



Minutes of the fifth (5th) meeting of the 2014-2015 Special Education Advisory Committee (SEAC) held on Monday, May 4th, 2015 in the Board Room at the SWLSB Administrative Centre, 235 Montée Lesage, Rosemère, Québec

Members present: Evan Caminis, Pamala Crompton, Maria Garliaris, Jennifer Perry, Patricia Sasso, Marianne Sassen, Yolanta Wiktorczyk, Lisa Loveland, Parents; Elaine Sassen, Audrey Kannon, Teachers; Gina Persechino, Principal

Also present were Fred Greschner, Assistant Director General; Tina Korb, Director of Educational Services; Silvia Patella, Assistant Director of Complementary Services; Emilio Migliozi, Commissioner

Regrets: Mario Lisio, Brian Benoit, Jack Fitch, Sébastien Joly

The Chairperson called the meeting to order at 7:12 p.m.

1. Additions to & Approval of the Agenda

Elaine Sassen MOVED THAT the agenda is approved as presented. Seconded by Janet Sallie.

Carried UNANIMOUSLY

2. Approval of Minutes of Meeting held on February 2, 2015

Marianne Sassen MOVED THAT the minutes of February 2, 2015 are approved as presented. Seconded by Lisa Loveland.

For: 9
Abstain: 2

3. Question Period

Welcome to Gina Persechino, Principal from Pierre E. Trudeau Elementary. Gina will be the Principal representative on the SEAC.

Welcome to Commissioner Emilio Migliozi. In response to a question from Emilio, the SEAC members introduced themselves and their role on the committee.

Members questioned whether the representative of the Director General has the right to vote. Mr. Greschner will follow up on this.

4. Business Arising

4.1 Presentation – Autism Walks – Krista Leitham

This will be rescheduled for another evening as the presenter was not present.

4.2 Internal Rules & Procedures

Length of term (addition to Document)

Confirmation of signing of minutes & end of meeting time

Corrections

- **Section 1.0 - DEFINITIONS** - Include the addition of: **Alternate:** A parent or teacher member of the SEAC Committee who may substitute for a regular parent or teacher member and who only has voting rights when substituting.
- **Section 1.0 DEFINITIONS** we voted to include the addition of: **Executive Committee:** Includes Chairperson, Vice-Chairperson, Treasurer and Secretary.



- Include a **new section, ELECTION (2.0)** pertaining to the Composition of SEAC - Mr. Greschner reported that the composition of the SEAC is not part of the internal rules and procedures that can be voted on. The composition of SEAC is decided from Council and cannot be changed unless it is voted on by them.
- The “representatives designated by Council” is being questioned as to who those people are. The Chair would like clarification on this. Mr. Greschner will follow up on this and get clarification for the next meeting. (Section 185)
- **Procedures for Applications (2.2)** Should SEAC include how the members are elected? The parents committee votes them in on a first come first served basis, with priority given to those who already sit on SEAC. This document exists and will be put into the internal rules and procedures.
- **Elections (2.3)** Annually, in addition to the election of the Chairperson, the members will elect a Vice-Chairperson, a Treasurer, a Secretary as well as the SEAC delegate to the Parents Committee. The committee shall also, (bi-annually) nominate one or more SEAC members for the role of Special Needs Parent Commissioner one of whom will be elected as a parent commissioner by the parents committee before the first Sunday in November.
- **Section 4.3.1 Verification of Quorum:** Last year a change was made to reduce quorum to 8 members of which 4 must be parent members. This needs to be added in the rules.
- **NOTES:** Since we have added a new section and inserted it as Section 2, the previous Section 2 (Meetings of the Committee) will now become Section 3 and so on and so forth.
- Minutes must be signed by the Chair and Secretary and forwarded to the Director of Complementary Services.
- In the internal rules, meetings can go to 10:00 p.m. without a vote. Members would like this changed to 9:00 p.m. and if they need an extension it will be voted on at 9:00 p.m.

Janet Sallie MOVED THAT the changes and additions as listed above to internal rules and procedures are approved as presented. Seconded by Audrey Kannon.

