



Special Needs Advisory  
Committee (SNAC)

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

**MINUTES OF THE MEETING –NOVEMBER 20<sup>TH</sup>, 2013**

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

**In Attendance:** Sandra Buckingham, Jennifer DiMarco(from 7:08), Cindy Finn, Carrie Gross (Professionals), Brett Hillgartner, Daniel Olivenstein, Kiley Philp (from 7:17), Allison Provost (IASS), Donnalynn Rainey, Barbara Schnider, Douglas Stewart (PASA),

**Regrets:** Marie-Eve Claude, Christopher Fuzessy (Student Services), Linton Garner (Commissioner), Stephanie Herval (PASA), Carollynn Jones (PTU), Robin Keough, Franca Kesic (WIAIH), Christine McLean, Ruth Schwarcz (Professionnels), David Szabo

**Observers:** Laila Saad, Erminia Thorpe

**Recording Secretary:** Andrew Graham

**1.0 Confirmation of Quorum: establish voting rights to Alternate members as required**

**(SNAC1314-11.1)** It was confirmed that quorum had been established and the meeting was called to order by Sandra Buckingham at 7:04pm.

**1.1 Resignation of SNAC member; replacement with Alternate member [election if required]**

Laurie Fox had to resign her position as SNAC representative, therefore a replacement is required. Of the alternates, only Brett Hillgartner expressed an interest in taking the position. **(SNAC1314-11.2)** It was moved by Sandra Buckingham to assign voting rights to Brett Hillgartner as the newly acclaimed SNAC representative. The motion was seconded by Barbara Schnider, and unanimously resolved.

**1.2 Replacement of SNAC Secretary position [election, if required]**

Laurie Fox had to resign her position as SNAC Secretary, therefore a replacement is required. Brett Hillgartner expressed an interest in taking the position. **(SNAC1314-11.3)** Brett Hillgartner was nominated by Sandra Buckingham to be the SNAC secretary. The motion was seconded by Allison Provost. There being no other nominations, Brett Hillgartner was acclaimed as SNAC secretary.

## 2.0 Additions to Agenda

### 2.1 Approval of Agenda

(SNAC1314-11.4) It was moved by Barbara Schnider to approve the agenda with the addition of items 6.2 *Discuss February Meeting*, 6.3 *SNAC Chat November* (with previous 6.2 becoming 6.4), 7.2 *Gazette Article: Autism Shouldn't be Jobs Obstacle* and 7.3 *EMSB Riding the Waves of Stress*. The motion was seconded by Brett Hillgartner and unanimously resolved.

*Jennifer Dimarco arrived at 7:08*

## 3.0 Corrections to Minutes of October 23<sup>rd</sup>, 2013

### 3.1 Approval of Minutes of October 23<sup>rd</sup>, 2013

The minutes were included in the kit. (SNAC1314-11.5) It was moved by Donnalynn Rainey to approve the minutes with a correction to the date for the November 20<sup>th</sup> meeting under Item 10. The motion was seconded by Allison Provost and unanimously resolved.

## 4.0 Business Arising

### 4.1 SNAC Awareness Campaign: SNAC logo on school websites: update

At the last administration meeting, a request was made to have schools put the SNAC logo and link on their websites. A second request will be made at the regional directors' meeting.

### 4.2 SNAC Awareness Campaign: SNAC Chat News (Oct): update; (see page 4 below) <http://lbpsb.qc.ca/eng/pearsonnews/pdf/Pearson-News-Volume-XVI-No-2.pdf>

A request will be made at the regional directors' meeting to help promote SNAC Chat distribution to parents at all of the schools. The SNAC Chat made it into an issue of the Pearson News.

### 4.3 SNAC Workshop for Parents: Discuss and Approve topic and date for presentation. (Vote)

A workshop is being planned for either the end of February or after spring break, subject to availability. (SNAC1314-11.6) Upon a motion by Brett Hillgartner, the workshop will present the topic "Kids that Jiggle and Wiggle". The motion was seconded by Allison Provost and unanimously resolved.

### 4.4 Consultation: Enrollment Criteria 2014-2015 (Response due November 29, 2013). Please read before meeting:

<http://lbpsb.qc.ca/eng/Consultations/Consultationsv2.asp>

The enrollment criteria consultation is available online. Discussions about the enrollment criteria revolved around the definition of capacity and capping. It was determined that some of these concerns could be addressed with a more in depth Q & A section for the consultation. Due to the impending deadline, an email vote will be used to approve a response to the consultation.

*Kiley Philp arrived at 7:17pm, during discussions*

## **5.0 Reports**

### **5.1 Administration**

The administration report was included in the kit. The administration is currently planning the assignment of principals, and will be starting the registration process in January. It was noted that the early November workshop about parent/teacher meetings and communicating special needs was appreciated.

### **5.2 Council of Commissioners**

A report from Danny Olivenstein was included in the kit. The highlight of the report was the addition of two new student commissioners. Danny Olivenstein also spoke about the retirement and replacement of Rosemary Murphy and Sue Williams. The report was concluded with a brief note about the milk program and a reminder that an excellent SNAC presentation is available on the website.

