



Special Needs Advisory  
Committee (SNAC)

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

**MINUTES OF THE MEETING –JANUARY 22<sup>ND</sup>, 2014**

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

**In Attendance:** Sandra Buckingham, Marie-Eve Claude, Jennifer DiMarco Christopher Fuzessy Brett Hillgartner, Carollynn Jones (PTU), Franca Kesic (WIAIH), Christine McLean, Daniel Olivenstein, Donnalynn Rainey (from 7:15), Barbara Schnider, Ruth Schwarcz (Professionnels), Douglas Stewart (PASA)

**Regrets:** Cindy Finn, Linton Garner (Commissioner), Carrie Gross (Professionals), Stephanie Herault (PASA), Robin Keough, Kiley Philp, Allison Provost (IASS), David Szabo

**Observers:** Hennilynn Radin, Shannon Bird-Robertson, P. Wakefield (to 8:36)

**Recording Secretary:** Andrew Graham

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**1.0 Special Presentation:**

**“The LBPSB Budget Allocation Process”, presented by Assistant Director General Carol Heffernan**

Carol Heffernan presented information about the budget allocation process and answered questions from the committee. The slides will be made available to the committee, but the confidential information will be removed.

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

It was confirmed that quorum had been established and the meeting was called to order by Sandra Buckingham at 7:47pm. As Kiley Philp was unable to attend, Christine McLean was assigned voting rights for the evening. Sandra Buckingham made a brief speech thanking Barbara Schnider for her continued participation and efforts while enduring personal issues.

**3.0 Additions to Agenda**

**3.1 Approval of Agenda**

**(SNAC1314-1.1)** It was moved by Brett Hillgartner to approve the agenda as presented. The motion was seconded by Christine McLean and unanimously resolved.

#### **4.0 Corrections to Minutes of November 20<sup>th</sup>, 2013**

##### **4.1 Approval of Minutes of November 20<sup>th</sup>, 2013**

The minutes were included in the kit. **(SNAC1314-1.2)** It was moved by Barbara Schnider to approve the minutes as presented. The motion was seconded by Brett Hillgartner and unanimously resolved.

#### **4.0 Business Arising**

##### **4.1 SNAC Awareness Campaign: SNAC Chat: (see page 5 below); new distribution strategies? <http://lbpsb.gc.ca/eng/pearsonnews/pdf/Pearson-News-Volume-XVI-No-4.pdf>**

Distributing SNAC Chat to the community continues to be an issue. Suggestions were made to help promote its distribution within the school communities, including the addition of an 'opt-in' mailing list for the SNAC website, and re-enforcement with Administrators during their bi-weekly meetings of the importance of distribution of documents to parents. With general agreement, it was decided that the date on the SNAC Chat should be changed to February in order to reflect when the actual distribution will occur.

##### **4.2 SNAC Funding: Response letter from Administration; (see attached)**

The request for 800\$ in additional funding was rejected. Upon discussing the response, it was determined that the Council of Commissioners may be able to approve the additional funding and that the budget consultation response would be a good place to request additional funding in general.

**(SNAC1314-1.3)** It was moved by Jennifer DiMarco to send a letter to the Council of Commissioners to request additional funding in the amount of 800\$ for the 2013-2014 school year immediately, and to provide the amount requested for the 2014-2015 school year in the Budget consultation response. The motion was seconded by Brett Hillgartner and unanimously resolved.

##### **4.3 Follow-up: Dealing with flight risk concerns for students with Special Needs**

The issue was discussed at the CPC meeting, and a subcommittee of Council has been created to address emergency preparedness plans. A letter requesting that fire drills include a verification of alarmed exits will be sent to the subcommittee.

##### **4.4 SNAC Workshop for Parents: Thursday, Feb 13<sup>th</sup>: (see flyer) Action Items/Volunteers**

The 'Kids that Wiggle and Jiggle' workshop will be held on February 13<sup>th</sup> and will be hosted by three consultants. Permission has been received from the consultants to record the presentation. Additional details including a survey, a sign-in table, nametags, refreshments, a printed package including the slides and SNAC Chat were discussed. It was decided that sixty dollars will be used to purchase a bottle of wine and a thank-you card for each of the presenters and Jim Hendry (recording technology coordinator).

*P. Wakefield left at 8:36pm at this point.*

- 4.4 Consultation Closure: Enrollment Criteria 2014-2015: was adopted Dec 2013**  
[http://lbpsb.gc.ca/content/policies/Policy\\_on\\_Employment\\_and\\_Assignment\\_of\\_Relatives\\_%202013.pdf](http://lbpsb.gc.ca/content/policies/Policy_on_Employment_and_Assignment_of_Relatives_%202013.pdf)

The enrollment criteria consultation was closed and adopted at Council.

