

PEARSON ELECTROTECHNOLOGY CENTRE

Minutes of the Meeting

Governing Board Meeting of December 08, 2020

Present:	Marilyn Aon	Centre Director
	Ken Elliott	Community Representative
	Joan Bernard	Support Staff Representative
	Svet Rusev	Teacher Representative (Computing Support)
	Geoffrey Alleyne	Teacher Representative (Telecom)
	Joanne Aubry	Pedagogical Consultant
	Adam Hoppenheim	Student Representative (Electricity)
	Serge Frechette	Teacher Representative (Electricity)
	Raphael Tana	Industry Representative

1. The meeting was called to order at 4:15 pm. The meeting took place via Zoom.
2. **ADDITIONS & ADOPTION TO THE AGENDA**
Additions
Serge Frechette moves to approve the Agenda and Adam Hoppenheim seconds the motion. Approved.
3. **APPROVAL OF MINUTES OF November 10, 2020**
Svet Rusev moves to approve the minutes of November 10, 2020. Geoffrey Alleyne seconds the motion. Approved
4. **BUSINESS ARISING**
4.1 Education Project
The PECTech project has been added. We have been moving forward even during covid. There has been a lot going on in the building. Our orientations and objectives are all moving forward. The project was reviewed and discussed.
4.2 2021- 2022 School Calendar
The school calendar was presented to the Governing Board.
5. **NEW BUSINESS**
5.1 2020 – 2021 CENTRE BUDGET
Reviewed and discussed. See attached resolution.
5.2 SCHOOL BOARD’S RESOLUTIONS
Reviewed.
6. **REPORTS**
6.1 DIRECTOR’S REPORT
Our NTIC funds have increased. These funds are used to increase technology in the classrooms. The teaching staff will let us know thier needs. Our new Telecom, December cohort, is full with 22 students. Shari has been collaborating with a videographer to do a virtual open house. The videos will also

be on our website. We are currently looking for a part time Electricity teacher. We have approximately 400 people on a waiting list for electricity. We are planning to open an additional cohort for electricity.

6.2 TEACHER'S REPORT

Svet – The computing support program is ready for a new cohort. Cooperation amongst teachers has been good.

Geoffrey – Videotaping was done in the RF lab.

Shane a former student visited our Centre to talk to the Telecom students.

Serge – has been mentoring some of our newer electricity teachers, it is going well. The electricity department is looking into virtual field trips.

6.3 STUDENT'S REPORT

Adam – Why is telecom students given a multimeter but not the electricity students?

6.4 NON-TEACHING STAFF

Joanne – submitted report.

7 FIELD TRIPS & STAGE REPORTS

No report.

8 VARIA

9 NEXT MEETINGS

The next meeting is scheduled for February 9, 2021 at 4:15.

10 ADJOURNMENT

Serge Frechette moves to adjourn the meeting, motion seconded by Joanne Aubry. Approved.

Respectfully submitted by Joan Bernard.

Ken Elliott, Chairperson

Marilyn Aon, Centre Director

Date



Pearson Electrotechnology Centre: Educational Project REPORT

The Educational Project is a strategic tool through which an educational institution can define its policy orientations, priority actions and expected results and inform its community in this regard, with a view to ensuring educational success for all students regardless of age.

*The educational project reflects the characteristics and needs of the students who attend the educational institution, as well as the community's expectations with regard to education.**

The Lester B. Pearson School Board developed its current Commitment to Success Plan for the five-year period from 2015-20. That initial plan was revised in the spring of 2018 to align with the Ministère de l'Éducation et de l'Enseignement supérieur's new strategic plan. At the same time, the implementation period for the plan was extended to 2022. The LBPSB's revised plan was approved by the Ministère de l'Éducation et de l'Enseignement supérieur in the fall of 2018. To be aligned with this plan, **Center XX** revised our Educational Project which was adopted by the **Center XX** Governing Board on **DATE**. This revised plan has been in effect since that date.

Due to the COVID-19 pandemic **our centre was closed effective March 13, 2020 and operations were greatly impacted through the spring of 2020**. This situation required the Ministère de l'Éducation et de l'Enseignement supérieur to take extraordinary actions regarding evaluations and program delivery that rendered us unable to formally report on our achievement of our objectives as well as the effectiveness of our strategies to achieve our objectives.

Below is an abbreviated list of Objectives and Orientations established by the MEES Strategic Plan and the **Center XX** Commitment to Success Plan. Where available, I have provided data points for objectives and, where applicable, I have provided anecdotal evidence of our progress.

