

PEARSON ELECTROTECHNOLOGY CENTRE

Minutes of the Meeting

Governing Board Meeting of December 13, 2022

Present:	Marilyn Aon	Centre Director
	Demi Galanomatis	Assistant 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)
	Serge Frechette	Teacher Representative (Electricity)
	Raphael Tana	Industry Representative
	Adam Hoppenheim	Industry Representative

Absent:	Jennifer Allen	Student Representative (Telecom)
	Joanne Aubry	Pedagogical Consultant
	Ursala Diaz Revilla	Student Representative (IDD)

1. The meeting was called to order at 4:30 pm. The meeting took place via Zoom.
2. **ADDITIONS & ADOPTION TO THE AGENDA**
Additions
Remove school calendar 5.1
Additions 5.1 IDD student fees.
Geoffrey Alleyne moves to approve the Agenda and Svet Rusev seconds the motion. Approved.
3. **APPROVAL OF MINUTES OF September 20, 2022**
Adam Hoppenheim is no longer a student representative, change to Industry rep. Raphael Tana moves to approve the minutes, seconded by Adam Hoppenheim.
4. **BUSINESS ARISING**
4.1 None
5. **NEW BUSINESS**
5.1 IDD UNIFORMS
The cost of the IDD kits, student fees has gone up from \$550.00 to \$655.00 due to price increases. Kiarash to discuss the items listed with his department. Kiarash Nakhost approves the new price, seconded by Geoffrey Alleyne. Approved unanimously.

5.2 CRITERIA FOR CENTRE DIRECTOR
Reviewed and discussed. Resolution attached.

5.3 MESURES 44

This is monies given for students with special needs or learning difficulties. All departments were given the information and asked to submit a report of the needs. IDD was the only department who submitted a detailed report specific to one cohort. A tutor has been hired to support the teacher in class. Kiarash feels that is going very well. If other departments feel there is a need they need to submit a report. If a tutor is needed, they would have to have a DEP related to the program.

6. REPORTS

6.1 DIRECTOR'S REPORT

We have two ladies managing the cafeteria from 7:30 to 12:30 each day. They are serving snacks and meals at affordable prices. It has been a positive reaction. The vending machines are still available for the night students.

Teachers have been promoting our program via student for day and by attending career/job fairs

6.2 TEACHER'S REPORT

Svet – Groups are ending on a Friday and a new group starts on a Monday which is working very well.

Geoffrey – The Telecom attended the Wesco exhibition. There have been three career fairs to date that all went very well.

Serge – No report

Kiarash – No report

6.3 STUDENT'S REPORT

No report

6.4 NON-TEACHING STAFF

Joanne Aubry – submitted report

Joan Bernard – no report

7 FIELD TRIPS & STAGE REPORTS

No report

8 VARIA

None

9 NEXT MEETINGS

The next meeting is scheduled for January 17, 2023.

10 ADJOURNMENTS

Serge Frechette moves to adjourn the meeting, motion seconded by Geoffrey Alleyne. 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

December 7, 2022

Dear Governing Board Chairperson,

The Administrators of the Lester B. Pearson School Board are in the process of planning the administrative staffing for the 2023-2024 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 **Me Geneviève Dugré, Secretary General**, at gclemenza@lbpsb.qc.ca, with a copy to your school/centre administrator, no later than **Friday, March 3, 2023**.

As the Board works on its administrative staffing plan for the 2023-2024 school year, your input will be considered. It is expected that the process will be completed by the spring of 2023 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 2023-12-13

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: Serge Frechette

Seconded by: Kiarash Nakhost

Accepted: Unanimous



Governing Board Chair
Ken Elliott

December 13, 2022
Date

December 13, 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

Ped Consultant's Report for Governing Board

Tuesday, December 13, 2022

IDD program:

- Continue working with the IDD teachers for aligning the program curriculum — glossary of terms/lexicon and info graphic charts have been created for the students
- To-date the implementation of standardized exams with the ID220822 cohort has been going well.
- 3 standardized exams remain outstanding, as well as some ancillary materials
 - comp 4 – Project Materials; a local exam has been developed in the interim
 - comp 11 – Selling products & services; French docs provided and have been translated
 - comp 13 – Res. Interior project
 - comp 19 – Special event design
- Translating from French some of the BIM exam documents.
- Now developing Version B for each competency evaluation.
- Course outlines for the twenty competencies have been revised and updated to conform with Cont. Ed new evaluation standards and procedures policy of August 2022.

Telecom program:

- No-updates regarding the new program.

Electricity program:

- Continue completing the remaining exam correction keys.

C.S program:

- New CS program has been approved.

Private Security:

The course outlines for the fifteen competencies have been amended and conform with Cont. Ed new evaluation policy of August 2022.

Wishing everyone a Happy and Safe Holiday Season,

Joanne Aubry