



Special Needs Advisory Committee
Lester B. Pearson School Board

MINUTES OF THE MEETING – OCTOBER 24TH, 2012

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

In attendance: Shauna Beauchamps, Sandra Buckingham, Marie-Eve Claude, Carmela di Iorio, Jennifer DiMarco, Cindy Finn, Laurie Fox, Christopher Fuzessy, Linton Garner, Franca Kesic, Daniel Olivenstein, Kiley Philp, Allison Provost, Pamela Rainone, Barbara Schnider, Jonathan Zimmerman

Regrets: Jane Fullerton-Kelly, Diana Gerardi, Kerry-Ann Payette, Donnalyn Rainey

Absent: Hirut Eyob

Observers: Alana Weigensberg-Schattauer, Monique Goyette, Marlene Philp, Tammy Palassian, Shannon Bird-Robertson, Tomee Sojourner

Recording Secretary: Laurie Kathleen Fox

Sandra Buckingham called the meeting to order at 7:09pm.

1.0 Presentation given by Cindy Finn: *Educating Students with Special Needs in Quebec*

- The presentation was very well attended, with 44 families from 4 LBPSB high schools and 16 Elementary schools. Those in attendance were asked to respond to a survey to provide their feedback on the usefulness of the presentation, present their ideas for other events that would be of interest to them, and provide general comments to SNAC. We are very excited to announce that for the first time, the presentation was videotaped, and will be archived to the SNAC website so that it may be viewed by parents who were unable to attend in person.

- An extremely informative 45-minute presentation providing an overview of Special Needs services at LBPSB. Topics included coding; services; IEPs; partnership programs, and more.

- An overview on Special Needs Funding from MELS was provided:

1) Funding from the MELS a priori is based on the percentage of student population having Special Needs, *i.e.*, 12%.

2) Per Capita funding from the MELS is based on the number of students who have been identified, and diagnosed with validation by the MELs as having a particular special need. The student is then assigned a specific numerical code. A medical diagnosis by a professional, including substantial proof that the child has specific

limitations that affect learning and/or socializing is required. This represents 3.8% of the LBPSB population.

- Other statistics based on the 2012 school year worth highlighting include:

Two categories of Special Needs students are identified:

1) Students in Difficulty (*i.e.*, 1810). These students are identified as those with learning difficulties, behavioural disorders, and mild intellectual delays

2) Students with Handicaps (*i.e.*, 879): These are students identified as those with Autism, psychopathological disorders (depression, anxiety); moderate intellectual impairments, language impairments, mild motor/organic disorders; sensory impairments, and severe motor disability.

- When we scrutinize the split between elementary and secondary schools, Dr.Finn reported the following:

1) Of the students in Difficulty (1810);
- 34% of students are at the ELEMENTARY level
- 66% of students are at the SECONDARY level

2) Of the students with Handicaps (879):
- 51% are at the ELEMENTARY level
- 49% are at the SECONDARY level

- Discussion followed with a description of the various complementary educational services within the LBPSB. Some of these services include classroom teachers, support from paraprofessionals, itinerant teachers services, etc.

- Dr. Finn also discussed sources of funding within the LBPSB for Special Needs students. This includes general funding; in-difficulty funding (Base funding) and Code generated funding. Funding is thenceforth released in a block to serve ALL students.

- The purpose of Resource Teams was then emphasized. IEPs, points of transition and Transition Programs were then discussed.

- Partnership Programs (including the most important, parents and families, Health and Services, universities, community groups such as WIAIH, professionals in private practice and other schools ended the presentations.

- A short question and answer period followed.

Conclusion of the Presentation

The presentation concluded at 8:09pm. All members of the audience wishing to attend the SNAC meeting were welcome to do so. SNAC members proceeded to the second half of the meeting.

Sandra Buckingham called the subsequent SNAC meeting to order at 8:50pm.

2.0 Appointment of Recording Secretary for this meeting

Laurie Fox volunteered to record the minutes of this meeting.

3.0 Approval of Agenda

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It was moved by Laurie Fox and seconded by Jennifer DiMarco and unanimously resolved that the Agenda be approved.