EX:

MEES Objective 3: Raise the 7 Year Cohort Graduation and Qualification Rate	2019-2020 result: 88.2%
MEES Orientation: Increase the proportion of the adult population of Québec who demonstrate high-level literacy skills according to PIAAC 2022	2019-2020 result: 316.79 ETPs



Pearson Electrotechnology Centre: Educational Project REPORT

Objectives and Orientations	Data and/or Anecdotal Report
Pearson Electrotechnology Centre Orientation 1: 1.3 To Harmonize and align the curriculum for each POS	1.3 As the Telecom and CS programs are due to be upgraded by the MEES in the spring we decided to start the exam standardization process with the Electricity program. The summative exams for the Electricity DEP program have been standardized as of Nov 30 th 2020. The completion of standardizing the Electricity exams is particularly opportune as we look towards adding a 5 th cohort here at the Centre pending logistics to be approved by the school board.
Pearson Electrotechnology Centre Orientation 2: 2.3 Using IT to increase access for all types of learners	2.3 As Covid forced the Centre to go online all teachers received their own laptop and iPad along with training on the Google Suite for Education from our ped consultant facilitating the successful delivery of all their classes to online. Using Google extensions their iPads were turned into smartboards where they could write notes using their apple pencil. These notes could then be saved and sent to their students. This allows teachers to remain in contact with their students visually on their laptop/Google meet platform while they teach and demo. 2.3 The #PecTech team comprised of teachers & the ped consultant have been delivering IT training to the staff on various topics. Covid forced all ped days online which allowed teachers to be trained by the #PecTech team. As well all teachers were able to share their strategies with each other via our PEC Tech café.
Pearson Electrotechnology Centre Orientation 3: 3.1 For internship purposes leading to employment	3.1 As of Nov 4 th , 2020 the Telecom program/department has increased their stage partners by one and we proudly announce Bell Canada as this most recent addition to the roster. Private Security Guarding has added 3 new stage partners: WICC (West Island Career Centre); Jewish General Hospital and Perceptage Security
3.2 For exchange of leading and progressive technical expertise/training	3.2 Increase the number of info/training sessions, offered to either teachers and/or students as related to the latest industry trends Students – in both Telecom and Private Security Guarding programs have had onsite information/presentation sessions by PEC student alumni who are now in senior level positions in their respective industry Teachers:



Pearson Electrotechnology Centre: Educational Project REPORT

	<ul style="list-style-type: none"> - Belden training in Fibre Optics to increase technical knowledge base for the classroom - Automation PLC Industrial Electronics and Design Software training
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Report on Activities During Shutdown

As indicated above, the COVID-19 crisis forced the closure of our **school/center** from March 13th. Reacting to the pandemic during the spring of 2020, we provided support for our students and their families in the following ways:

- ACTION TAKEN BY THE SCHOOL/Center (Weekly calls, video conferences, etc. with students)
 - Within each department teachers took turns meeting with their students online to check in and reassure them
 - Admin staff reached out to students to inform them online classes were starting and to check if they had internet connection as well a computer
 - Daily Social Media postings used to encourage and check in with students on our FB & Instagram page.
- ACTION TAKEN BY THE SCHOOL/Center (Weekly calls, video conferences, etc. with teachers)
 - Admin spoke with teachers via zoom on a weekly basis and sent weekly memo to keep in touch and reassure everyone
 - Ped consultant trained teachers online from May 27th – May 5th to prepare them to teach their programs online
 - Admin and TOS worked collaboratively with teachers to build an online teaching schedule thereby accelerating the students return to their studies and move forward in their respective programs.
 - Daily Social Media postings used to encourage and check in with teachers on our FB & Instagram page.
- ACTION TAKEN BY THE SCHOOL/Center (Provision of PPE and setting up building with sanitizing stations for hands, disinfectant for counter tops, proper distancing of desks etc.)
 - Storekeeper ordered and set up a PPE and disinfecting product section in the store to meet the needs of both staff and the building
 - Admin staff and caretaking set up classrooms and cafeteria to ensure 2m distancing whenever possible
 - Disinfecting gel dispensers were installed throughout the building as well as every classroom so that students and teachers could regularly disinfect their hands throughout the day.
- ACTION TAKEN BY THE SCHOOL/Center (Provision of learning kits, adapting learning kits, etc.)
 - Teachers in conjunction with storekeeper and admin ordered and created material kits for students to use while online from home.



Pearson Electrotechnology Centre: Educational Project REPORT

Noteworthy:

PEC will be the new home of the Interior Design and Display Program (IDD) beginning May-June 2021. With the addition of this new program we anticipate the need to make future amendments and ratifications to the PEC Educational Project Report in order to take into account the unique needs of the students and teachers.

With the welcome return of students for the 2020-2021 school year, we will continue to focus on the implementation of our Educational Project as a guide to monitor student success and ensure the continual improvement of the actions of our school.



