



**S**pecial  
**E**ducation  
**A**dvisory  
**C**ommittee



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

**MINUTES OF THE**  
**Special Education Advisory Committee Meeting**  
Thursday, March 13th, 2014  
Directorate Room - 235, montée Lesage, Rosemère, QC

*Fred Greschner, Director of Complementary Services; Lynn Neveu, Interim Assistant Director of Complementary Services; Stephanie Vucko, Director General; Eileen Kelly, Assistant Director General*

**Present:** *Jennifer Maccarone, Pamala Cripton, Adèle Leeming, Janet Sallie, Lisa Fennessey, Parents; Audrey Kannon, Elaine Sassen, Teachers; Ghyslaine Massé, SEPB577 Representative; Peter MacLaurin and Elio Lattanzio, Commissioners  
Susan O'Keeffe, Recording Secretary*

**Absent with regrets:** *Bessie Athanasopoulos, Natalina Pace, Pasquale Machado, Naz Facchino*

AGENDA TOPIC	DISCUSSION	Remarks and Actions To be Taken
<b>1.0</b> Welcoming remarks	<i>The chairman called the meeting to order at 6:03. Thank you for everyone for coming.</i>	
<b>2.0</b> Additions and approval of the Agenda	<i>Add: 6.3 Training in technology for Secondary students</i>	<i>Moved by: Lisa Fennessey Seconded by: Lynn Neveu</i>
<b>3.0</b> Approval of minutes of meeting held January 30 <sup>th</sup> , 2014	<i>Carried with 2 abstentions</i>	<i>Moved by: Janet Sallie Seconded by: Pamala Cripton</i>
<b>4.0</b> Chairperson's Report	<i>Included in packages.</i>	
<b>5.0</b> Business Arising		
<b>5.1</b> Nominations and elections – E-Vote	<i>In an e-vote the following motion was passed: Jennifer Maccarone, Chairperson Pamala Cripton, Vice-Chairman and Parents Committee Representative Susan O'Keeffe engaged as recording secretary</i>	
<b>5.2</b> Quorum – E-Vote	<i>In an e-vote the following motion was passed: Quorum is changed to 4</i>	

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<p>5.3 Ad Hoc Working Committee - Update</p> <p>a) Parent Workshops &amp; Conference</p>	<p><i>The working committee for the Spring Conference has not had a chance to meet yet. We hope to meet very soon with Jennifer Maccarone, Pamala Cipton, Ghyslaine Massé and Lisa Fennessey.</i></p> <p><i>Once the school board budget parameters from the MELS are given we are able to finalize the organization of services for the next school year.</i></p> <p><i>SEAC Policy revision up for renewal. Please think ahead to look at parts of the current policy in order to generate a discussion at the meetings and provide input and suggestions. Break out groups can be formed and goals can be set. Most of the goals from the last revision have been met and/or are ongoing.</i></p> <p><i>The legacy left behind from the previous SEAC is to be a service to the parents and support the kids and to help the student and parents who are looking for help. The Fall and Spring conferences were developed in order to do this. This is a partnership between the SEAC and the CSD. Some outside organizations are brought to speak at these conferences, in addition to in-house professionals.</i></p> <p><i>The theme for the past two years has been Mental Health and Anxiety. Members and parents who attended were very happy with these workshops. These evenings met two goals of the committee.</i></p> <p><i>The tentative date of April 24<sup>th</sup> for the conference will not work, so May 8<sup>th</sup> is being looked at. Mr. Greschner will check the availability of Rosemere High School.</i></p> <p><i>If there is going to be one conference a year, members felt that a Fall conference is better than the Spring one. This will be discussed at the subcommittee, however the Spring one will go ahead.</i></p> <p><i>Stephanie Vucko suggested asking the parents for a needs assessment to see what they are interested in. This can be done through the Communication Services Department by a survey.</i></p> <p><i>A suggestion to use a video conference location for remote locations to help parents who are not able to come into Rosemere. If the registration</i></p>	

