

ROSEMOUNT TECHNOLOGY CENTRE

GOVERNING BOARD MINUTES

March 5, 2012

1.0 Call to Order: 7.25 PM

Present: Fernando Gimeno, Andrew Henderson, Linda Kurylo, Scott Henderson, (Acting Chair) Stanley Wasilewski, Silvana Crigna- Centre Vice-Principal, Harry Michalopoulos- Principal, Keith Barclay.

2.0 Nomination of Chairperson: Scott Henderson – nominated

3.0 Agenda

- 3.1 Additions to the Agenda
- 3.2 Approval of the Agenda

4.0 Minutes of the previous meeting

Approved by Fernando and seconded by Stanley

5.0 Business Arising From the Minutes

- 5.1 CSST/Reply-Final Report - a “PASS” was received.
 - 5.1.1 CSST: Second Phase with MELS and Mr. Sulaman Khan
 - 5.1.2 Teacher Release Time required for CSST Dossier – Mr. Khan
 - 5.1.3 CSST Requirements for Lighting & Fixtures to be met
 - 5.1.4 Fork Lift Storage
 - 5.1.5 Materials need to be purchased for air quality and safety publications. Capital equipment and ventilation for air quality is CSST ‘s mandate for 2012-2013.

6.0 Vocational Training Programs

- 6.1 Harry reported on the EMSB reorganizing network for Vocational Training Programs.

Possibility of a centrally located facility with new name such as **The EMSB Technology Centre**

7.0 Requirements – New Printing Program

- 7.1 Flatbed Printer – Purchased for \$ 99,000.00
- 7.2 Bookmaking Machine – Purchased for \$ 90,000.00
- 7.3 CNC Router Machine for Printing Program: Waiting for quotes from the School Board.
Printing Department received floor space from the High School. In exchange, the High School may use RTC's Conference Room for their meetings.
- 7.4 On December 23, 2011, Director General, Robert Stocker, approved the purchase of a flatbed printer. Mr. Michalopoulos will write a letter thanking Mr. Stocker.

8.0 Space Constraints

- 8.1 Machining | Cabinetmaking
Structure for Forklift - Covered extensions must be fabricated.
- 8.2 Printing Program – New Room – Heidelberg Canada Partnership

Heidelberg and RTC have commenced discussions about entering into a business partnership. Mr. Michalopoulos will request a financial contribution from Heidelberg to help support the Printing Program.

9.0 Business Partnership Meeting

RTC will invite Heidelberg Canada's Vice-President to our industry advisory meeting.

10.0 Date of next meeting **April 5, 2012**

11.0 Motion to adjourn: Fernando and seconded by Stanley

Meeting adjourned 10:35pm

Rosemount Technology Centre

Governing Board Minutes (unapproved)

April 5, 2012

Present:

J. Lougheed, Acting Secretary

F. Gimeno

H. Michalopoulos, Principal

S. Crigna, Vice-Principal

S. Henderson, Co-Chairperson

V. Saputo, Chairperson

S. Wasilewski

L. Kurylo

A. Henderson

Absent: Keith Barclay

1. Call to order at 7:15 p.m.
 - 1.1 Quorum verified.
 - 1.2 S. Wasilewski nominated time keeper.
 - 1.3 V. Saputo nominated Chairperson
2. Agenda with additions adopted.
3. Minutes of the May 31, 2011 meeting and the March 5, 2012 meeting were approved with changes. S. Wasilewski, seconded by F. Gimeno
4. Business Arising
 - 4.1 CSST Follow-up:
An external storage location for the fork lift is being worked on.
 - 4.2 New Room Printing Program:
The former high school Council room has been gutted and is being prepared for new printing program equipment. Governing Board members took a tour of the room.
 - 4.3 Flatbed Printer, Bookmaking and CNC Machine
Bookmaking machine is in place. CNC machine and flatbed printer have arrived.
A letter of thanks on behalf of the Governing Board has be written to Mr. Stocker.
5. Skills Olympics