LESTER B. PEARSON
Pearson Electrotechnology Centre

2021 - 2022

CONTINUING EDUCATION



2021

Juillet/July				
L/M	M/T	M/W	J/TH	V/F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Août/August				
L/M	M/T	M/W	J/TH	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Septembre/September				
L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Octobre/October				
L/M	M/T	M/W	J/TH	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Novembre/November				
L/M	M/T	M/W	J/TH	V/F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Décembre/December				
L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

2022

Janvier/January				
L/M	M/T	M/W	J/TH	V/F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Février/February				
L/M	M/T	M/W	J/TH	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Mars/March				
L/M	M/T	M/W	J/TH	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Avril/April				
L/M	M/T	M/W	J/TH	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Mai/May				
L/M	M/T	M/W	J/TH	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Juin/June				
L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Reminder: April 19, 2022 ped day, there is no support staff in the building.

	Start of Youth students
	Teacher's convention
	Holidays
	Board shut-down

	Board Level Ped. Days	4
	Centre Level Ped. Days	5
	Graduation	May 19, 2022
	1 non-teaching days	

Contract Dates	
1 st 100 days:	Aug. 25, 2021 - Jan. 27, 2022
2 nd 100 days:	Jan. 28, 2022 - June 29, 2022

Approved August 12, 2020

Updated November 03, 2020 /jb

Remediation Dates		
Electricity	Telecom	Comp Support
August 9, 2021	August 16, 2021	August 13, 2021
September 21, 2021	October 20, 2021	September 20, 2021
November 15, 2021	November 15, 2021	November 10, 2021
January 12, 2022	February 17, 2022	December 21, 2021
April 4, 2022	May 9, 2022	March 10, 2022
May 19, 2022	May 19, 2022	May 19, 2022

**GOVERNING BOARD RESOLUTION
TO ADOPT THE SCHOOL / CENTRE INITIAL 2020-2021 BUDGET**

WHEREAS the Governing Board is responsible for adopting the School's Annual Budget proposed by the Principal, and shall submit the budget to the School Board for approval as per section 95 of the Education Act; and

WHEREAS the Principal shall prepare the Annual Budget of the School, (and) submit it to the Governing Board for adoption, as per section 96.24 of the Education Act;

WHEREAS the Governing Board of Pearson Electrotechnology Centre has reviewed the proposed (2020-2021) budget as submitted by the Principal at the December 8, 2020 Governing Board meeting, showing revenues of \$746,717 and expenses of \$746,717 and giving a budgeted net result of \$0,

WHEREFORE BE IT RESOLVED that, on a motion by Serge Frechette, seconded by Joanne Aubry, budget for the 2020-2021 school year be adopted

Attached Email

Ken Elliott, Chairperson of Governing Board

Marilyn Aon

Marilyn Aon, Principal or Centre Director

Dec 8, 2020

December 8, 2020



LESTER B. PEARSON
Pearson Electrotechnology Centre

Joan Bernard

From: Ken Elliott <elliottken24@gmail.com>
Sent: Tuesday, December 8, 2020 4:59 PM
To: Joan Bernard
Subject: Re: Governing Board Meeting

Hi Joan,

I hereby acknowledge the acceptance of the Governing Board Budget resolution by the PEC GB at the meeting of December 8, 2020.

Thanks,

Ken

On Mon, 7 Dec 2020 at 13:51, Joan Bernard <jbernard@lbpsb.qc.ca> wrote:

Joan Bernard is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

1

<https://us02web.zoom.us/j/85774989639?pwd=b2srQmpJWUkxdW9mZk1UTWFicFU2QT09&from=addon>

Meeting ID: 857 7498 9639

Passcode: 9PZJGy

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Ped Consultant's Report – PEC Governing Board Meeting

Tuesday, December 8, 2020

A. Standardization of Electricity evaluations –

The third and final review session with the Electricity teachers was done on Monday November 30 – Ped day. Fourteen competencies were reviewed: 10 through 18, and 20 through 23 and consensus was reached with the department. Light revisions are still required for certain exams, but most of the exams are finished.

Since November 26, 2020 Megha Dadhwai a student in the Secretarial studies program from the West Island Career Centre has been completing her internship with me and has been tasked with proof reading all of the exams as well as creating a master inventory list of the exam materials created for each competency. The stage timing and her assistance has proved to be an invaluable assistance. Megha will be working with me until December 16th.

B. New Computing Support program of Study -

No news to report since the validation session of October 28, 2020.

Wishing everyone at PEC a happy and safe holiday.

Respectfully submitted: Joanne Aubry



The following is a copy of a resolution adopted by the Council of Commissioners of the Lester B. Pearson School Board at its virtual meeting held on November 9, 2020.

