

Special Needs Advisory Committee
Lester B. Pearson School Board

MINUTES OF THE MEETING – APRIL 25TH, 2012

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

In Attendance: Shauna Beauchamp, Sandra Buckingham, Marie-Eve Claude, Cindy Finn, Christopher Fuzessy, Jane Fullerton-Kelly, Daniel Olivenstein, Allison Provost [replacing Margo Edwards], Chantal Robichaud, Barbara Schnider.

Regrets: Angela Berryman, Irene Bilaj, Jennifer DiMarco, Margo Edwards, Aisha Ghauri, Michelle Harper, Cherry Marshall, Pam Normandin,

Absent: Conny Held, Kiley Philp

Recording Secretary: A. Graham

Sandra Buckingham called the meeting to order at 7:06pm.

1.0 Additions to Agenda

1.1 Approval of Agenda

(SNAC1112-4.1) It was moved by Barbara Schnider that the agenda be accepted as presented. The motion was seconded by Shauna Beauchamp and unanimously resolved.

2.0 Corrections to Minutes of March 28th, 2012

2.1 Approval of Minutes of March 28th, 2012

(SNAC1112-4.2) It was moved by Chantal Robichaud that the minutes of November 30th, 2011 with a correction to item 4.2 regarding the location of Jubilee school, which is in Pointe-Claire not Pincourt. The motion was seconded by Allison Provost and carried unanimously.

3.0 Business Arising

3.1 LBPSB 3-Year Plan Consultation: Complete. Final response provided.

A copy of the letter was included in the kit. There were no additional comments for the consultation.

3.2 Partnership with SEAC group: SWLSB Conference; LBPSB Seminar.

A partnership with SEAC is developing, and permission to use each others' documents has been granted. The SEAC chair and vice-chair have been invited to our seminar. Sandra Buckingham and Barbara Schnider have been invited to attend one of their workshops to be held April 26th, 2012.

3.3 LBPSB Special Needs Policy Review: summary of presentation and response.

Sandra Buckingham and Barbara Schnider attended the Special Needs Policy Review meeting held April 17th. At the meeting they brought a well-received

three-page document highlighting issues that concern the SNAC. The feedback received about specific points was discussed. Thank-you notes were received from Judy Kelley, Nan Beaton and Danny Olivenstein for the comprehensive presentation. Danny Olivenstein thanked Sandra Buckingham and Barbara Schnider again for the presentation and spoke briefly about the next stages in the policy review.

3.4 SNAC Projects:

3.4.1 CPC Parent Conference: Review of the event; ideas for future.

The CPC conference met with great success having 220 attendees; twice as many participants as last year. The SNAC shared a booth with the CPC and gave out 130 SNAC pamphlets.

3.4.2 Pamphlet: Approval of final edits before big print

The 17th version of the pamphlet was included in the kit. Two minor changes were made: in the midsection 'an IEP' was changed to 'the IEP'; the capitalization for MELS and 'ad hoc team' was to be verified.

(SNAC1112-4.3) It was moved by Chantal Robichaud to approve version 17 with the changes. The motion was seconded by Allison Provost and unanimously resolved.

3.4.3 Seminar: # Registrants; Action items and volunteers

As of April 25th, only 8 people had registered for the seminar.

Advertisement issues were discussed and it was determined that parents most likely did not see the invitation as it was either included with a fundraising flyer, or not placed in a visible location. A second round of invitations will be sent out with the registration date extended to May 14th. Schools will be asked to send the invitations directly, independent of other information sent to parents.

Steve Balleine will be providing coffee, cookies, napkins, cups, etc., and his admin team will also take care of the setup. Sandra Buckingham purchased printable nametags for SNAC members and was able to obtain 140 pens from LEARN to be given to the attendees. Slides from the presentation will be printed as handouts for note-taking. The handouts will include a feedback survey to get parents' input. Cindy Finn will provide LBPSB folders for the handouts, and other items as door prizes. Allison Provost and Chantal Beauchamp have volunteered for the registration at the seminar. Barbara Schnider and Sandra Buckingham will be setting up the tablecloths and handouts as well as getting packs of water bottles and juice boxes from a 1\$ sale. At the seminar, Sandra Buckingham will invite people to the SNAC AGA in September and Cindy Finn will introduce Maureen Hunt.

3.4.4 IEP Documents Subcommittee: discuss ideas and timeline

Sandra Buckingham was reflecting on what helped her keep her IEP documents organized, and created a document folder with a purple stripe to distinguish it. Inside there is contact information, a SNAC pamphlet and other documents relative to the IEP. In order to create 3500 such folders, it is estimated to cost 75 cents per folder. The concept and distribution methods were discussed and it was determined that this would assist the parents, but that a solid colour with a white stripe would be more

effective. The content will also need to be discussed in further detail. **(SNAC1112-4.4)** It was moved by Allison Provost that 3500 folders would be printed at an approximate cost of 75 cents each for an approximate cost of 3000\$ including taxes. The motion was seconded by Chantal Beauchamp and unanimously resolved.

3.4.5 Expense Approvals

As previously mentioned, Sandra Buckingham and Barbara Schnider will be attending a conference hosted by SEAC. Forty dollars is being requested to cover transportation costs to the event. **(SNAC1112-4.5)** It was moved by Chantal Robichaud to approve the transportation cost. The motion was seconded by Allison Provost and unanimously resolved. Other expenses include sixty-eight dollars for the documents printed for the Special Needs Policy Review, juices and water for the upcoming seminar projected at thirty dollars, and seminar handouts at an approximate cost of seventy-five dollars. **(SNAC1112-4.6)** It was moved by Chantal Robichaud to approve the additional costs. The motion was seconded by Allison Provost and unanimously resolved.

