

**Rules of Internal Management  
Special Needs Advisory Committee  
Lester B. Pearson School Board**

**NAME**

The name of the committee shall be Special Needs Advisory Committee (SNAC) of the Lester B. Pearson School Board.

**MEETING PLACE**

SNAC meets at the School Board Head Office located at 1925 Brookdale Avenue, Dorval or online via a video conferencing platform such as Google Meet, Zoom or Microsoft Teams with the Chair saving the recordings on Google drive.

**RECORDS**

All official documents (e.g., accounting records, official minutes) shall be kept in Student Services on behalf of SNAC.

**MEMBERSHIP**

Composition

The committee's membership is in accordance with the stipulations of Sections 185 & 186 of the Education Act regarding the establishment of an advisory committee on the services for handicapped students and students with social maladjustments or learning disabilities.

SNAC shall be made up of voting members with the composition as follows:

- a maximum of 13 parent representatives
- 1 representative of teachers
- 1 representative of non-teaching professional staff
- 1 representative of members of the support staff
- 1 representative of a body that provides services to handicapped students or to students with social maladjustments or learning disabilities and
- 1 school principal

\*The council of commissioners determines the number of representatives from each group. The parent representatives must constitute the majority of the members of the committee.\*

Representatives from the Council of Commissioners and the Directorate also sit on the Committee but do not vote.

### **Selection**

An Annual General Assembly (AGA) of all parents of students concerned will be held each fall (ideally in mid September) at the school board head office. If necessary, parents will solicit nominations and select new parent members. The names of the parent members selected, as well as returning parent members, will be forwarded to the LBPSB Parents' Committee for official designation in accordance with section 185.1 of the Education Act.

The term of office for parent members is 2 years. Every effort is made to assure that there are returning parent members in any given year. The term of parent members will commence once their designation has been approved by the Parents' Committee.

Non-parent members will be selected by the respective associations represented (e.g., P.T.U, P.A.S.A., I.A.S.S., P.E.P. ).

### **Resignation**

A parent member may resign by advising the Chair of SNAC in writing. Members, other than parents, must contact their respective organization/group in which they are representing and by whom they were designated.

### **Vacancies**

In the case of the vacancy of a parent representative position, the committee will replace the member by contacting parents who attended the Annual General Assembly, or calling a meeting of interested parents of students concerned. Current parent members will select the new member(s) by majority vote. Any new parent members must first be designated by the Parents' Committee prior to their obtaining membership rights. Any member vacancies, other than those of parent representatives, shall be filled in accordance with the rules and regulations set forth in the Education Act.

## **ANNUAL GENERAL ASSEMBLY (AGA)**

The Annual General Assembly of SNAC shall be held each fall (ideally in mid September) and will be open to all parents of children on an IEP within LBPSB. The meeting will be conducted by the outgoing Chair and the school board administrator representing the Director General. All guests will be encouraged to sign the attendance sheet, and provide their contact information.

At this meeting, the Committee composition will be explained and any open parent positions will be filled. Interested parents may nominate themselves for an open position; selections will be held should the situation warrant. The selection will be conducted by the school board administrator representing the Director General and any attending School Board Commissioners, where appropriate. All nominees will be encouraged to sign the attendance sheet, and provide their contact information, in the event that a future vacancy needs to be filled.

## **MEETINGS**

Any interested parties/guests may attend a meeting or may attend on invitation of the Chair of SNAC. Meetings are open to the public and guests must sign the attendance sheet. However, SNAC will order that a meeting, or portion of a meeting, be closed to the public if a matter to be examined is considered by the committee to be confidential.

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. Regular meetings are usually held on a monthly basis. As stipulated in section 195 of the Education Act, a minimum of 3 meetings must be held every school year. The calendar of meetings is published on the SNAC website. The Chair may call a special meeting of the committee.

## **Quorum**

To reach quorum the majority of voting members must be present. In addition, the presence of either the Chair or Vice Chair(s) is needed to reach quorum. If a meeting is called, and quorum is not established, the meeting may still take place. However, no resolutions may be passed or matters voted on.

## **Decisions and Recommendations**

SNAC makes recommendations regarding services provided to students with special needs to the council of commissioners. Decisions and resolutions of the committee shall be made by a simple

majority of the votes cast in the affirmative. If a voting member chooses to abstain from a vote, the votes of remaining voting members are counted in determining the results of the vote. In the event of a tie, the Chair may cast an additional deciding vote.

## **Email Voting / E-voting**

When possible, voting should be done in person and during regular or special meetings. However, at the discretion of the Chair, SNAC shall be permitted to conduct votes via email. An initial email from the Chair should state the motion to be voted upon and the deadline for response and vote (minimum of 48 hours). Any correspondence via email between the members should be sent to ALL members and not only to the Chair. This includes, but is not limited to, questions, responses and votes. The lack of a response or vote by a SNAC member before the prescribed deadline shall be considered as an absence of said member for the purposes of quorum. The Chair must verify if quorum is reached. Rules for email decisions are identical to those at meetings. All email motions, approved or not, need to be ratified, in person 1 by 1, at the following SNAC meeting and reported in the minutes.

## **CODE OF CONDUCT**

Members must be prepared to commit themselves to:

- Regularly attend the meetings and arrive on time
- Be well informed before making decisions
- Contribute to the meetings
- Address themselves to the Chair and not to any member in particular
- Maintain a respectful demeanor at meetings and SNAC activities
- Inform the Chair of any foreseen absence from SNAC meetings

## **REMUNERATION AND EXPENSES**

Members of SNAC shall not receive any remuneration for their services. Expenses incurred relating to the operation of the committee (e.g., printing, refreshments) can be reimbursed by presenting the receipts to the Treasurer. Special situations involving reimbursement (e.g., conference fees, babysitting) must be approved by committee discussion and resolution. If time does not permit, the request for reimbursement can be decided upon via email vote, following the protocols outlined in this document for email votes.