4.0 Corrections to Minutes of October 3rd, 2012

Under section 5.3, IEP Folder Project, "Sir Wilfred Laurier" needs to be modified to read as: "Sir Wilfrid Laurier."

4.1 Approval of Minutes of October 3rd, 2012

It was moved by Jonathan Zimmerman and seconded by Kiley Philip and unanimously resolved that the Minutes of October 3rd, 2012 be adopted.

5.0 Business Arising

5.1 Discussion/Approval of 3rd Party Recording Secretary

Sandra Buckingham introduced a motion to rehire Andrew Graham as Recording Secretary at a new and reduced rate of forty (\$40) per meeting for a total of 240\$ for the remainder of the year. Due to the fact that it is difficult for a parent to pay full attention to the content of a meeting while taking minutes coupled with the fact that money has been already been saved so far this year (*i.e.*, Donnalyn Rainey will provide baked goods; the waving of the fee for the SNAC banner, and the donation of the coffee machine and coffee pods) it was moved by Barbara Schnider to approve the proposed expenditure. The motion was seconded by Allison Provost and adopted by the majority.

5.2 Appointment/Approval of Secretary Position

Tabled until the next meeting.

5.3 SNAC Budget Review 2012-2013

Sandra Buckingham provided a summary of last year's expenses as well as pending invoices that were never submitted. Sandra elaborated that the SNAC will be allocated one thousand dollars (\$1000) for the 2012-2013 school year. The SNAC will also have access to the \$4844.71 carryover from previous years to fund various projects. As a result, the total budget for the year is \$5,844.71.

Expenditures already approved for the current year include \$2,673.31 for 3500 IEP Resource folders and envelopes, as well as \$2,000.00 for 3500 print copies of the content of the IEP.

5.4 I.E.P. Folder project: Review last year's plan; Content Review

Sandra Buckingham reflected on what helped her keep her IEP documents organized and created a document folder. A purple colour distinguished it. Purple was chosen because it is one of the colours found on the SNAC logo. Inside is a compartment to keep contact information such as business cards, a SNAC pamphlet, and other documents relative to the IEP. The folder would be put in a white envelope to ensure confidentiality, and offset costs for local schools.

A draft version of the folder was available at the meeting, and its content was met with a positive response. Sandra extended thanks to the IEP Subcommittee (Barbara Schnider, Pamela Rainone, Allison Provost, Donnalyn Rainey, Sandra Buckingham, and Laurie Fox).

The changes made to the updated IEP kit were reviewed. Additional changes were discussed. Sandra proposed that the examples page be eliminated and the Checklist page be put in its place instead.

The second proposal is a two-sided sheet questionnaire to put thoughts on paper (1 side for the parent, and the other side for the child).

Sandra is pleased (once again) with Printer Mike's costs for the printing and his timeline needed to print the documents. To summarize, the costs associated with the IEP Resource Folder comes under budget. More specifically, the estimated cost attributed to print the total content of the folder is \$1800. The estimated cost of 3500 folders is \$2300, and \$400 to cover the costs of the envelopes. In order to simplify the process of putting the documents together in folders for distribution to schools, Cindy Finn suggested students at Place Cartier who are aiming to put into force life skills could do so, and that this would provide them with valuable experience. Franca Kesic agreed that this is a good idea, and that the students have been used successfully by WIAIH in the past. Subsequent to discussion, Sandra Buckingham requested that all members take a look at the documents and provide feedback. Members are asked to use the "Track Changes" feature within Word, save to a filename with the members' respective initials, and email the documents back to Sandra by November 7, 2012. This would be the most appropriate method to gather the updates.

6.0 Reports

6.1 Administration

A written report was provided in the kit. Dr. Finn reported that Senior Administration will soon begin recruiting and hiring for future educational administration posts. Moreover, the Directorate and the Service Departments at Head Office are providing assistance to in-school administrators around school success plan reports and the work needed to incorporate Bill 56 regulations into school-based plans.