Resolution number 2020-11-#15

Calendar 2020-2021 (Youth Sector) - Amendment

WHEREAS in accordance with section 238 of the *Education Act*, every School Board shall establish the school calendar of its schools, taking into account the provisions of the *Basic School Regulation*; and

WHEREAS due to the pandemic, the *Basic School Regulation* was amended on October 28, 2020, to determine that the school calendar shall consist of at least 177 days of educational services in order to add 3 additional pedagogical or training days to the 2020-2021 school calendar; and

WHEREAS regarding the 3 additional allocated PD days, the proposed amendments are as follows:

- a) School level: 1 additional PD day to be determined at the local level;
- b) Board level: a distance learning PD on January 25, 2021, and a distance learning PD on February 8, 2021;
- c) Daycare level: a PD for Daycare and Lunch employees on February 15, 2021 (no daycare services offered on that day).

WHEREAS as per sections 193 (7) and 244 of the *Education Act*, the Parents' Committee and the teachers are to be consulted on the school calendar; and

WHEREAS Governing Boards are consulted on the schedule of the Daycare Services; and

WHEREAS the Council of Commissioners also wishes to consult the Central Students Committee:

WHEREFORE IT WAS MOVED BY Commissioner J. Doan AND UNANIMOUSLY RESOLVED:

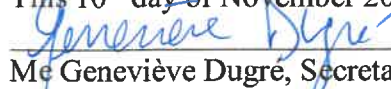
THAT the Parents' Committee, teachers and the Central Students Committee be consulted on the proposed amendment to the LBPSB 2020-2021 school calendar; and

THAT the schools' Governing Boards be consulted on the proposed amendment to the Daycare schedule; and

THAT responses be provided to the Secretary General by Thursday, December 3, 2020, for adoption of the amended calendar at the Council meeting of December 7, 2020.

I certify that this document is an extract from the minutes of the Lester B. Pearson School Board Council of Commissioners' meeting held on November 9, 2020; this text is subject to ratification by approval of the minutes of said meeting at the next meeting of the Council of Commissioners to be held on December 7, 2020.

This 10th day of November 2020


Me Geneviève Dugré, Secretary General



The following is a copy of a resolution adopted by the Council of Commissioners of the Lester B. Pearson School Board at its virtual meeting held on November 9, 2020.

Resolution number 2020-11-#10

Mandate of Governing Board Attendance

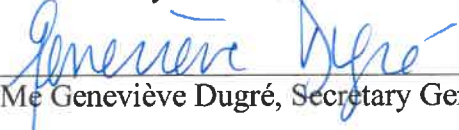
WHEREAS according to section 176.1 of the *Education Act*, the Council of Commissioners, on a proposal by the Chair, may ask members of Council to carry out any mandate entrusted to them for the purpose of providing information to the other Council members on any specific matter:

WHEREFORE IT WAS MOVED BY Commissioner P. Ottoni AND UNANIMOUSLY RESOLVED:

THAT the members of Council be mandated to attend schools and centres Governing Board meetings at their invitation in order to provide and receive information related to the school or centre, the Council of Commissioners or the community until the next school elections.

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This 10th day of November 2020


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Resolution number 2020-11-#13

Student Ombudsman Annual Report 2019-2020

WHEREAS, as per section 220.2 of the *Education Act*, the Student Ombudsman must send the School Board an annual report stating the number of complaint referrals received and their nature, the corrective measures recommended, if any, and any action taken:

WHEREFORE IT WAS MOVED BY Commissioner S. Lazaro AND UNANIMOUSLY RESOLVED:

THAT the 2019-2020 Annual Report presented by the Lester B. Pearson School Board's Student Ombudsman be received.

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Me Geneviève Dugré, Secretary General

BY-LAW 1E (2020): TO FIX THE DAY/TIME/PLACE OF REGULAR MEETINGS OF THE EXECUTIVE COMMITTEE:

Article 1 – Public meetings of the Executive Committee of the Lester B. Pearson School Board are normally held on the second to last Monday of each month. These meetings shall be held in the Board Room* (C101) at 1925 Brookdale Avenue, Dorval, and shall commence **at 5:30 p.m. or at 7:30 p.m. [FINAL DECISION OF COUNCIL PENDING].**

*** EXCEPTION: BY VIRTUE OF ORDER IN COUNCIL 1039-2020, ALL MEETINGS WILL BE HELD BY VIRTUAL MEANS UNTIL FURTHER NOTICE.**

Article 2 – For the 2020-2021 school year, the meeting dates shall be:

2020	2021
Monday, August 24	Monday, January 18
➤ Electoral Period	Monday, February 15
Monday, November 30 (Exception)	Monday, March 15 (Exception)
	Monday, April 19
	TUESDAY, May 25 (Exception)
	Monday, June 21



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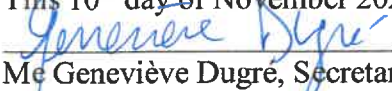
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