

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

**1.1 MINUTES OF THE MEETING – March 28<sup>TH</sup>, 2012**

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

**In Attendance:** Shauna Beauchamp, Angela Berryman, Sandra Buckingham, , Jennifer DiMarco, Cindy Finn, Aisha Ghauri, Pam Normandin, Daniel Olivenstein, Allison Provost [replacing Margo Edwards], Chantal Robichaud, Barbara Schnider.

**Regrets:** Irene Bilaj, Marie-Eve Claude, Christopher Fuzessy, Conny Held, Michelle Harper, Kiley Philip, Jane Fullerton-Kelly, Cherry Marshall

**Recording Secretary:** Angela Berryman

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Sandra Buckingham called the meeting to order at 7:08 p.m.

**1.0 Additions to Agenda**

**1.1 Approval of Agenda**

Motion by Jennifer DiMarco and seconded by Barbara Schnider. All in favor.  
Agenda approved.

**2.0 Corrections to Minutes of February 29<sup>th</sup>, 2012**

Under section **3.1.2 CPC Parent Conference: Update (workshops, kiosks, banner,link)**: “There is expected to be at least two presentations relating to special needs.”; needs to be modified to read : “There is expected to be four presentations relating to special needs.”

**2.1 Approval of Minutes of February 29<sup>th</sup>, 2012**

Motion to approve by Jennifer DiMarco and seconded by Aisha Ghauri. All in favor.  
February 29 minutes approved.

**3.0 Business Arising**

**3.1 Margo Edwards’ Leave of Absence: Welcome Allison Provost**

Margo Edwards will be replaced by Allison Provost until further notice. Allison will forward information to Margo as required. Allison was introduced and welcomed to the group.

**3.2 LBPSB Budget Consultation: Complete. Final response provided.**

Changes are final.

### **3.3 Partnership with SWLSB SEAC group: Established. Letters provided.**

Agreement has been made with Sir Wilfred Laurier Special Needs Advisory Committee to share each other's documentation. When possible, we may also extend an invitation to a few members to attend each others workshops and information nights.

### **3.4 Ratify email vote: Motion to Approve SNAC Pamphlet Content**

Motion to approve SNAC pamphlet sent via email March 16<sup>th</sup>.  
10 approvals; 0 opposed and no abstentions.

### **3.5 SNAC Projects:**

#### **3.5.1 Introducing our new Banner and Pamphlet**

Two changes were made. It was suggested by the printer that perhaps we consider for each of our documents to use "color coding". The cost was \$75 for 250 printed copies required for the March 31<sup>st</sup> conference. Additional ideas or changes:

- Put the revised date on the front rather than on the back
- In the panel " Special Needs Identification"; we missed children that fall under the category of physiological disorders (chronic depression, anxiety);
- We will need another run of prints for the next workshop
- Members are encouraged to take documents home and give suggestions by April 4<sup>th</sup>
- Suggestion to make email and web font larger on the first page
- On the back "resources" , put a comma after the word "technician"
- Change the font of the bullets under "special needs Identification" to another color

#### **3.5.2 CPC Parent Conference: Update and final plans**

230 people are registered; double what was done last year. Starbucks is offering free coffee. Link needs to be removed from our website. The volunteers will possibly have yellow vests.

#### **3.5.3 Seminar: Discuss timeline for action items**

Everything is all set up; however dates need to be decided. SNAC members will possibly be wearing yellow vests. Flyer is on our website. After Easter Break (April 11<sup>th</sup>), we will have the invitation sent out electronically to the schools. We need to double check with our GB's to see if they are announcing it. For the LBPSB website, we could have it announced two weeks prior on the main page, if possible, on the scrolling bar and splash page. In terms of food, we could possibly contact LIFE Community Catering at Riverdale high school for cookies and snacks. We could use the school board's coffee machines; or we could ask Laura (from CPC) about using coffee from Starbucks. We will offer water that we purchase from a retailer. If Maureen Hunt is okay with it, we would like to have it recorded and archived for later viewing. Cindy will discuss this with Maureen.

#### **3.5.4 IEP Documents: Subcommittee and timeline**

Angela, Allison, Jennifer and Chantal have volunteered to be on the IEP subcommittee. Draft will be done by April 18<sup>th</sup> to be sent to the rest of the team. The IEP preparation documents will be for our parents. We will probably have to print a few copies; length and exact content will be suggested by the subcommittee.

### **3.3.5 Expense Approvals**

No expenses to approve.

