



Special
Education
Advisory
Committee



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

**MINUTES OF THE
Special Education Advisory Committee Meeting**
Monday, January 28th, 2013 at 19 h 30
ESD/CSD Boardroom - 239, montée Lesage, Rosemère, QC

Present: *Fred Greschner
Adelina Lepanto, Sylvie Battisti, Janet Sallie,
Brian Benoit, Marie-Helen Goyetche, Peter MacLaurin, Sylvia Repas
Special Guest : Stephanie Vucko – Director General*

Absent with regrets: *Kimberly Leclerc, Adele Leeming, Pamala Crompton, Pamela Feres, Melanie Parkinson, Bessie Athanasopoulos,
Marianne Sassen, Giovanni Petrangelo, Sheila Rennie, Jodi Roy, Nicole Rodier
Tabitha McKell, Pheleshia Hudson,Carolynn Roberts, Sebastien Joly, Jack Fitch, Ghyslaine Masse*

AGENDA TOPIC	DISCUSSION	Remarks and Actions To be Taken
Welcoming remarks	<i>Adelina welcomed everyone. Fred introduced and welcomed our new Director General Stephanie Vucko.</i>	
1.0 Additions and approval of the Agenda	<i>4.2 Tabled</i>	<i>Moved by: Sylvie Battisti Seconded by: Adelina Lepanto Carried Unanimously</i>
2.0 Approval of minutes of meeting held November 26th, 2012	<i>No additions or changes to the minutes.</i>	<i>Moved by: Adelina Lepanto Seconded by: Janet Sallie Carried Unanimously</i>
2.1 FCPQ – Handbook for Parents (follow-up)	<i>Link to this handbook will be added to the SEAC webpage on the SWLSB website. Sylvie B. reiterated that this is a very useful document for parents with special needs children. S. Vucko suggested that Principals should be informed of this link. HANDBOOK FOR PARENTS WITH SPECIAL NEEDS (Fédération des comités de parents du Québec) http://www.fcpq.qc.ca/data/userfiles/files/web_anglais/Recherche_Developpement/FCPO%20brochure%20AN_web.pdf</i>	<i>Fred to follow-up.</i>
2.2 SEAC Application Form (follow-up)	<i>The missing elements of our application procedures were added to the document, and same changes were made to the actual application form. Marie-Helen asked if students need a code for parents to be on the committee. Fred</i>	

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	<p><i>explained that we also accept parents of children with learning difficulties that are not necessarily coded.</i></p>	
<p>2.3 Transitions (follow-up)</p>	<p><i>Kindergarten Orientation & Screening Guidelines presentation to SEAC is scheduled for our March 25, 2013 meeting.</i></p> <p><i>Fred explained the screening procedures for registering children with special needs.</i></p> <p><i>Stephanie Vucko mentioned the importance of reassuring <u>all</u> parents of children registering for Kindergarten of the outcome of their child's orientation results by sending a letter home to the parents.</i></p> <p><i>Peter MacLaurin emphasized that this is also an excellent opportunity for the school to make an important connection with parents.</i></p> <p><i>Sylvie Battisti asked whether a kit like the kindergarten guidelines will be put together for students transitioning from elementary to high school. Fred mentioned that a transition guide was developed for transitioning to HS and will be handed out again to Principals at the next meeting.</i></p> <p><i>Sylvie Battisti suggested incorporating a similar practice in May for parents of children transitioning to HS.</i></p> <p><i>Fred presented and explained the IDT (Inter-Disciplinary Team) Guidelines. It is the school's responsibility to ensure the smooth transition of all students. Parents are always welcome to call the school to ensure that this is done.</i></p> <p><i>Fred also presented and circulated the Articulation Guidelines document.</i></p>	<p><i>Fred to follow-up.</i></p> <p><i>Fred will be reviewing these guidelines with Elementary & HS principals at the next meeting.</i></p>
<p>3.0 Question Period for the Public</p>	<p><i>None.</i></p>	
<p>4.0 Chairperson's Report</p>	<p><i>Adelina Lepanto informed everyone that she will be attending the LCEEQ Annual Conference. Marie-Helen presented the Crestview CARES workshop document and briefly talked about the upcoming workshops at Crestview.</i></p> <p><i>Adelina expressed how important it is that there is always a Principal and Commissioner at the meetings. Adelina mentioned that perhaps each commissioner could take turns attending the SEAC meetings. This issue will be discussed further.</i></p>	
<p>4.1 Free upcoming workshops for parents</p>	<p><i>Fred distributed the various information pamphlets. This info will also be sent to SEAC members electronically.</i></p>	
<p>4.2 Role of SEAC (follow-up/P.Cripton)</p>	<p><i>Tabled.</i></p>	

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5.0 New Business		
5.1 Spring Workshop (April 25, 2013)	<p><i>Fred briefly spoke about our Fall Workshop success. The speaker was Maureen Hunt (Behaviour Consultant with LBPSB). It was well attended and much appreciated by all parents.</i></p> <p><i>Tentative date for SEAC Spring Workshop is April 25th, 2013. A date will be set up for the discussion of topics for this workshop.</i></p> <p><i>Brian Benoit mentioned that we should also tap into the resources of the Centres of Excellence for speakers for our various workshops.</i></p>	
6.0 Complementary Services Report	<i>Report presented to all.</i>	
6.1 Anti-Bullying/Anti-Violence-Safe School Plans January 2013 (update)	<p><i>Fred presented the document. Briefly reviewed the information. This has been presented to schools.</i></p> <p><i>Fred stipulated that a section is devoted for special needs students.</i></p> <p><i>Peter MacLaurin mentioned how beneficial the incident report form will be for determining the problem and the cause of the problem.</i></p> <p><i>Looking at formal training for our transporters – scheduled for April.</i></p> <p><i>Stephanie Vucko stated and reassured everyone that in her very short time here she has noticed that Special Needs children are always at the forefront of the board's concerns.</i></p>	
7.0 Financial Report (Attached)	<i>Report presented to all.</i>	
8.0 Parents' Committee Report	<p><i>Adelina did not have a report from Parents' Committee.</i></p> <p><i>Peter MacLaurin mentioned how fast Laval is growing, which means that we inevitably will get more students attending our schools.</i></p> <p><i>It was mentioned at the PC meeting that apparently some of caterers are not following the nutrition policy. This matter will be looked into by PC.</i></p>	
9.0 Question Period for the Public	<i>None.</i>	
10.0 Next meeting	<i>Monday, March 25th, 2013. Re-scheduled to Tuesday, March 26th, 2013.</i>	
11.0 Adjournment	<i>Meeting adjourned at 9:32 PM.</i>	

Respectfully submitted by: Sylvia Repas