- 5.1 Four students are moving on to the provincial level on April 30th. Any winners at this level will go to the Nationals in Edmonton ten days later. The world competition will be held in Germany.
6. Chapeau les Fils
 - 6.1 Two winners from Cabinetmaking and Furniture Finishing are moving on to the next level on May 2.
7. Business Partnership Meeting
 - 7.1 An Industry Committee is being established. Teachers from each department will visit companies in order to remain connected with current industry trends.
 - 7.2 Selected members of the Montreal Board of Trade will be invited to the Business Advisory Evening, where partner companies are thanked.
 - 7.3 A joint Board of Trade/Business Advisory evening is being considered.
8. New Facility
 - 8.1 The AEVS Advisory Committee at the EMSB has recommended to Council, that AEVS get a new stand-alone building.
 - 8.2 The RTC Governing Board is requesting that they are kept abreast of the situation as it develops.
9. Program Offerings (New Authorizations)
 - 9.3 EMSB has been authorized for Carpentry, Pharmaceutical Assistant and Home Care Provider. There is no space to offer Carpentry at this time.
10. Varia
 - 10.4 B&G
Ruts caused by deliveries in front are not only unsightly but may be a safety hazard. Various doors and door handles need attention, repair or replacement.
 - 10.5 Student Rep
An effort should be made to have student representation on the GB.
 - 10.6 Girls Day
An idea to promote Voc Ed and non-traditional vocations to high school girls.
11. The next meeting will be May 10.
12. Meeting adjourned at 10:20 p.m.

ROSEMOUNT TECHNOLOGY CENTRE

GOVERNING BOARD MINUTES

May 10, 2012

Present:

F. Gimeno

H. Michalopoulos, Principal

S. Crigna, Vice-Principal

S. Henderson, Co-Chairperson

V. Saputo, Chairperson

S. Wasilewski

L. Kurylo

Absent: J. Lougheed, K. Barclay, A. Henderson, C. Munteau

- 1 Call to order 7:39 p.m.
 - 1.1 Quorum verified.
 - 1.2 Nomination of Time Keeper – S. Wasilewski
 - 1.3 Chairperson – V. Saputo

- 2 Agenda
 - 2.1 Approval of the Agenda: S. Wasilewski, L. Kurylo

- 3 Minutes of the previous meeting
 - 3.1 Adoption of the minutes: S. Wasilewski, L. Kurylo

- 4 Business arising from the minutes
 - 4.1 CSST
Not enough space to store the forklift in the existing shops. Andrew will source companies that produce steel structures. The CSST has recommended that we find a solution to this space constraint. Solution is to build an external structure to house the forklift as recommended by the CSST Inspector.

 - 4.2 New Room for Printing Department
The tendering process has been completed. The work on the new room will begin by mid-June and should be completed by end of July.
 - Flatbed printer has been received – waiting for room completion
 - Bookmaking machine has been commissioned
 - Request for a C.N.C. Router has been given to Procurement Services at the EMSB to be placed for public tender.
 - Mr. Della Rocca permitted RTC to start a group with 7 students. This special authorization to run the small Printing Group was to allow teachers to learn the new technology within the program.

- 4.3 Skills Olympics–Bronze Medal in CNC
RTC was the only Anglophone Centre to win a medal.
- 4.4 Chapeau les Filles – 2 candidates qualified for the finals – Gloria Fung from Cabinetmaking won a \$2000 prize.
- 4.5 Industry Committee (Industry Partners)
Harry will meet with Fernando regarding members of committee.
Fernando would like more participation from students.

5 JFK Building

The building will be closed for 2 days due to asbestos being found. These 2 days will be used for analysis.

6 Electromechanics Purchase

An investment in Electromechanics is necessary to modernize technology in the department. Purchases of \$300, 000 - \$400, 000 are estimated. Festo Canada Limited has recommended that RTC attend the International Electrical Tradeshow in Germany during the month of June. Show discounts average 15%, which translates into a savings of \$45, 000 to \$60,000.

The Coordinator of the Electromechanics Department should make a presentation at the next Governing Board Meeting to present the proposal of the purchases considered.

Mr. Bouchard from Johnson & Johnson has donated approximately \$275,000 worth of equipment to RTC.

7 Reorganization of AEVS Network

Discussions at the school board are ongoing to centralize and re-organize the services in Vocational Training.

Machine Technologies and the heavy trades will be housed in one centre and the soft trades in another.

8 Program Coordinators

As a point of information, administration has advised Governing Board that the Department Coordinators will be rotated.

9 Varia

Mr. Wasilewski suggested that Administration take a mental health break (1 day) in order to recuperate from the stress of the incident in Quebec City.