## **4.0 Reports**

### **4.1 Administration**

Written report provided by Cindy Finn. The Administration selection process began the week of March 20<sup>th</sup>. The school board is reviewing the requests for children who will not be 5 years old by Sept.30<sup>th</sup>, 2012, to enter kindergarten. To date, there are requests for 9 children.

### **4.2 Council of Commissioners**

Written report given by Daniel Olivenstein. The council received resignation from Commissioner Allan Levine. The timeline for his replacement is 30 days.

The council has voted for the "Alternative Centre", located at Jubilee school in Pointe Claire, to be recognized as it's "own school". Kids attending this school will be recognized as students of this school and not have "home" schools. The name will be decided by the school. The alternative school is for high school kids, referred by the high school with particular needs, and despite interventions, things are not working the student. The child is then referred to student services and then a decision is made. It's a smaller setting, more specialized classes, and different teaching styles. Kids may be there for as long as deemed necessary. There are about 140 spots; starting at grade 8.

### **4.3 Central Parents' Committee**

Written report given by Sandra Buckingham. Registrations for "The Parent's Role" conference are going well; 8 workshops are full, 4 of which had their numbers increased from 25 to 40. There are still concerns with regard to the inconsistency between schools in adhering and interpreting the Nutrition Policy. Administration presented the CPC with the 2013-2014 calendar options. CPC recommended option 1 with a change in IEP days; from September 20 and October 4<sup>th</sup> to September 13<sup>th</sup> and 27<sup>th</sup>.

### **4.4 Education Committee**

Written report submitted by Barbara Schnider . At the last Special Needs Policy Review Subcommittee meeting, members were given an overview of the new collective agreement and how the students are grouped. SNAC has been invited to attend the meeting in April to provide feedback concerning the Special Needs Policy. Schools have been reminded to consider the unique needs of special needs students when approving field trips; paying close attention to student to supervisor ratios.

#### **4.4.1 Ed Subcommittee: Special Needs Policy Review**

At last meeting, the existing LBPSB Policy was dissected line by line to try and really examine all of the aspects. The committee will be gathering feedback from various parties. Meetings are generally two hours; 40 minutes will be for a presentation by SNAC. It will be an “open” communication between the committee and SNAC.

#### **4.5 P.T.U.**

A verbal report was provided by Shauna Beauchamp. This is an Election period for PTU and QPAT. The special needs policy and relatives policy is what they have been working on.

#### **4.6 P.A.S.A.**

Neither Jane Fullerton-Kelly nor Michelle Harper were able to attend the meeting. No written report was provided.

#### **4.7 Professionals**

Written report provided by Pamela Normandin detailing PD activities attended and offered by SSD professionals as well as a review of upcoming PD events.

#### **4.8 I.A.S.S.**

Written report provided by Margo Edwards. Cindy Finn gave a presentation to the Integration Aides committee and the Executive members of the IASS. They were very appreciative and felt that all employees working with special needs students would benefit from the presentation.

#### **4.9 Treasurer’s Report**

Nothing to report.

#### **4.10 Website Administrator’s Report**

On March 17<sup>th</sup> there were 217 hits. As of today there were 532 hits

#### **4.11 Workshops Attended**

A few participants were unable to log in to LEARN webinar held on March 26<sup>th</sup>. We will find out when and where it will be archived.

### **5.0 New Business**

#### **5.1 LBPSB Consultation: “Three Year Plan” [due April 20]; discuss and ratify**

It was agreed that SNAC does not have anything to add to this consultation. A general response letter will be sent, thanking for the opportunity to provide feedback.

#### **5.2 LBPSB Special Needs Policy Review: discuss; written comments by April 5<sup>th</sup>**

Comments and Suggestions will be put into one of four different categories: format, tone and writing style, content removal and content additions.

A lengthy discussion ensued, and will be summarized in a document to be provided to the Special Needs Policy Review Committee..

## **6.0 Correspondence**

### **6.1 UPDATE: Pearson Education Foundation: SNAC Fund established**

<http://pef.lbpsb.qc.ca/donations.htm>

SNAC fund from Pearson Education Foundation link is up and running. Can be used for future fundraising.

## **7.0 Varia**

### **7.1 Discuss gift for Administrative Assistant's Day**

April 25<sup>th</sup> is Administration Assistant Day. We would like to offer Maureen a \$30 Chapters gift certificate. Motioned by Jennifer DiMarco and seconded by Aisha Ghauri. All in favor. Motion approved.

## **8.0 Questions from the Public**

## **9.0 Adjournment**

Meeting adjourned at 9:34 pm