## **5.0 Reports**

### **5.1 Administration**

The administration report was included in the kit. It was noted that there were over 200 new students cases submitted to MELS for coding.

### **5.2 Council of Commissioners**

The report was not submitted in time for the kit, but a verbal report was given to the committee. The last meeting was in December and welcomed the two new parent commissioners. The administration and ombudsman changes were discussed and it was noted that the annual report is now available online. Registration has now officially begun for the 2014 elections.

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

A report from the CPC was included in the kit. A letter was sent to Pauline Marois concerning school governance expressing a displeasure with board funding cuts. The CPC will be hosting a 'Girls Day Out' on February 8<sup>th</sup> in a partnership with the Pearson Education Foundation.

### **5.4 Education Committee**

A hard copy of the report was distributed at the meeting. The meeting concentrated on policies and subcommittees.

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

No report was available for the kit as the PTU met on January 22<sup>nd</sup>. There will be surveys sent out to teachers to determine what it takes to mobilize teachers and what they want to negotiate.

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

No report was available for the kit as the P.A.S.A met on November 20<sup>th</sup> and Doug Stewart was unable to attend.

### **5.7 Professionals**

A report was provided by email prior to the meeting, and Ruth Schwartz responded to questions. The report described the various workshops and presentations that have been attended, and described the upcoming events.

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

No report was available for the kit, but it was noted that the new president of the Independent Association of Support Staff (IASS) is Anita Nenadovich.

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

There were no changes to the report. After expected expenses are incurred, there will be 373\$ remaining.

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

Jennifer DiMarco provided information about the number of main page hits, webcast views and emails. In the past two months, there were over 1100 hits on the SNAC website. In December 2013 there were 5 emails to SNAC requesting assistance. In January 2014 (prior to the Jan 22 SNAC meeting) there were 17 emails to SNAC with special-needs related inquiries. Several emails were discussed in order to provide the proper response to the requestor. RSVPs for upcoming events have also been received through email.

### **5.11 Workshops Attended (See Brett's report: "And They Call Him Joe")**

Brett Hillgartner attended the 'And They Call Him Joe' workshop. A report was included in the kit.

## **6.0 New Business**

### **6.1 Budget Consultation (Response due March 29):**

[http://lbpsb.qc.ca/content/consultations/budgetconsultation2013\\_2014/2013-2014%20Budget%20Consultation%20Short%20Form.pdf](http://lbpsb.qc.ca/content/consultations/budgetconsultation2013_2014/2013-2014%20Budget%20Consultation%20Short%20Form.pdf)

#### **SNAC's previous response for 2013-2014:**

[http://snac.lbpsb.qc.ca/eng/extra/img/58SNACBudgetConsultationResponse2013-2014\\_Final.pdf](http://snac.lbpsb.qc.ca/eng/extra/img/58SNACBudgetConsultationResponse2013-2014_Final.pdf)

The budget consultation is due on March 29<sup>th</sup>. A copy of last year's consultation response was included in the kit for reference. Any input should be submitted by February 12<sup>th</sup> in order to discuss the response at the February meeting.

### **6.2 "Art & Culture in Education" Consultation (Response due March 21):**

[http://lbpsb.qc.ca/content/consultations/Arts\\_Culture\\_Policy\\_Consultation\\_Document\\_Dec\\_16\\_2013.pdf](http://lbpsb.qc.ca/content/consultations/Arts_Culture_Policy_Consultation_Document_Dec_16_2013.pdf)

The draft version of the policy was included in the kit. Any input should be submitted by February 12<sup>th</sup> in order to put together a draft response for discussion at the February meeting.

## **7.0 Correspondence**

**7.1** The LCEEQ will be hosting a workshop by Will Richardson on February 10<sup>th</sup>.

**7.2** In response to an email from a parent, it was confirmed that LBPSB has an Entente in place with Peter Hall and Summit schools, but not with Vanguard. Thus, LBPSB is not directly involved in the student referral process with Vanguard.

## **8.0 Varia**

Nil

## **9.0 Questions from the Public**

Nil.

## **10.0 Adjournment**

**(SNAC1314-1.4)** Upon a motion by Jennifer DiMarco, the meeting was adjourned at 9:06 pm. The next meeting will be held at 7pm on Wednesday February 19<sup>th</sup>, 2014 in room 219/221 of 1925 Brookdale with a special presentation on assistive technology.