10 Date of next meeting

June 21, 2012

11 Meeting adjourned at 10:00 p.m.

ROSEMOUNT TECHNOLOGY CENTRE

GOVERNING BOARD MINUTES

June 21, 2012

Present:

H. Michalopoulos, Principal
S. Crigna, Vice-Principal
V. Saputo, Chairperson

S. Wasilewski
L. Kurylo
A. Henderson

Student representation additions to Governing Board: Carlo Rainone and Joseph Rainone

Absent: J. Lougheed, K. Barclay, F. Gimeno, S. Henderson-Co-Chairperson, C. Munteanu

- 1 Call to Order 7:39 p.m.
 - 1.1 Quorum verified
 - 1.2 Nomination of Time Keeper – S. Wasilewski
 - 1.3 Chairperson – V. Saputo

- 2 Agenda
 - 2.1 Additions to the Agenda
See section 5 (New Business) items 5.10 and 5.11

- 3 Minutes of the Previous Meeting
 - 3.1 Adoption of the minutes: S. Wasilewski, L. Kurylo.

- 4 Business Arising from the Minutes
 - 4.1 Electromechanics Department purchases
Harry spoke of expenditures of approximately \$400,000.00. It will be going to Public Tender.

- 5 New Business
 - 5.1 Business Advisory
Will be held the first week of October, met with Fernando and laid down the groundwork for the Industry Committee set-up and proceedings for the Business Advisory. Business luncheon will serve as department exchanges with industry to keep up-to-date and means of thanking our business partners.

 - 5.2 Industry Committee
Industry Committee is made-up of one or two teachers and students per department. Purpose is to enrich our business partnerships, create stage/employment opportunities and keep our program content current.

Harry said the pages have been updated by Jill.

- 5.4 End of Year Luncheon
Held on June 29, 2012 at Restaurant Roberto for 12:30 p.m. – invitations will be forwarded to Governing Board members with address.
- 5.5 Appointment and Rotation of Program Coordinators
Union requested the position be rotated.
- 5.6 Permanent Contracts
School benefitted from 15 permanent posts (tenure status). Positive occurrence for our Centre and for the teachers.
- 5.7 Graduation Ceremony Date
November 1st or November 8th. Silvana looking into quotes for having the event off premises so that the event venue can add a “special event” experience for the students.
- 5.8 JFK Update
School closed until September 30th, hopefully the students will return back to the building by October 1st. RTC may have to consider using workshop facilities of a French Centre for Cabinetmaking if the delay is beyond October 1st.
- 5.9 Centre Budget
Harry gave everyone an overview.
Harry mentioned how all schools were being affected by a compression to reduce overall Budget allocations. RTC will have approximately \$900,000.00 for purchase of new equipment in the next school year.
- Both student representatives, Carlo and Joseph, spoke about exposing RTC and Vocational Training programs. A. Henderson proposed that they can do a “skit” and upload it on YouTube. Students agreed with the encouragement of Governing Board members and A. Henderson and S. Crigna will assist them with the project.
- 5.10 Mr. Raymond Arpin from Groupe Improcible
- Harry spoke of team building exercises. Introduced Mr. Raymond Arpin.
 - Mr. Arpin presented “Team Building Exercises” to be a pep-talk/lift up and motivational send off for the new school year for teachers and staff – August 23rd – 3 hour session
 - Mr. Porchetta spoke of History of Centre – staff seems resistant to change.
 - S. Wasilewski. Stated that the RTC staff has always been like a “family” environment with a strong team spirit. He mentioned how the prime importance and structure of RTC has always been in the

- Mr. Porchetta says that Mr. Arpin uses a hands-on approach through actions and communication. He presents “in a fun way”. Asked Governing Board for approval to have Mr. Arpin present on August 23rd – 1st day back for all teachers.

Mr. Porchetta answered Mr. Wasilewski’s question regarding cost for activity – approximately \$4000. A. Henderson motioned to engage Mr. Arpin and S. Wasilewski seconded the motion.

- S. Wasilewski spoke of team building within the RTC Centre. He questioned the other Centres attending Mr. Arpin’s session?
- Harry said no problem about bringing in the two other Centres since the content of activity will still work for all attendees.

5.11 Mandate of Governing Board

- S. Wasilewski spoke of inviting Ms. Mancini to get a clear mandate of what the Governing Board’s role is.