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	<p><i>supports this then it will be done. If VCN is not a possibility a webinar could be held following the conference.</i></p> <p><i>Mr. MacLauren feels that parents' getting together is an important aspect of the conferences. They can share feelings, interact and network. A round table was encouraged at the beginning and end of the conference in order to share feelings. Members would not like to lose conferences in order to have these round tables. Saturday conferences could be looked at as well.</i></p>	
<b>6.0</b> New Business		
<b>6.1</b> Prepping of Teachers (Question from P. Cripton)	<p><i>Clarification on whether or not substitute teachers and/or student teachers are informed specifically about the special needs students in the class. Mr. Greschner responded that this is a question that should be addressed at the school level, but went on to say that student teachers are always with a teacher and emergency kits are available for substitute teachers with the information about the class. This is a practice throughout the board. He suggested that if she needed any more information to ask the school administration.</i></p> <p><i>Pamela suggested that this item could be put into the revised SEAC policy in order to have a uniformed practice throughout the school board.</i></p> <p><i>Ghyslaine Massé said that this practice also applies for attendants who are away.</i></p>	
<b>6.2</b> Inspirations - EMSB	<p><i>Jennifer Maccarone enquired why we do not have our own SWLSB Inspirations or work in partnership with the magazine? Inspirations is a magazine that writes about success stories for children with special needs. Anyone is allowed to write articles for this magazine. The chairperson would like to know what our level of participation with this magazine is. Anyone can write for them and every issue that is printed, the SWLSB receives copies of it that are in turn sent to the schools.</i></p>	<i>Mr. Greschner will look into this magazine and explore.</i>
<b>6.3</b> Training in Technology in Secondary Schools	<p><i>Janet Sallie reported that many students who have IEPs and are using laptops are working well. Will there be training for secondary teachers in order for these students to move onto secondary school. Mr. Greschner responded that this training is already in the works.</i></p>	
<b>7.0</b> Complementary Services Report		
<b>7.1</b> Financial Report	<p><i>Any travel expenses, please send them to Sylvia Repas for process. For the conference it costs extra money to send paper copies, but it was decided by this committee to do this and it resulted in more people</i></p>	

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	<p><i>attending. The SEAC budget is about \$2000 per year.</i></p>	
<p><b>7.2</b> Allocation of Financial Resources for handicapped students and students with social maladjustments or learning disabilities</p>	<p><i>As this is part of our mandate, this will be an ongoing agenda item. Once the budget parameters are received is when this allocation can be spoken about.</i></p> <p><i>The development of the SEAC policy handbook should be looked at during meetings as it is a big document. It can be done in small parts per meeting. Members are encouraged to read it in advance and come to meetings ready with suggestions.</i></p>	
<p><b>8.0</b> Parents' Committee Report</p>	<p><i>Still working on the Deeds of Establishment and 3 year plan. A special meeting was planned and the PC voted to hire legal counsel to represent our interests, ensuring the well-being of our children, as expressed by the parents, is taken into consideration as Council and the school board move forward with the implementation of Phase 1. The website is under way, please send contents for the SEAC portion. A letter was drafted to the MELS to ask for Financial Literacy to be included in the curriculum in elementary and high schools.</i></p> <p><i>Day care costs and functions in school was discussed – cost of ped day outings, snow day reimbursements. Daycare ped days must be self-financing and if it is not then the daycare is not obliged to open. Anyone who would like information please e-mail Jennifer and she will send it to you.</i></p> <p><i>Jennifer will include the PC report in her SEAC Chair's report going forward.</i></p>	
<p><b>9.0</b> Question Period</p>	<p><i>What is the SWLB policy on number of times per year IEPs are reviewed by parents? IEPs are an ongoing and living document. Schools are encouraged to revise and update. There should be 10 communications per year to parents if a child has an IEP. The review of an IEP does not have to be with the parents but they must be informed. A pilot project of an electronic template to communicate with stakeholders on IEPs is in place in a few of our schools. It is working very well as it is not always easy to get everyone in at the same time. Parents appreciate receiving them by e-mail as it is easier to communicate. For teachers where sometimes there is not enough time to meet with parents this is more streamlined and communicates information better and faster. This template can go from one school board to another and from elementary to high school. There is not that much difference between template and what they are working with but it is much more personal and individualized.</i></p>	

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	<p><i>Who should be present at IEP meetings? Teachers who teach the student, a resource teacher, the parents, sometimes you may have outside social service agencies to help and some in school professionals may take part. The principal is responsible to oversee this and its implementation, development and revision.</i></p> <p><i>If a parent requests a CSD consultant and is refused? – CSD is there to give strategies to teachers and resource teachers.</i></p> <p><i>Parents would like to be there during the revision of an IEP. It is sometimes difficult to get every person involved for every revision but parents will be informed once it is done. All input is given from all parties at different times when schedules conflict. In large schools it is not possible to get everyone together. The templates are the best as it can be sent out and all parties can provide input in a timely manner. The IEP is then an ongoing and a living document. Parents would like to see a communication document advising them that they can always make suggestions and are welcome to always go over the IEP.</i></p> <p><i>Mr. Greschner will bring back an IEP guide to be worked on. It can be updated and he will make it known to parents that this booklet is available.</i></p>	
<b>10.0</b> Next Meeting	<i>April 3rd, 2014</i>	
<b>11.0</b> Adjournment	<i>Thank you to all for coming Meeting closed at 7:04</i>	<i>Moved by: Lisa Fennessey Seconded by: Ghyslaine Massé</i>

Respectfully submitted by: Susan O'Keefe