

PEARSON ELECTROTECHNOLOGY CENTRE

Minutes of the Meeting

Governing Board Meeting of February 15, 2022

| | | |
|-----------------|---------------------|--|
| 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) |
| | Kiarash Nakhost | Teacher Representative (IDD) |
| | Joanne Aubry | Pedagogical Consultant |
| | Serge Frechette | Teacher Representative (Electricity) |
| | Adam Hoppenheim | Student Representative (Electricity) |
| | Ursala Diaz Revilla | Student Representative (IDD) |

Absent: Raphael Tana Industry Representative

1. The meeting was called to order at 4:30 pm. The meeting took place via Zoom.
2. **ADDITIONS & ADOPTION TO THE AGENDA**
Additions
Joanne Aubry moves to approve the Agenda and Svet Rusev seconds the motion. Approved.
3. **APPROVAL OF MINUTES OF November 16, 2021**
Geoffrey Alleyne moves to approve the minutes of November 16, 2021. Svet Rusev seconds the motion. Approved
4. **BUSINESS ARISING**
4.1 None
5. **NEW BUSINESS**
5.1 **CRITERIA FOR CENTRE DIRECTOR**
Discussed, and reviewed. Resolution prepared. See attachment.
5.2 **EDUCATIONAL PROJECT**
The PEC educational project was presented and approved. We are still working to attain our goals stated in the educational project ex: standardizing exams, student retention etc.
5.3 **GOVERNING BOARD COMPOSITION**
Reviewed and discussed. PEC Governing Board approves the composition unanimously.

6. REPORTS

6.1 DIRECTOR'S REPORT

Attached report, reviewed, and discussed.

6.2 TEACHER'S REPORT

- ✓ Svet – CS looking at how to improve student retention rates in their program
- ✓ Telecom – The new telecom program has not been signed, however we are still able to start to build the structure of the course outlines, learning activities beforehand so it's not all left to the last minute. Time and hours have been given to teachers to prepare. As the last telecom group did not start those teacher hours were repurposed to work on the development of the new program.
- ✓ Serge - PLC lab has been setup and the group from Ormstown will be in to work with Mike Luciano.
- ✓ Geoffrey – Telecom currently has a group out on stage.

6.3 STUDENT'S REPORT

Attached report

6.4 NON-TEACHING STAFF

Attached report

7 FIELD TRIPS & STAGE REPORTS

No reports

8 VARIA

None

9 NEXT MEETINGS

The next meeting is scheduled for April 12, 2022 and June 14, 2022, at 4:30.

10 ADJOURNMENTS

Adam Hoppenheim moves to adjourn the meeting, motion seconded by Serge Frechette. Approved.

Respectfully submitted by Joan Bernard.

Ken Elliott, Chairperson

Marilyn Aon, Centre Director

Date

February 15, 2022

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



Lester B. Pearson School Board
Commission scolaire Lester-B.-Pearson
1925 Brookdale Ave., Dorval, QC, Canada H9P 2Y7
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December 8, 2021

Dear Governing Board Chairperson,

The Administrators of the Lester B. Pearson School Board will be planning the administrative staffing for the 2022-2023 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, with a copy to your school/centre administrator, no later than **Friday, March 11, 2022**.

As the Board works on its administrative staffing plan for the 2022-2023 school year, your input will be considered. It is expected that the process will be completed by the spring of 2022 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

Pearson Electrotechnology Centre Governing Board

Resolution 2022-02-15

Whereas:

The Governing Board is required to submit the criteria for selection of Centre Director.

Be it resolved that:

The attached criteria for selection of the Pearson Electrotechnology Centre, Centre Director be sent to the board.