### **5.3 Central Parents' Committee**

A report from the CPC was included in the kit, and a report from Donnalynn Rainey was sent out via email. In the report a request was made for information about the effectiveness of SNAC Chat. Other points of interest included the ombudsman resigning and the state of vacancies from the regional parents committees.

### **5.4 Education Committee**

No report was available for the kit; however, Barbara Schnider provided a verbal report to the committee. Highlights from the meeting included: a presentation by Peter Gilson about different paths for finishing secondary studies, the renewal of the International Baccalaureate status for Children's World Academy, information about the schools which have daycare, and online resources for the Education Services Department Digital Citizenship Program.

### **5.5 P.T.U.**

A report was included in the kit. It was noted that negotiations will be recommencing soon.

### **5.6 P.A.S.A.**

The Pearson Association of School Administrators (PASA) meeting was scheduled for November 20<sup>th</sup>, but was postponed.

### **5.7 Professionals**

A report was included in the kit. The highlights of the report were the 'Catch the Brainwave' project and the upcoming presentations.

### **5.8 I.A.S.S.**

The Independent Association of Support Staff (IASS) will be hosting its annual general meeting on November 22<sup>nd</sup>, 2013. There will be new executive members, and will soon be starting a new collective agreement

### **5.9 Treasurer's Report**

A summary was sent out via email. There is an 8.17\$ carryover, and with expected expenses for recording secretary and conferences, there will be 373.17\$ remaining.

### **5.10 Website Administrator's Report**

Jennifer DiMarco provided information about the number of main page hits (437), webcast views and emails. Several emails were discussed in order to provide the proper response to the requestor.

### **5.11 Workshops Attended [See Brett's report. Refer to the following documents]:**

[http://www.goldlearningcentre.com/conference\\_presentations](http://www.goldlearningcentre.com/conference_presentations)  
[http://www.goldlearningcentre.com/nov6\\_conference\\_presentations](http://www.goldlearningcentre.com/nov6_conference_presentations)

Brett Hillgartner attended the *Current Trends in Autism* conference on November 5<sup>th</sup>-6<sup>th</sup> and provided a detailed report for the kit. The overall theme was that early intervention is the key.

## **6.0 New Business**

### **6.1 SNAC Funding: letter to administration to request increase in funding to SNAC [see attached]**

A letter to Carol Heffernan has been drafted to request additional funding to pay for recording secretary and conference expenses. Subsequent to discussions, it was determined that \$800 would be a more appropriate amount to request as that would then assist to cover the cost of parent seminars.

**(SNAC1314-11.7)** It was moved by Barbara Schnider to approve the letter requesting 800\$ in additional funding for recording secretary, conference and parent seminar expenses. The motion was seconded by Jennifer DiMarco and unanimously resolved. It was noted that the date will need to be modified in the final draft.

### **6.2 Discuss February meeting**

The February meeting is currently scheduled at the same time as the FSSTT presentation about sleep. As there was no better alternative, it was determined that the meeting would remain as scheduled.

### **6.3 SNAC Chat November**

The November draft was included in the kit. Minor changes were made to the report, but the information about the presentation by Carol Heffernan will be omitted as there is no confirmation yet. **(SNAC1314-11.8)** It was moved by Jennifer DiMarco to approve the November SNAC Chat with the changes. The motion was seconded by Brett Hillgartner and unanimously resolved.

### **6.4 Discussion: Dealing with flight risk concerns for students with Special Needs**

A parent visitor spoke about an incident where their child went missing for a brief period of time after exiting the school via an Emergency door with an inactivated Alarm. An active discussion followed, touching on how to improve processes to prevent similar incidents. It was discussed that this would fall under the mandate of the Facilities and Security Committee, and suggested that the F&S Committee consider that verification of working alarms on emergency exit doors be incorporated into the checklist for regular school fire drill procedures. SNAC was informed by Administration that the Regional Directors have been alerted to the concern and that verification of alarm doors is taking place at certain schools.

## **7.0 Correspondence**

### **7.1 Reminder: ASD Center of Excellence Parent Seminar Nov 26. Register now!**

A reminder was given that registration is open for the ASD center of excellence parent seminar to be held November 26<sup>th</sup>.

### **7.2 Gazette Article: Autism Shouldn't be Jobs Obstacle**

An article about kids on the autism spectrum appeared in the Montreal Gazette on November 16<sup>th</sup>. There is a company looking for people on the spectrum to try out different technologies.

### **7.3 EMSB: Riding the Waves of Stress**

EMSB will be hosting a workshop on November 28<sup>th</sup> about dealing with stress. An attachment included the relevant information.

## **8.0 Varia**

Two items were discussed under varia: another Gazette article, written about a local mother applying for early intervention, and a request to streamline emails by having them sent all at once rather than one at a time.

## **9.0 Questions from the Public**

Nil.

## **10.0 Adjournment**

**(SNAC1314-11.9)** Upon a motion by Jennifer DiMarco, the meeting was adjourned at 9:13 pm. The next meeting will be held at 7pm on Wednesday January 22<sup>nd</sup>, 2014 in room 219/221 of 1925 Brookdale.