6 Adjournment

6.1 Date of Next Meeting: September 6, 2012

6.2 Meeting Adjourned: 10:25 p.m.

ROSEMOUNT TECHNOLOGY CENTRE

GOVERNING BOARD MINUTES

September 13, 2012

Present:

Virginia Saputo	Scott Henderson, Chairperson
Andrew Henderson	Joseph Rainone
Carlo Rainone	Fernando Gimeno
Linda Kurylo	Jill Loughheed, Acting Recording Secretary
H. Michalopoulos, Principal	S. Crigna, Vice-Principal
Nicholas Sapounakis, Teacher Observer	

Absent: Keith Barclay, Constantine Munteanu, Stan Wasilewski

1. Call to order at 7:20 p.m.
2. Agenda with additions adopted.
3. Minutes from June 21, 2012 meeting approved without change: F. Gimeno, L. Kurylo
4. Business Arising
 - 4.1 Industry Committee

Eight teachers, one from each department compose the Industry Committee. Objective is to bring industry partners into the school and to encourage ongoing relationship. Teachers will be asked to report back to the Governing Board.
 - 4.2 Appointment of New Coordinators

Coodinators, chosen by Administration, have begun their two year tenure. New appointments are generating favorable feedback from colleagues.
S. Wasilewski had indicated his intention to submit a proposal to meet with the new coordinators. Due to his absence, it will be postponed until next month.
 - 4.3 Graduation Ceremony

S. Crigna reported on planning done with Event Committee regarding this year's graduation ceremony including date, new format, location, menu, entertainment, etc. Committee will report back to GB as plans are confirmed.
 - 4.4 JFK Update

Cleaning has not yet started. Tentative date to reopen is January 7, 2013
 - 4.5 YouTube

C & J Rainone, along with A. Henderson and S. Crigna to prepare a promotional video to publish on YouTube.

5. New Business

5.1 Electromech Program Equipment Purchases

Most of the RTC's MAO budget will be used for Electromech equipment purchase. The department has prepared a proposal for the Finance Dept. detailing the needs.

5.2 Printing Program

Equipment purchased last year is almost completely up and running. The new room is near completion. Low enrollment this fall lead to new group being combined with previous small spring class.

5.3 CSST

Good rapport has been established between Sulaman (RTC's CSST liaison) and CSST inspectors.

5.4 Welding

RTC to sign an entente with the Pointe de l'île SB to hold evening Welding classes at the Centre d'Anjou facility. RTC has a long waiting list. We would probably have to hire teachers.

5.5 Event Committee & Student Council

The Event Committee has objective to plan, oversee, and initiate events that promote RTC programs, contribute to the well being of the community at large as well as the community of staff and teachers. Plans will aim to include media coverage when possible.

5.6 Printing Teachers' Conference

H. Michalopoulos requested that the GB approve airfare (\$750) for L. Kurylo to attend an annual Printing Teachers' Conference in Chicago. Moved by F. Gimeno, seconded by V. Saputo

5.7 Business Advisory Luncheon

F. Gimeno suggested we revisit the former Business Advisory Luncheon format that had been held in the past. Each department meets with industry representatives who respond to a pre-established set of questions--one from each of five stake holders (students, teachers, support staff, administration and the GB)--regarding future trends in their respective industries. The round table format would be attended by students and teachers with minutes written and submitted.

5.8 Clean-Energy-Technology

F. Gimeno suggested students, supervised by teachers, embark upon interdepartmental clean-energy-technology projects. Idea will be presented to the coordinators when they attend the GB meeting this fall.

6. The next meeting will be on Thursday, Oct. 25, 2012.

7. Meeting adjourned at 9:40 p.m.

ROSEMOUNT TECHNOLOGY CENTRE

GOVERNING BOARD MINUTES

October 25, 2012

Present:

H. Michalopoulos, Principal	S. Wasilewski	F. Gimeno
S. Crigna, Vice-Principal	L. Kurylo	Peter Byron
V. Saputo, Chairperson	A. Henderson	N. Sapounakis

Governing Board student representation: Carlo Rainone and Joseph Rainone

Absent: K. Barclay, S. Henderson-Co-Chairperson

- 1 Call to Order 7:00 p.m.
 - 1.1 Quorum verified
 - 1.2 Nomination of Time Keeper – S. Wasilewski
 - 1.3 Chairperson – V. Saputo

- 2 Agenda
 - 2.1 Agenda with additions adopted.