Moved by: Svet Rusev

Seconded by: Adam Hoppenheim

Accepted: Unanimous

Signed by email
Governing Board Chair
Ken Elliott

February 15, 2022
Date



LESTER B. PEARSON
Pearson Electrotechnology Centre



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Pearson Electrotechnology Center: 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 so as 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, **Pearson Electro Technology Center** revised our Educational Project which was adopted by the **Pearson Electrotechnology Center** 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**. We continued to be impacted well into the 2020-2021 school year. 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 **Pearson Electrotechnology Center** Commitment to Success Plan. Where available, I have provided data points for objectives and, where applicable, I have provided anecdotal evidence of our progress.

| | |
|---|-------------------------------------|
| MEES Objective 3: Raise the 7 Year Cohort Graduation and Qualification Rate | 2020-2021 result: 90% |
| MEES Orientation: Increase the proportion of the adult population of Québec who demonstrate high-level literacy skills according to PIAAC 2022 | 2020-2021 result: 72.62 ETPs |

Updated Centre Profile:

Program offerings:

| DVS - 1800 hours - 16 months | STC - 390 hours |
|---|---|
| Electricity | Daycare Educator - 16 months |
| Installation and Repair of Telecommunications Equipment | Private Security Guarding - 4 to 5 months |
| Computer Support (and Networking) | |
| Interior Design & Visual Display *Spring 2021 | |

In the spring of 2021, PEC expanded its program offerings as the Interior Decorating and Visual Display program of study was added to PEC's roster of program offerings. In the Interior Decorating and Visual Display program, students learn to hand draft plans and views, create 3-dimensional drawings, and render drawings in colour for presentation. They produce presentation boards, design and build displays for merchandising. Students work on real life projects designing residential and public spaces according to clients' requirements including creating window treatments to specific styles. PEC is proud to be the Centre of Expertise for the Interior Decorating program in Quebec.

To accommodate the implementation of the Interior Design and Visual Display program many of the centre's rooms and locales needed to be re-assigned, refurbished and renovated to properly support the program's needs and the number of student cohorts. Unfortunately, this necessitated the dismantling of the PEC Telecommunications Museum as the need for classrooms and labs became an immediate priority.

The second significant outcome affecting the centre's profile is regarding the student population profile. **Percentages below are generalized estimations.*

| | Male | Female |
|----------|------|--------|
| Prior | 92% | 8% |
| May 2020 | 70% | 30% |

| Objectives and Orientations | Data and/or Anecdotal Report |
|---|---|
| Orientation 1.2 Improve student retention rates | |
| PEC Objective 1.2: To increase the number of students who complete their program of study within the prescribed time | Launching of the PEC Student Success Club. Program graduates are being enlisted as paid tutors to support the various program related training needs of students who are presently enrolled in a POS at PEC. Tutoring support the student clientele's needs: English language skills (speaking, reading, comprehension, writing); refreshers in math concepts; curriculum specific (i.e. Cisco – networks) |
| Orientation 1.3 Improve the delivery of programs of study | |
| PEC Objective 1.3: To Harmonize and align the curriculum for each POS | All certification examinations for the Electricity program have been standardized. Implementation began with the January 30, 2021 student cohort and all subsequent groups are receiving only the authorized versions. Standardizing the examinations requires more harmonizing in the delivery of the program's curriculum. Adopting the use of standardized certification exams for the IDD program of study; using a combination of BIM and locally developed evaluations. |
| Orientation 2.1 Promote a climate/culture of belonging and community in the centre | |
| PEC Objective 2.1: To empower the students by giving them a voice | Implementation of a senior student " <u>go to</u> " person of the student cohorts for each POS Recent student addition on Governing board representing the Interior Decorating and Visual display program |

| Orientation 2.3 Promotion of special projects | |
|---|---|
| PEC Objective 2.3: Using IT to increase access for all types of learners | Deployment of Google Chrome Desktop for the Computing Support program allowed students full, remote access of their school PC and all software used in the program. This innovation facilitated a blended learning format delivery of the curriculum. |
| Orientation 3 Increase the quantity and calibre of industry partnerships | |
| PEC Objective 3.1 For internship purposes leading to employment | Creation of the Telecom Ambassadorship program (promote and strengthen the dept. ties with industry); Telecom students received 3 in-house presentations from industry employers/experts (Expertech, Hypertech, and Instech). |
| PEC Objective 3.2 For exchange of leading and progressive technical expertise/training | Telecom teachers received onsite fiber-optic training with Belden. Electricity teachers updated Hilti certification. IDD dept. teachers receiving intensive workshop training on Sketchup software. |
| PEC Objective 3.3 For student field trips | Telecom students visited JLS Electronics facility onsite (production process); they also attended Anixter Exhibition. IDD students had two field trips for research and design projects. |



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The following is a resolution adopted by the Executive Committee of the Lester B. Pearson School Board at its virtual regular meeting held on February 14, 2022.