Carried **UNANIMOUSLY**

4.3 SEAC CSD Annual Workshops (review)

- Of the 170 parents who registered, 129 attended.
- All SEAC parent members who attended the workshops liked it.
- Location was liked as was more central.
- Northern regions would like to participate at a closer location perhaps by VCN.
- Bake sale was not really successful. Members will try it differently next time. Perhaps it should have been indicated in the registration bulletin that they would hold a bake sale. Should this be done again, it should be extended it to the end of the workshop.
- Thank you to ESD/CSD. Appreciated the IEP workshop very much. Everyone should have an opportunity to see this workshop.
- Tina Korb reported that the presenters enjoyed the evening and being able to speak to parents.
- Pamala Cripton reported that it is felt that SEAC’s involvement needs to be parceled differently. She feels there was a lot of wasted energy in the planning stages as all of the decisions need to be made by CSD. Going forward it should be a CSD initiative and SEAC can support what they need. A subcommittee to help organize this event was struck however they never met. This committee could have worked with CSD to help organize. The committee didn’t meet because a lot of the information came together last minute and there was no time for them to meet. For future conferences, CSD can decide what they need SEAC to do and they will get a subcommittee together.
- Congratulations to everyone involved in this. Fred went on to say that the bulk is done by our own professionals so it usually comes together at the last minute.

The chairperson has the breakdown of parents who participated by school and will report that back to the committee. In response to a question from Patricia Sasso, in the past, it was a workshop in the fall and a conference in the spring. Perhaps the conference could be held in March rather than April.

Parents would like copies of the PowerPoint presentations they were not able to attend. The concern with receiving the PowerPoint without the presentation is that if you had not attended the conference, points could be taken out of context. Tina and Silvia reported that as of this afternoon, there are some of the workshops on the SEAC website already. Pamala responded that as Chair of the SEAC, she would have liked to have the information that the presentations were posted on the website earlier so that she could advise the members. Tina and Silvia responded that the presentations were only put up late this afternoon.

Some members enquired if these workshops could take place in the fall rather than the spring. Members felt it would be better attended and information is better at the beginning of the year rather than at the end. CSD would need to make this decision.

Patricia Sasso enquired why it took so long to plan the conference. Tina responded that this is over and above regular work that CSD already does and it is fitted in as it can be done. Since it is the CSD professionals giving their time to do these workshops, at the beginning of the school year student support needs to be in place before a conference is planned as this is work added to an already busy schedule. Priority is given to getting proper service to students.

Perhaps one topic that can span over a bunch of parents would be a good idea to organize in the fall. Members were asked to come back to the next meeting with suggestions of what they would like to have as a conference in the fall. SEAC parents want to help organize these conferences.

4.4 Policy Review – General Discussion

The school board has not been given the official mandate yet. This policy is on the radar for review. Members are asked to familiarize themselves with the document.

The policy is status quo for now until the Council changes something. There may be a revision in 2016 but they will let the school board know which policy needs to be revised.

The Chair has sent members a lot of documentation. The school board provides a handbook of procedures to the committee with the policy and is still available electronically. It is out of date but the educational policy is being worked on it and the hope is to make things available electronically rather than print. It is easier to keep it up to date electronically rather than giving binders out. This is not the same binder that is in school level special needs.

5 Reports

5.1 Chairs Report

The report was sent electronically to members.

Discussion on the Learn Pad smart board workshop at Ste. Adele Elementary.

5.2 CSD Report

- A new program from the MEESR – CASP – available online for student ages 6-15 with moderate to severe learning disabilities. It will be piloted in some of the boards across the province. We have applied to pilot. It will be in schools in 2017.

- In the process of looking at low ratio groups and how to support special needs beginning at secondary 1. A consultant will be dedicated to visiting all of the elementary schools. Putting together a package of the student work samples to be given to high schools in a binder. Also prepared a sheet with a data base of all students and where they are at in different areas.
- How do you qualify what a student of concern is – it will be up to teachers to let principals know which students they feel should qualify for this program. It won't necessarily be just for students who are on an IEP. The contact person will be the principal. The consultants will follow up the following year on the students that had been flagged to see how it is working and where the student is the following year. Tina commented that they are in the beginning stages of looking at transitioning from cycle 1 secondary to cycle 2 secondary.
- How do parents know that their child is flagged for this – who will inform them? The principal is in charge of communicating with the parent. This is part of the student placement – all of the files are sent from elementary to high school. The new IEP is easily transferred to the high schools. Consultants are on the road now and offering to help teachers learn how to transfer the new IEP's to the high schools. Concern on teachers knowing the new IEP. Mr. Greschner responded that the teachers know how to use both of them and are leading teachers to using the new IEP model. All teachers have access to it and it is easier to work with.
- CSD is in the process of derogations and exemptions on final exams.
- The Website for electronic exams for students on adapted is not open until the day of the exam.
- In the process of organizing and hiring personnel for summer school. It will be in the junior building this year.
- Offering online courses for summer school for students in outlying areas. This is available through LEARN.
- Summer school is offered to high school students grade 7 to 11 only in CORE subjects only.
- Working on a toolkit for IEPs for teachers. A subcommittee will start looking at this in May.
- PDIGS – grants for professional development are being looked at to apply for grants.
- On SEAC website some of the PowerPoints from the workshop are available as of 5 p.m. this afternoon. Not all of them are there as with some of them, the presentation is required. They will all be available in one place on the website. The chairperson would like to be copied on the presentations that are being loaded before it is done so that she can inform members.
- Engage all conference – survey to teachers not done yet.

