SCHOOL LEVEL SPECIAL NEEDS COMMITTEE
COLLECTIVE AGREEMENT E5 - CLAUSE 8-9.05

Clause 8-9.05 of the Collective Agreement E5 QPAT-CPNCA requires the creation of a School Level Special Needs Committee in each school. This committee includes teachers and the school principal. The mandate of this committee is described in the clause.

In order to promote the efficiency of this committee as well as the actualization of its mandate, this document is a reference tool available to all schools. Use of this timeline is optional as it can be adapted to better respond to the needs and practices specific to each environment.

Furthermore, as a recommendation, the school level committee can develop its own set of internal rules such as:

- Calendar of meetings
- Agendas
- Meeting checklist
- Distribution of documents
- Feedback on consultations
- Items discussed
- Invitation to support and professional employees
- Etc.

Clause 8-9.05	Suggested Timeline
A committee composed of teachers and of the school administration shall be set up in each school. This committee has the following mandate:	
a) taking into account the criteria defined by the parity committee set up under clause 8-9.04, to identify the specialized and financial resources that it deems necessary for the following school year intended for students with special needs and as support for teachers;	September: updates and revisions for the current school year. February and March: for the following school year
b) for the following school year, to inform the parity committee, no later than April 1 or at another date that the board determines, of the resources prescribed in the preceding subclause;	At the latest April 1st (or another date determined by the school board)
c) to distribute the resources allocated to the school under clause 8-9.04 as well as the additional services to be determined during the year and to define the conditions of access to services including, where applicable, the possibility of setting up provisional support services before a decision is made under subclause a) of clause 8-9.07;	May-June September (updates and revisions) If needed at any other pertinent times during the school year
d) to periodically assess the effectiveness of the conditions facilitating access to the services in place;	November-March
e) to report to the parity committee on the allocation of resources agreed to under the preceding subclause c).	In relation with deadlines established within the school board practices