.12 Communication Liaison Report (Jen/Sheila)

Since March there have been hits to the 381 main page and 52 hits to the webcast page.
letter back from the minister saying they received our letter.

7.0 Correspondence

- WIAIH Parents group beginning on transitions to adulthood. First session will be May 14th 7-9pm will be run by a parent. RSVP to WIAIH

8.0 Varia

9.0 Questions from the public

Q -How do you become a parent member on SNAC? Is there a form to fill out?

A - Parent members are selected in September at the SNAC AGA. there is no form to fill out but you can nominate yourself. You will speak for a few minutes about why you are interested and what experience you have (if any). It is parents of children on I.E.P.s that will vote in their representatives at the AGA - so please share the info! It is on Wednesday September 25 at 7pm in the main boardroom. Strongly recommended that you attend meetings and/or read our meeting summary reports even if you are not selected onto the committee.

10.0 Adjournment

MOTION to adjourn the meeting by Rob , seconded by Leeann
MOTION carried by unanimous vote

THANK YOU EVERYONE FOR A WONDERFUL YEAR! HAVE A FANTASTIC SUMMER !

The meeting was adjourned at 9:16 PM

Next Meeting: SNAC AGA Wednesday September 25 begins at 7pm set up at 6:30pm - look for the posters in your schools