Resolution number E-2022-02-#01

Governing Board Composition 2022-2023 - Consultation Launch

WHEREAS, in accordance with sections 43 and 103 of the Education Act, the School Board shall determine the number of parents and staff representatives on the Governing Board of each school and centre after consulting with each group concerned:


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

THAT the consultation on the number of parents and staff representatives on the Governing Board of each school and centre of the Lester B. Pearson School Board be launched during the week of February 14, 2022, with responses to be returned to the Secretariat no later than April 8, 2022; and

THAT the Governing Board Composition 2022-2023 of each school and centre be submitted for adoption at the regular meeting of the Executive Committee of April 19, 2022.

I certify that this document is an extract from the Minutes of the Lester B. Pearson School Board Executive Committee's meeting held on February 14, 2022; this text is subject to ratification by approval of the Minutes of said meeting at the next meeting of the Executive Committee to be held on March 21, 2022.

This 15th day of February 2022.


Me Geneviève Dugré, Secretary General

Governing Board Composition 2022-2023 Consultation

For your reference, please find below the grid indicating the current number of Governing Board members for each school or centre for the 2021-2022 school year.

The deadline for the consultation on the composition of schools and centres GBs for 2022-2023 is April 8, 2022.

A resolution confirming the composition of the School Board's Governing Boards will be adopted at the Executive Committee meeting of April 19, 2022.

Should you have any question, please do not hesitate to contact the Secretary General, Geneviève Dugré, at 514-422-3000, extension 30301.

2021-2022 GB Composition for Reference

| Elementary School | Governing Board Total Members (Max. 20) | Parents Members (Min. 4) | Staff Members (Equal to total number of seats for parents) | | | | Community Members (2) |
|--------------------|---|--------------------------------|---|---|---------------------|---------|-----------------------------|
| | | | Teachers (Min. 2) | Non-Teaching Professionals (Max. 1) | Support (Max. 1) | Daycare | |
| Allion | 14 | 6 | Total 5 | | | 1 | 2 |
| Beacon Hill | 14 | 6 | Total 5 | | | 1 | 2 |
| Beechwood | 16 | 7 | Total 6 | | | 1 | 2 |
| Birchwood | 12 | 5 | Total 4 | | | 1 | 2 |
| Children's World | 18 | 8 | Total 7 | | | 1 | 2 |
| Christmas Park | 16 | 7 | Total 6 | | | 1 | 2 |
| Clearpoint | 16 | 7 | Total 6 | | | 1 | 2 |
| Dorset | 14 | 6 | Total 5 | | | 1 | 2 |
| Dorval | 16 | 7 | Total 6 | | | 1 | 2 |
| Edgewater | 16 | 7 | Total 6 | | | 1 | 2 |
| Evergreen | 14 | 6 | Total 5 | | | 1 | 2 |
| Forest Hill Junior | 12 | 5 | Total 4 | | | 1 | 2 |
| Forest Hill Senior | 12 | 5 | Total 4 | | | 1 | 2 |
| Kingsdale | 18 | 8 | Total 7 | | | 1 | 2 |
| LaSalle Jr | 12 | 5 | Total 4 | | | 1 | 2 |
| LaSalle Sr | 12 | 5 | Total 4 | | | 1 | 2 |
| Margaret Manson | 12 | 5 | Total 4 | | | 1 | 2 |
| Maple Grove | 16 | 7 | Total 6 | | | 1 | 2 |
| Mt Pleasant | 16 | 7 | Total 6 | | | 1 | 2 |
| Pierre E. Trudeau | 14 | 6 | Total 5 | | | 1 | 2 |
| Riverview | 12 | 5 | Total 4 | | | 1 | 2 |
| St. Anthony | 18 | 8 | Total 7 | | | 1 | 2 |
| St. Charles | 16 | 7 | Total 6 | | | 1 | 2 |
| St. Edmund | 18 | 8 | Total 7 | | | 1 | 2 |
| St. John Fisher Jr | 12 | 5 | Total 4 | | | 1 | 2 |
| St. John Fisher Sr | 12 | 5 | Total 4 | | | 1 | 2 |
| St. Patrick | 14 | 6 | Total 5 | | | 1 | 2 |
| Sherbrooke Jr | 12 | 5 | Total 4 | | | 1 | 2 |
| Sherbrooke Sr | 12 | 5 | Total 4 | | | 1 | 2 |

