

# PEARSON ELECTROTECHNOLOGY CENTRE

## Minutes of the Meeting

### Governing Board Meeting of February 16, 2021

<b>Present:</b>	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**  
Geoffrey Alleyne moves to approve the Agenda and Svet Rusev seconds the motion. Approved.
3. **APPROVAL OF MINUTES OF December 08, 2020**  
Joanne Aubry moves to approve the minutes of December 08, 2020. Raphael Tana seconds the motion. Approved
4. **BUSINESS ARISING**  
4.1 None
5. **NEW BUSINESS**  
5.1 **CRITERIA FOR CENTRE DIRECTOR**  
Reviewed and discussed. See attached resolution.
6. **REPORTS**  
6.1 **DIRECTOR'S REPORT**  
6.1..1 The Telecom Museum has moved out. Thank you to Joanne, Quincy, and Geoffrey for their help.  
6.1..2 Renovations will start for the Computing Support staffroom. Telecom staff are packing up to move to their new staffroom.  
6.1..3 We have approximately 400 students on the waiting list for electricity. Mike Luciano is working with New Frontiers School Boards carpentry department to build the labs needed. We will go there to help them with electricity.  
6.1..4 The electricity exams are now standardized. Joanne worked with all the teachers to help with that. Joanne is also working with us for the move of IDD to PEC.

## **6.2 TEACHER'S REPORT**

Svet – The computing support department has consolidated three classrooms into one. There are twenty desks with three computers each. This has allowed space for IDD. It's a work in process. Computing Support will stay hybrid. Students can connect to their computers by google. It opens up the door for expansion.

Geoffrey – The department is busy packing up to move to the new staffroom

## **6.3 STUDENT'S REPORT**

Adam – Students have been mostly online.

## **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 April 13, 2021 at 4:15.

## **10 ADJOURNMENT**

Serge Frechette moves to adjourn the meeting, motion seconded by Svet Rusev. Approved.

Respectfully submitted by Joan Bernard.

---

Ken Elliott, Chairperson

---

Marilyn Aon, Centre Director

---

Date



Lester B. Pearson School Board  
Commission scolaire Lester-B.-Pearson  
1925 Brookdale Ave., Dorval, QC, Canada H9P 2Y7  
514-422-3000 [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca)

February 3, 2021

Dear Governing Board Chairperson,

The Administrators of the Lester B. Pearson School Board are in the process of planning the administrative staffing for the 2021-2022 school year. Sections 79 and 110.1 of the Education Act require that all Governing Boards be consulted concerning the selection criteria for the appointment of the Principal/Centre Director of the school/centre. As we anticipate staffing changes for the next school year, your input for the selection criteria is an important part of the process.

Kindly email your criteria to **M. Geneviève Dugré, Secretary General**, at [gclemenza@lbpsb.qc.ca](mailto:gclemenza@lbpsb.qc.ca), with a copy to your school/centre administrator, no later than **Friday, March 12, 2021**.

As the Board works on its administrative staffing plan for the 2021-2022 school year, your input will be considered. It is expected that the process will be completed by the spring of 2021 to allow us to plan for the next school year.

I wish to thank you for participating in this consultation process and look forward to reviewing your input.

Yours truly,

Cindy Finn  
Director General  
/gc

c.c. G. Dugré, Secretary General  
T. Rhymes, Assistant Director General  
C. Heffernan, Assistant Director General  
Principals/Centre Directors  
Regional Directors  
Commissioners

February 16, 2021

Director of Secretariat  
Lester B. Pearson School Board  
1925 Brookdale Ave.  
Dorval, Quebec H9P 2Y7

On behalf of the Governing Board of the Pearson Electrotechnology Centre, please find below our unanimously approved recommended selection criteria for the Director of the Centre.

It should be noted that these criteria are not exhaustive but it should serve, at a minimum, as a useful tool to assist the school board in the selection process.

Recommended selection criteria:

1. Possess previous administrative experience
2. Ability to promote and protect the interest of the centre
3. Openness to adapt to fast changing industry requirements
4. Possess strong interpersonal skills to facilitate collaboration within the centre
5. Possess previous experience in adult sector vocational education
6. Be a team player who has the ability to delegate and resolve conflicts
7. Ability to communicate effectively in both official languages
8. Possess a permanent Quebec teaching certificate with a minimum of five years of experience

Although not mandatory, experience teaching any of the modules offered in the Centre's programs and, or basic awareness of the related technologies should be considered an asset.

We hope this information will assist you in selecting the appropriate person to lead our Centre.

Respectfully,

Ken Elliott  
Chair of the Governing Board  
Pearson Electrotechnology Centre

cc: Marilyn Aon, Centre Director, PEC

## Ped Consultant's Report\_Revsied – PEC Governing Board Meeting Tuesday, February 9<sup>th</sup>, 2021

### A. Standardization of Electricity evaluations

Status Complete – the use of these exams is in effect and applies to all cohorts from the year 2020 onwards

A document of all materials available, entitled **Electricity Inventory of Exam Documents** has been posted both in the Electricity Teachers dept. and ADMIN – EXAMS\_Working Documents shared drives

### B. Telecom Program of Study –

Validation Session has been scheduled on Tuesday, Feb. 22<sup>nd</sup> to review the revised Telecom program – Marilyn, Travis and I will attend the online session.

### C. IDD – Interior Display & Design Program – Inventory Management System

Working with the technician from SACC to develop the systems structure and create a materials' catalogue of the various inventories, i.e. consumables (color ink cartridges); student kits; ancillary materials by module, i.e halogen, metal halide, etc. Materials need to be tagged and catalogued in order to use a bar-coding system. Bar-coding system will ensure the following:

- Improved organization, location and retrieval of materials for teachers
- All items signed out with be associated to a specific person (student and teacher)
- Improved purchasing expenditures
- Better management of consumables

The technician and I are to receive training from GRICS on the inventory management software.

### D. NTIC monies 2020-21 –

These monies are allocated for increasing technology in the classroom. This technology can apply to the program of study and content related technologies, i.e. Programmable Logic controllers; VOIP; Fibre optics

This year's starting budget is \$57,000 - presently working with the teachers to update materials as it relates to their program of study, i.e. microprocessors and fibre optics in Telecom, digital lighting components and systems the Electricity program.

Computing support is using some of these funds to facilitate their online teaching as well as the acquisition of servers to facilitate the teaching of cloud computing technologies.

### E. New Computing Support Program of Study -

No updates

Respectfully submitted: Joanne Aubry