- 3 Minutes from October 25, 2012 meeting approved without change: F. Gimeno

- 4 Business Arising
 - 4.1 Industry Committee

 - 4.2 Appointment of New Coordinators
Mr. Wasilewski would like to meet with the new coordinators. He would like to question what the 20th Anniversary of RTC **1993-2103** means to them and how they plan to promote their respective departments.
Building bridges.
 - (September 1988-DEP's started)
 - (1993-2003-10 year Anniversary)

- 5 New Business
 - 5.1 CSST Dossier
Mr. Khan has been given release time to handle the CSST dossier. The priorities for the 2012-2013 school year have been established. Toxic materials and air quality are the focus.

- 5.2 Welding–Centre Anjou
RTC has been given permission to start an evening Welding class at Centre Anjou for November. Space permitting RTC will start another evening group in January 2013.
 - 5.3 Student Satisfaction
Students feel that they are part of RTC. Silvana–encourages projects within departments. Boost up energy among groups at Campus II
 - 5.4 Career Fair/RTC Banners
The event was a success. According to all attendees, the banners that RTC produced made a great impression.
 - 5.5 Graphics Program
There is demand for the Graphics Program. Computers must be purchased to meet the extra demand.
 - 5.6 Canadian Skills Olympiads
RTC will be represented by the CNC Department at the competition. The Canadian Skills Olympics will be held in Vancouver from June 5-8, 2013.
 - 5.7 New TV Commercial (s)
RTC will be updating their TV commercial. CineCast will produce the new commercial.
 - 5.8 Industry Shows and Career Fairs
The RTC Departments will be monitoring events such as trade shows and career fairs that the Centre can participate in to expose students to industry and provide employment opportunities.
- 6 Adjournment
- 6.1 Date of Next Meeting: December 10, 2012
 - 6.2 Meeting Adjourned: 8:45 p.m.

ROSEMOUNT TECHNOLOGY CENTRE

GOVERNING BOARD MINUTES

December 10, 2012

Present:

H. Michalopoulos, Principal	S. Wasilewski	K. Barclay
S. Crigna, Vice-Principal	L. Kurylo	P. Byron
S. Henderson-Co-Chairperson	A. Henderson	N. Sapounakis

Student Representation: Carlo Rainone and Joseph Rainone (*absent due to exam*)

Absent: F. Gimeno, V. Saputo, Chairperson

- 1 Call to Order 7:00 p.m.
 - 1.1 Quorum verified
 - 1.2 Nomination of Time Keeper – Stan Wasilewski
 - 1.3 Co-Chairperson – S. Henderson

- 2 Agenda
 - 2.1 Agenda with additions adopted: Stan Wasilewski, Keith Barclay

- 3 Minutes from October 25, 2012 meeting approved with changes: Stan Wasilewski

- 4 Business Arising
 - 4.1 MELS - CSST Reseau
CSST has taken a supportive role with respect to all FP Centres.
This year's mandate is based on the following:
 1. How toxic materials are handled.
 2. Air Quality

 - 4.2 New TV Commercial
CINE-CAST will be forwarding a quotation on production costs. The AEVS Department will assist with the cost of the commercial.

- 5 New Business
 - 5.1 International Students
Mr. Della Rocca is actively seeking students from abroad—China and Korea. There are currently 39 international students—most of them are from China. The approximate split is: 60% Chinese, 30% Korean, and 10% are from everywhere else. The goal is to get the night groups going.

- 5.2 International Stages
The School Board is encouraging the centres to actively pursue these programs to enrich the students' educational experience. Federal funds may be available for our programs.
- 5.3 JFK Asbestos Situation
JFK will not reopen on January 7, 2013. Please refer to the EMSB website for more current up-to-date information.
- 5.4 Campus 2 – Co-habitation
Campus 2 will eventually work a little better in the foreseeable future. More groups will be starting there. All caretaking, washrooms, and cafeteria issues will be addressed.
- 5.5 AEP Programs
They are shorter versions of the DEP programs we have in-house currently. Most programs would be approximately 600 hrs. Students could be funded by Emploi-Québec.

6 Adjournment

- 6.1 Date of next meeting: January 21, 2013 at Campus 2.
- 6.2 Meeting adjourned: 9:10 p.m.