| | | | | | |
|-----------------|----|---|---------|---|---|
| Soulanges | 5* | 2 | Total 2 | 1 | 1 |
| Springdale | 12 | 5 | Total 4 | 1 | 2 |
| Sunshine | 14 | 6 | Total 5 | 1 | 2 |
| Terry Fox | 18 | 8 | Total 7 | 1 | 2 |
| Verdun | 12 | 5 | Total 4 | 1 | 2 |
| Westpark | 20 | 9 | Total 8 | 1 | 2 |
| Wilder Penfield | 16 | 7 | Total 6 | 1 | 2 |

*In accordance with the school population (*section 44 of the Education Act*)

| High School | Governing Board Total Members (Max. 20) | Parents Members (Min. 4) | Staff Members (Equal to total number of seats for parents) | | | Students (2) | Community Members (2) |
|-----------------------|---|--------------------------|--|----------------------------|---------|--------------|-----------------------|
| | | | Teachers (Min. 2) | Non-Teaching Professionals | Support | | |
| Beaconsfield | 20 | 8 | Total 8 | | | 2 | 2 |
| Beurling | 16 | 6 | Total 6 | | | 2 | 2 |
| Horizon | 12 | 4 | Total 4 | | | 2 | 2 |
| John Rennie | 20 | 8 | Total 8 | | | 2 | 2 |
| Lakeside | 16 | 6 | Total 6 | | | 2 | 2 |
| LaSalle C.C. | 20 | 8 | Total 8 | | | 2 | 2 |
| Macdonald | 20 | 8 | Total 8 | | | 2 | 2 |
| Pierrefonds Community | 20 | 8 | Total 8 | | | 2 | 2 |
| Saint Thomas | 20 | 8 | Total 8 | | | 2 | 2 |
| Westwood Jr | 10 | 4 | Total 4 | | | N/A | 2 |
| Westwood Sr | 14 | 5 | Total 5 | | | 2 | 2 |

| Centre | Governing Board Total Members (Max. 20) | Parents Voc. Only (Min. 2) | Staff Members (Min. 4) | | | Students (2) | Socio-economic/Community Representatives (2) | Enterprise/Industry Representatives (2) |
|---------------------|---|----------------------------|------------------------|----------------------------|---------|--------------|--|---|
| | | | Teachers (Min. 2) | Non-Teaching Professionals | Support | | | |
| Gordon Robertson | 13 | 2 | Total 5 | | | 2 | 2 | 2 |
| PACC Adult | 10 | n/a | Total 4 | | | 2 | 2 | 2 |
| PACC Voc | 14 | 2 | Total 6 | | | 2 | 2 | 2 |
| PEC | 16 | 2 | Total 6 | | | 4 | 2 | 2 |
| Place Cartier Adult | 13 | n/a | Total 6 | | | 2 | 3 | 2 |
| Place Cartier Voc | 12 | 2 | Total 4 | | | 2 | 2 | 2 |
| VACC | 16 | 2 | Total 6 | | | 4 | 2 | 2 |
| WICC | 14 | 2 | Total 5 | | | 3 | 2 | 2 |

Education Act

42. A governing board shall be established for each school.

The governing board, which shall have not more than 20 members, shall include the following persons:

(1) at least four parents of students attending the school who are not members of the school staff, elected by their peers;

(2) at least four members of the school staff, including at least two teachers and, if the persons concerned so decide, at least one non-teaching staff member and at least one support staff member, elected by their peers;

(3) in the case of a school providing education to students in the second cycle of the secondary level, two students in that cycle elected by the students enrolled at the secondary level or, as the case may be, appointed by the students' committee or the association representing those students;

(4) in the case of a school where childcare is organized for children at the preschool and elementary school level, a member of the staff assigned to childcare, elected by his or her peers;

(5) two representatives of the community who are not members of the school staff, appointed by the members elected under subparagraphs 1 to 4.

