

# WEST ISLAND CAREER CENTRE

## Minutes of the Meeting

Governing Board September 24, 2019

<b>Present:</b>	Jad Deegan	Centre Director
	Susan Oliver	Non-Teaching Professional Representative
	Jan Scarpaleggia	Community Representative
	Donald Provost	Industry Representative
	Rowena Cofino	Support Staff Representative
	Joan Hutchins	Teacher Representative (Health)
	Jeff Labelle	Teacher Representative (Automobile Mechanics)
	Lucas Sassi	Student Representative (Automobile Mechanics)
	Linda Vaillancourt	Teacher Representative (Business)
	Suraj Sahu	Student Representative (Business)

<b>Absent:</b>	Michael Clark	Assistant Administrator
	Craig Berger	LBPSB Commissioner, Ward 6
	Amma Acheampong	Student Representative (Health)

### 1. CALL TO ORDER

Jad Deegan called the meeting to order at 3:42pm and welcomed the board to the 2019 – 2020 school year. Additionally, Jad thanked Jeff Labelle for having assumed the role of Interim Chairperson for the 2018 – 2019 school year.

### 2. TAKING OF THE MINUTES

Rowena Cofino was nominated as the new support staff representative for the board. Henceforth, Danielle Paré will exclusively be taking meeting minutes as a non-voting member of the board.

### 3. INTRODUCTION OF GOVERNING BOARD MEMBERS

All present members of the board introduced themselves and their positions within WICC, the community and industry sectors.

### 4. NOMINATION OF CHAIRPERSON

Linda Vaillancourt nominated Suraj Sahu to act as Chairperson for the 2019 – 2020 school year. Suraj accepted the position. The motion was approved. Suraj assumed the role of Chairperson for the remainder of the meeting.

### 5. NOMINATION OF TREASURER

Susan nominated Lucas Sassi to act as Treasurer for the 2019 -2020 school year. Lucas accepted the position. The motion was approved.

### 6. APPROVAL OF AGENDA

Linda moved to approve the agenda, Donald seconded. Approved.

**7. APPROVAL OF MINUTES OF JUNE 19, 2018**

Jeff motioned to approve the minutes, Donald seconded. Approved.

**8. EDUCATIONAL PROJECT 2019 - 2022**

Jad explained that the Educational Project will remain as a standing item from last year. As discussed at the Literacy Café committee lunch in September, the project will be implemented in the Café's curriculum with the aim of improving an already highly successful program. The Educational Project will be reviewed at upcoming staff meetings to see how all departments can use the document to improve centre life. Jad will be addressing the project at future meetings, allowing for feedback from board members. Suraj inquired if French language tutoring could be added to the Literacy Café curriculum; Jad acknowledged that this is an excellent suggestion, and while there is a need, we have to recognize that we are an English institution and that we do not currently have a sufficient amount of instructors that are available to offer tutoring services in French. Susan mentioned that a French conversational group could be a possibility, but that option leaves room for incorrect learning and poor French habits. Administration is still looking for and are open to new solutions.

**9. DATE AND TIME OF MEETINGS**

Meeting dates were decided for the 2019 – 2020 school year.

**2019:** September 24, October 22, December 03, **2020:** January 21, February 18, March 24, April 28, June 16.

**10. BUSINESS ARISING**

None.

**11. NEW BUSINESS**

**11.1 INVITATION TO CRAIG BERGER**

Craig was unable to attend the meeting, his formal invitation to remain on the WICC Governing Board for the 2019 -2020 school year will be forwarded to him via internal mail.

**12. TRIPS AND FACILITIES**

- Nursing Assistance instructor, Erika Valientes, proposed bringing her students for a tour of the emergency room at St. Mary's hospital. None of the students are under 18 years of age. Suraj motioned for approval of the trip, Approved.
- Accounting instructor, Fabienne Houdou, proposed bringing her students to visit the newly renovated, state of the art Pierrefonds Public Library. None of the students are under 18 years of age. Suraj motioned for approval of the trip, Approved.

**13. COMMISSIONER'S REPORT**

None.

**14. DIRECTOR'S REPORT**

Reviewed.

**15. CORRESPONDENCE**

Joan inquired if WICC would be used as a polling station for the federal election on October 21, no request was made to administration or the LBPSB to use the centre as polling station.

**16. EVENTS**

Reviewed: HEMA Qc Blood Typing Kiosk on October 23, HEMA Qc Blood Drive on October 30, Annual Halloween Costume Contest on October 31.

**17. VARIA**

Linda inquired as to the status of the parking lot renovations, Jad had made mention of the project in his Director's report, but reiterated that the project is currently on schedule and commended the staff and students for their patience, flexibility and understanding during the project.

**18. QUESTIONS AND ANSWERS**

None.

**19. NEXT MEETING**

October 22, 2019

**20. ADJOURNMENT**

Suraj motioned to adjourn at 4:29pm, Jan seconded. Approved.



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Jad Deegan  
Centre Director



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Suraj Sahu - Absent, Jeff Labelle, Interim  
Governing Board Chairperson  
Chair  
October 22, 2019