4.0 Reports

4.1 Administration

Cindy Finn provided a written report in the kit. Highlights included the transition to high school and professional development participation in the MELS Complementary Education Services Symposium. The global citizenship activity at PCHS was also cited as a recent successful event.

4.2 Council of Commissioners

No report was available for the kit as the Council of Commissioners will only meet on April 30th. It was noted that four of the twelve applicants for the open commissioner position will be receiving interviews on Saturday April 28th, 2012.

4.3 Central Parents' Committee

The report was included in the kit. Highlights included a discussion about the cycle 1 arts option, a presentation on the increase of food prices, a transition to high school seminar, and a discussion about communication issues with the parent committees. It was noted that the CPC would like to do an information pamphlet for parent representatives similar to what the SNAC created for parents with special needs.

4.4 Education Committee

The Education Committee report was included in the kit.

4.4.1 Ed. Subcommittee: Special Needs Policy Review

Details of the education subcommittee were discussed under item 3.3 of the agenda.

4.5 P.T.U.

The PTU report was available in the digital version of the kit. Highlights from the report included the approval of a budget, the selection of option 1 for the 2013-2014 calendar options, a QPAT conference to be held on May 5th, the election of

a vice-president, and a motion to support the association of CEGEPs in their negotiations with the provincial government.

4.6 P.A.S.A.

A report from Jane Fullerton-Kelly was distributed at the meeting. Highlights included the progress of the staffing process, the upcoming TOPS show, and a conference that was held in Halifax. On May 18th, Elementary schools' Special Needs Committees will be attending a workshop where various topics including funding, coding, "mesures", allocations, assessment, etc. will be presented. Following the workshop, schools will begin working on their special needs plans for 2012/2013.

4.7 Professionals

The report was included in the kit. It was noted that they are changing the reading support procedures for high school examinations. This year there will not be discs with oral versions of the exams; schools will be required to use text-to-talk software such as Dragon Speak, WordCue or Kurzweil.

4.8 I.A.S.S.

Allison Provost provided a written report to the committee. Results of the integration aid survey are still not yet ready for presentation. Concern was expressed that the expected budget cuts may delay the date for priority pool, and thus delay the allocation of Integration Aides/Techs for next school year.

4.9 Treasurer's Report

A report was provided at the meeting. However some expenses, such as the conference expenses from Kiley Philp and Jennifer DiMarco and the recording secretary costs, are not yet included in the report. After the costs from the expenses from item 3.4.5, there will be approximately 2000\$ remaining. A portion of these funds will be used to print documents.

4.10 Website Administrator's Report

Jennifer DiMarco sent a written report which was included in the kit. In the past month, there were 434 hits on the page. Twenty-four emails were received including two from Sandra Buckingham, six spam e-mails, five questions from parents and eight replies for the conference.

4.11 Workshops attended

No workshops were attended since the last meeting.

5.0 New Business

5.1 LBPSB Consultation: "Council/Executive meetings" [due May 18]

The meeting dates and their conflicts were discussed at other venues. A brief response will be drafted thanking them for the opportunity to respond, and requesting that they be more aware of religious holidays.

5.2 SNAC Constitution/Internal Rules: Review, discuss update

The internal rules were included in the kit to be discussed and reviewed. Items of particular interest for revision included the selection of alternates, the impeachment section wording, the definition of quorum, the election process, a

section for e-mail voting, and the implication of abstentions. It was also noted that the second committee under section 12 no longer exists, and that the AGA/annual parent assembly is not properly abbreviated. The modifications will be incorporated into an updated version to be included for discussion and approval at the May meeting.

5.3 SNAC AGA September 2012: Discuss dates and PPT presentation

September 12th and 19th were noted as potential dates for the AGA. Dates in September and October were discussed; however, September 19th remained the ideal choice. **(SNAC1112-4.7)** It was moved by Jane Fullerton-Kelly to schedule September 19th, 2012 for the SNAC AGA. The motion was seconded by Barbara Schnider and unanimously resolved.

5.4 SNAC Final Meeting: May 30, 2012: Discuss plans [year-end summary and recommendations; approval of constitution; AGA plans; snacks]

The last SNAC meeting will be held May 30th, 2012. The potential snack options were discussed with 150\$ budgeted for snacks. It was noted the Union has its executive meeting; therefore, several members will be late for the meeting.

6.0 Correspondence

A pamphlet was received about bullying, and a thank-you card was received from Joanne Simoneau-Polenz. The card was read aloud for the SNAC.

7.0 Varia

Nil

8.0 Questions from the Public

Nil

9.0 Adjournment

Upon a motion by Chantal Beauchamp and seconded by Allison Provost, the meeting was adjourned at 9:46pm. The next meeting will be at 7:00 p.m. on Wednesday, May 30th, 2012 and will be held at the Lester B. Pearson School Board, 1925 Brookdale, Dorval in room 219/221.

Next & Final Meeting of the year: May 30, 2012 (7:00 pm)

[NOTE: Volunteer Parents Event 6:30 pm in the Boardroom: RSVP to cpc-events@bell.net]