6.2 Council of Commissioners

Commissioner Olivenstein reported that no report was available for the kit as the Council of commissioners will only meet on October 29, 2012.

6.3 Central Parents Committee

A written report provided by Sandra Buckingham was provided in the kit. It was emphasized that the AGA was well attended and included parent representatives from many schools and many new representatives. It was also highlighted that the number of parent members of the CPC has increased from 4 per region to 5 per region.

6.4 Education and Adult Vocational Committee

A written report by Barbara Schnider was provided in the kit. The Education Committee has not met since the last SNAC meeting. The report, which can be found in the kit, is based on the verbal report given at the last SNAC meeting on October 3rd, 2012.

6.4.1 Ed Subcommittee: Special Needs Policy Review

Commissioner Olivenstein reiterated that a lot of progress has been made towards the Special Needs Policy Review. At the last meeting, the existing policy review was dissected line by line to try to examine all of its aspects. Sandra offered the Subcommittee SNAC's resources as a multi-disciplinary team to participate in any special needs policy discussions on specific issues that may be taking place at the subcommittee. Sandra requested that SNAC receive a copy of the draft of the new policy as soon as possible, ideally before distribution to general consultation.

6.5 P.T.U.

Shauna Beauchamps verbally reported that a Delegates Weekend was recently held in Ste-Adèle.

6.6 P.A.S.A.

Highlights reported by Principal di Iorio include the annual LBPSB cross-country run which took place last Tuesday and Wednesday, October 23rd and 24th. Included in this popular event for Grades 4 to 6 students were indeed Special Needs Students. Marlene Kotler (a retired principal) was also hired by the school board to assist guide principals in the setting-up their respective school's anti-violence and anti-bullying plans, all in conformity to Bill 56. Interim reports have been distributed to students, with Parent-Teacher Interviews for most schools are scheduled for the week of November 19th – 22nd. Finally, LBPSB high schools are holding various Open Houses throughout the fall months.

6.7 Professionals

Due to Kerry-Ann Payette's absence, there was no Professionals Report.

6.8. IASS

Allison Provost reported the results of the Integration Aide Survey showed importance in the chain of command between resource teachers and parents. As there are a lot of people to talk to, information can often get lost in the shuffle. Allison stressed the importance of roles and boundaries.

6.9 Website Administrator's Report [see new website tabs]

Jennifer DiMarco reported that the website has yielded 538 hits since the last meeting held on October 3, 2012. A total of 41 emails were received, with the majority of the emails being RSVPs for Dr. Finn's presentation.

SNAC continues to build its opt-in mailing list, which was started with the last parent presentation in ay 2012, and continued with tonight's presentation for the purpose of informing parents of events within the school board and the community. A new "Mailing List" tab has been added to the SNAC website.

6.10 Workshops attended/Webinars Viewed

No workshops were attended since the last meeting. Sandra Buckingham was happy to report that this evening's presentation by Dr. Finn was videotaped and would eventually be archived into the SNAC website.

7.0. New Business

7.1 Discuss date for School Board Budget/Finance Presentation

As the members of SNAC have found it to be very helpful in the past to have a presentation on Budget/Finance, it was discussed that the same presentation would be helpful again this year prior to the SB Budget Consultation. Optimally, a presentation in January would work best. Cindy Finn will inquire.

8.0 Correspondence

A request for Town Hall Meetings was received from Commissioner Joe Zemanovich. Due to the tight timeframe of the Special Needs Policy Review, it is not expected that the school board will conduct Town Hall Meetings.

9.0 Varia

Nil.

10.0 Questions from the public

There was a question concerning the colour of the folder. Sandra Buckingham cited as a response that purple was being used as it is a colour found on one of the individuals incorporated in the SNAC logo.

11.0 Adjournment

Upon a motion by Jennifer DiMarco and seconded by Jonathan Zimmerman, the meeting was adjourned at 9:50pm. The next meeting will be at 7:00pm on Wednesday November 28th, 2012 and will be held at the Lester B. Pearson School Board, 1925 Brookdale, Dorval in room 219/221.