## POWERS AND RESPONSIBILITIES

The mandate of SNAC is defined as follows:

- 1) Advise on the school board policy on services for students with special needs and students with social maladjustments or learning disabilities (section 187.1 of Education Act)
- 2) Advise the school board and the resource allocation committee on the allocation of financial resources to the services for students with special needs and students with social maladjustments or learning disabilities (section 187.2 of Education Act)
- 3) May advise the school board on the implementation of an individualized education plan (I.E.P.) for a handicapped student or a student with social maladjustments or learning disabilities (section 187, paragraph 2 of Education Act)
- 4) 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 SNAC, which may make recommendations on what should be included in it.
- 5) Be consulted and advised by school board on matters as indicated in Education Act, including:

**Ententes:** In accordance with section 213 of the Education Act, a School Board may enter into an agreement with other educational institutions for the provision of instructional services at the preschool, elementary, or secondary level; and as per the same section, a School Board may enter into an agreement with other educational institutions for the provision of student services and special educational services. In the case of a handicapped student or a student with a social maladjustment or a learning disability, the school board shall consult the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities.

**Compulsory school attendance:** In accordance with section 15 of the Education Act, a student may be excused by the school board, at the request of his parents and after consultation with the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities, by reason of a physical or mental handicap which prevents them from attending school.

**Request for reconsideration:** In accordance with section 187.1 of the Education act, the school board shall report each year to the committee and the Minister on requests for reconsideration made under section 9 relating to services for handicapped students and students with social maladjustments or learning disabilities.

**Amount and allocation of financial resources:** In accordance with section 187.1 of the Education act, each year, the school board shall inform the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities of the amount of the financial resources available for services intended for those students and of the allocation of those resources in light of the policies defined by the Minister.

- 5) Designate representatives to other School Board committees as stipulated in the Education Act (ie. Parents' Committee, section 189), or as determined in the composition of any other committee of the School Board (ie. Programs & Services) .
- 6) Adopt an annual operating budget, see to its administration and give an account thereof to the School Board. The budget shall maintain a balance between the the expenditures and the financial resources allocated to SNAC by the School Board. (section 197 of the Education Act).

## **EXECUTIVE COMMITTEE OF SNAC**

The Executive Committee shall be composed of the Chair, Vice-Chair(s), Treasurer, Secretary, Communications Liaison and Special Needs Parent Commissioner.

Executive positions must be held by parent members and selected from the parent body at the first meeting following the selection of parent members at the AGA.

The term of office for an Executive Committee member, except the Special Needs Parent Commissioner, shall be one year and may be renewed. The term of office for the Special Needs Parent Commissioner shall be two years.

If a position on the Executive Committee becomes vacant, the Committee shall select a replacement.

## **DUTIES OF THE EXECUTIVE MEMBERS**

### **General Responsibilities of The Executive Members:**

The executive members shall assist the Chair whenever necessary between regular meetings. For example, the executive can assist the Chair in preparing documents and information needed for meeting kits.

### **Chair:**

The Chair shall preside over all regular and special meetings of SNAC. S/he shall establish the agenda of meetings. The Chair, or his/her designate is expected to attend any Board level and external committee meetings requiring SNAC representation (e.g., Program & Services Committee, Council meetings, PC meetings) and share information with the committee. The Chair takes responsibility for soliciting input from the committee and submitting responses to school board consultations.

### **Vice-Chair:**

The Vice-Chair shall, in the absence of the Chair, perform the duties and exercise the powers of the Chair and shall perform any other duties as directed by SNAC.

### **Secretary:**

The Secretary shall keep an accurate record of all SNAC meetings. Meeting minutes should outline the information shared during the meeting, an overview of topics discussed, future action items and all items requiring a vote. Minutes do not need to include the specifics of what each member said. S/he shall keep attendance of members and shall advise the Chair when quorum is lost. The secretary will work with Student Services personnel to maintain records of meetings.

### **Treasurer:**

The Treasurer shall verify all accounts and provide punctual, financial statements at all regular SNAC meetings. The Treasurer will work with Student Services personnel concerning the reimbursement of allowable expenses.

### **Communications Liaison:**

The Communications Liaison will endeavor to increase communications between SNAC and the parents of students with special needs throughout LBPSB using various methods including: updating the SNAC Website, responding to SNAC emails, maintaining and operating the SNAC

Mailing List, and social media outreach. The role of Communications Liaison may be a shared responsibility amongst several parent members.

### **Parent Commissioner - Special Needs**

The Parent Commissioner - Special Needs shall collaborate with the Chair by sharing any issue/matter that falls under SNAC's mandate, that has come to their attention while fulfilling their role as a Parent Commissioner.

### **SNAC REPRESENTATIVES TO EXTERNAL COMMITTEES**

SNAC representatives may participate in external committees to bring information to that committee, and report back to SNAC. In addition, communication with the LBPSB special needs parent community is to be encouraged.

### **Parents' Committee:**

Elected by and among the SNAC parent body, one SNAC representative will have full voting rights on the Parents' Committee, and an alternate may be designated as a replacement. Both members should use the assigned SNAC PC and SNAC PC ALT email addresses to log onto Basecamp to keep up to date with the PC Members.

### **Programs and Services Committee:**

Elected by and among the SNAC parent body as a non voting member, and an alternate may be designated as a replacement.

### **REVISION PROCEDURES**

The rules set forth in this document shall come into effect upon their adoption and shall remain in effect until modified. Modifications can be made at any time, by resolutions with the assent of the majority of voting Committee members.

Updated March 24, 2021