The community representatives on the governing board are not entitled to vote.

43. The school board shall determine the number of parents' representatives and staff representatives on the governing board after consulting with each group concerned.

The total number of seats for staff representatives referred to in subparagraphs 2 and 4 of the second paragraph of section 42 must be equal to the number of seats for parents' representatives.

102. A governing board shall be established for each centre.

The governing board, which shall have not more than 20 members, shall include the following persons, who shall become members of the board upon their appointment or election:

(1) students attending the centre, elected by their peers according to the procedure determined by the principal after consulting with the students or the students' association, if any;

(2) at least four members of the staff of the centre, including at least two teachers and, if the persons concerned so decide, at least one non-teaching professional staff member and at least one support staff member, elected by their peers according to the procedure set out in their respective collective agreements or, failing that, according to the procedure determined by the principal after consulting with the persons concerned;

(3) at least two persons appointed by the school board after consulting with the socio-economic and community groups in the territory principally served by the centre;

(4) in the case of a vocational training centre, at least two parents of students attending the centre who are not members of the staff of the centre, elected by their peers according to the procedure determined by the principal;

(5) at least two persons appointed by the school board from within enterprises of the region which, in the case of a vocational training centre, operate in economic sectors corresponding to the vocational education programs offered by the centre.

The term of office of members of the governing board is two years.

The members of the governing board shall remain in office until they are reelected, reappointed or replaced.

A vacancy resulting from the departure or disqualification of any other member of the governing board is filled, for the unexpired portion of the term, according to the mode of appointment prescribed for the member to be replaced.

103. The school board shall determine the number of representatives of each group on the governing board after consulting with each group.

The total number of seats for staff representatives must not exceed the total number of seats for representatives of other groups.

Director's Report

- **New idea for graduation – as we try and stay safe during covid**
 - ✓ As each group graduates, we will have a luncheon for them in C201. The students and their teachers will be notified beforehand. We will also purchase caps and take pictures.
- **ABAV committee working**
 - ✓ Two teachers as well as Shari, Joanne, and myself have been working on this. It will be available soon to present to staff, staff council and Governing Board.
- **Emergency preparedness plan**
 - ✓ Joan and Marilyn have been working on this and updating all the information. It will be available soon to present to staff, staff council and Governing Board
- **Intercom announcements**
 - ✓ Announcements are made twice a day to remind students and staff to always wear their masks except to eat their lunch.
- **Teaching from the classroom**
 - ✓ Teachers are all teaching onsite even in the CS support program which has a few remaining online class.
- **Scheduling prep for 2022-2023**
 - ✓ We have starting the scheduling for next year.
- **Ormstown project with Mike Luciano during Spring break**
 - ✓ During the March break the students from New Frontiers School Board carpentry program will be building two new labs in the basement for our electricity program.

Student tutoring center will start...we have received monies to hire tutors to help support our students. Students have mentioned for a second time that they need a student study room/ tutoring center as they wish to study and be tutored onsite. They do not want to be tutored online. At the moment we have no rooms available. Marilyn will discuss with her boss the need for additional space.



LESTER B. PEARSON

Pearson Electrotechnology Centre

GOVERNING BOARD MEETING

- Student Report -

Date:

February 15th, 2022

Prepared by:

Ursula P. Diaz Revilla

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udiazrevilla01@lbpearson.ca

Interior Decorating & Visual Display Student

LB Pearson Electrotechnology Centre



LESTER B. PEARSON

Pearson Electrotechnology Centre

Purpose

Since the previous board report during the Governing Board meeting last November 16, 2021, this report summarizes the new topics to take into account.