5.3 Financial Report

- Pamala has created a spread sheet that will be used for the financial reporting.
- Looking more closely to the budget. SEAC would like to do their own budget.
- Any money not used will return to the school board.
- SEAC did not have to pay as much for workshops so has funds to go ahead with the IEP toolkit.

6 New Business

6.1 Special Needs / IEP Resource Kit

Will be putting this together – 1200 copies to give out to parents of a child who has an IEP. This toolkit will be given by the teacher to a child they feel may need an IEP. It will be up to administration of each school on how they will distribute it.

The deadline is May 18th to get information

- Preparing for IEP meeting
- The IEP
- The IEP meeting
- Options to help your child succeed
- All about me – the student will be able to fill this out.

- The right start – check list for parents
- Useful resources in the community

All of the information used is from the Lester B toolkit. CSD will take care of all of the content and it will be brought back to SEAC for review. Gina Persechino suggested having it on the website only, but parents like paper copies. She went on to say that it is easier for administrators to show parents a kit online and would give exposure to the SEAC. This toolkit should be done in French as well as a majority of parents are francophone.

Discussion on how to get SEAC better known in the schools. Have earlier meetings in the year to get something put together and attend all of the General assemblies to let parents know about SEAC. The toolkit is a way to help parents. Mr. Greschner said that this committee has come a long way over the years. It has not been easy in the past to get quorum and there has been an improvement over the years at this committee.

Jennifer Perry MOVED THAT the meeting is extended for 15 minutes. Seconded by Patricia Sasso.

Carried UNANIMOUSLY

The committee would like to help with the content for this toolkit. Silvia would like the suggestions filtered through the Chair so that only one version only will be sent to her to read. Pamala has done preliminary edits and will send it to members for their feedback to be sent to Silvia by this Friday.

In response to a question from Marianne Sassen, the number one item for the funds is to spend it on the tool kit.

Pamala will make sure it gets printed and distributed to members of PC to bring back to their schools. This is a non-mandated role of the committee and will be funded by SEAC. Alternative years will also be funded by SEAC. Patricia Sasso says that this should be done on a yearly basis.

SEAC is allowed to generate funds and can keep this money.

Jennifer Perry MOVED THAT the balance of the SEAC funds will be spent on the development and printing of the IEP toolkits. Seconded by Patricia Sasso.

Carried UNANIMOUSLY

6.2 Allocation of Resources 2015-2016 / Recommendations

The Chairperson has requested that the SEAC look at the budgets for special needs students and recommend where money for special needs should be spent.

Mr. Greschner responded that to date there is no indication as to next year's budget yet so will use this year's numbers for now for SEAC to look at.

If all the money is not used it is returned back to the school board.

For mileage claims, the Chairperson asked members to staple the google maps with the shortest distance from home to the board.

7 Varia

The Chairperson would like to establish the first meeting for SEAC – September 15th, 2014. Members would like to meet on Tuesdays instead. The first meeting of the school year will be the old committee until new members are voted in after the GB and PC elections. Mr. Greschner will make sure that the room is available for September 15.



8 Question Period

If a conference will be done in the fall – will a survey go out. By next meeting please have ideas for a fall conference and it will be given to Silvia Patella.

9 Adjournment

Next meeting is June 1, 2015

Lisa Loveland MOVED THAT meeting is adjourned. Seconded by Yolanta Wiktorczyk.

Carried UNANIMOUSLY

Minutes approved _____, 2015

Chairperson _____ Secretary _____

Respectfully submitted by:
Susan O'Keeffe, Recording Secretary