Topics

1. Peer Tutoring basic spreadsheet skills

In today's work environment, knowing how to use spreadsheet programs like Microsoft Excel is a vital ability. For example, in the Administrative Tasks Module, 80% of students have no background or have had difficulty doing spreadsheet activities like invoices, purchase orders, specification sheets, material calculations, labor costs, and others.

The goal of this is to suggest that these abilities be reinforced by student tutors and set up one-on-one or group peer tutoring sessions. Initially, students' Excel proficiency levels should be evaluated before and after tutoring sessions.

2. Study Area

Finding a suitable study spot on campus might be difficult. Most of the time, when class ends, students have to leave the classrooms because they are to be locked. So, finding a good study place could become a challenge, especially if you need to work on some homework, on a project, want to research or are a little behind on some module and need a lot of the material stored in your locker or a computer to get the work done.

A quiet study area or even a small library appropriately equipped would be a great place to offer students looking for a place to get some work or research done until opening hours.

Thank you,

Ursula P. Diaz Revilla

udiazrevilla01@lbpearson.ca

Interior Decorating & Visual Display Student

LB Pearson Electrotechnology Centre

Ped Consultant's Report – PEC Governing Board Meeting February 15, 2022

A. Electricity

- 2-day training with Pike Automation will be given onsite at PEC for the PLC competency (new equipment and software) for the electricity teachers, scheduled dates are Monday April 4th (remediation day) and Tuesday April 19th (ped day)
- Continue to meet and work with new teachers

B. Telecom

- Completed research on the various companies who can deliver teacher PD training for the Working at Heights competency in the new program
- Assist teachers in completing the remaining course outlines for the new program

C. IDD – Interior Display & Design Program

- Revision of the IDD Synoptic table program hours to ensure better alignment of program hours with the BIM-GRICS evaluations.
- Revamped Competency 20 – internship documents; documents have been made in writable PDF formats to facilitate the students and teachers recording of their correspondence and paperwork.
- Competency 3 and 5 evaluations have been completed and submitted to BIM-GRICS; Competency 14 is pending and should be ready for submission by end of February.

D. Created course outlines and lesson planning documents in Writable PDFs for all departments

E. **PEC's ABAV Committee** has been formed; 6 members, the committee is composed of 2 teacher representatives, 3 professionals and the centre director. The committee's directive is to develop centre level protocols for the ABAV plan. To-date we have had three meetings, end of May 2022 is our target date for completing the required elements of the phase one priorities to present to GB in June before final submission to the school board by June 30, 2022.

F. Assisting the centre director with updating PEC's Educational Project 2020-21 and the PEC Emergency Preparedness Plan.

G. Teacher PD training:

Ped day Jan 5th

- Comp Support and Electricity teachers attended an online workshop, entitled Positive Teacher/Student Interventions with ESD and our guidance counsellor, Stephanie Einagel
- Telecom teachers attended an online workshop entitled New Approaches for Designing Curriculum; to introduce more student driven lessons in the classroom by using Google APPS with Robin Long (Procede) and James Burn (Recit-VT)
- IDD teachers – online workshop SketchUP training

H. Continue supporting the teachers and centre director with various student issues.

Respectfully submitted: Joanne Aubry

IDD Teacher's report

Kiarash Nakhosht

1- SketchUp Workshop for IDD Teachers

Our department is the center of expertise for the English School Boards. My colleague, Hania, with Marilyn support organized five SketchUp workshops for IDD teachers which are funded by CEN. So far, we have had two workshops, and we have three more workshops scheduled for the next three months. This workshop was a great review of what IDD teachers had learned before to enrich and reinforce their knowledge of Sketchup.

2- Standardizing exams

IDD department was mandated to prepare three BIM exams. Two exams are done and submitted, and tenured teachers are preparing the last one.

3- Design Centre

The IDD showroom, Design Center, is almost done. My colleague Sharon continues to work on bringing more industry partners for; students and client needs; This room will be a learning studio that supports Ministry requirements. It also provides samples for client proposals that both students and teachers will design for specific modules.