

# ROSEMOUNT TECHNOLOGY CENTRE

## GOVERNING BOARD MINUTES

January 28, 2013

Present:

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

Student Representation: Carlo Rainone and Joseph Rainone

Absent: V. Saputo, Chairperson

### 1. Call to Order 7:00 p.m.

1.1 Quorum verified

1.2 Nomination of Time Keeper – Fernando Gimeno

1.3 Chairperson – S. Henderson / Co-Chairperson – Stan Wasilewski

### 2. Agenda

2.1 Agenda with additions adopted by: Stan Wasilewski, Fernando Gimeno

### 3. Minutes from December 10, 2012 meeting approved with changes by: Stan Wasilewski / Fernando Gimeno

### 4. Business Arising

4.1 CSST Dossier: Sulaman Khan to translate manual to English, as it is not the mandate of the CSST to do so. Mr. Khan will be reporting to Governing Board at a later date about the specifics mandated by the CSST. The dossier also involves other schools complying with the norms. The items below were outlined at the MELS-CSST *reseau*:

- A two year strategic plan is to be completed.
- Translation into English for air quality & toxic materials.

- Analyze and provide solutions for: a) volatile fume exposure in the bunker area in Cabinetmaking & Furniture Finishing; and b) an analysis to capture grinding dust in the Machining grinding lab. Results of the study to be documented and reported back to the CSST.
- Semi-annual teacher workshops to be conducted by Mr. Khan for Cabinetmaking, Furniture Finishing, Machining, Electromechanics and Welding programs.
- CSST will audit that work is completed which is excellent knowledge for students to take onto their future jobs.
- F. Gimeno stated that, “students are leaving other welding schools to join RTC’s Welding Program”.

#### 4.2 JFK & Co-habitation at Campus II:

- All going extremely well albeit eating area which we quickly set up a classroom with separate lunch time slots. Everybody is definitely coping well with the situation, considering the demands.
- Cost factor for extras to be done in cleanup which is estimated for early April 2013 will be addressed by the *Board*.
- Mr. Wasilewski stated that it is likely that JFK students will remain at RTC for the rest of the school year and Mr. S. Henderson stated that the JFK parents strongly want their children to return to JFK High School.

### 5. New Business:

5.1 Advertising-Global Morning Show – There has been good feedback on RTC’s timeslot with Global TV. The Jobs Segment portion of the Morning Show builds credibility for RTC as a reputable school. This makes it a perfect match for Global. Global has asked that we continue the relationship.

5.2 The Ministry of Education has created part-time studies for Voc Ed Programs. A registration fee of \$90.00 would apply (max of 3 to 4 classes) in the hope that candidates will be taking the full program after being exposed to a few modules. Quebec Residency rules would (only) apply.

- MELS accredited and an attestation is provided
- career fair idea – take a module of any program wo/safety issues
- Test run on first few registrations.
- Carlo & Joe Rainone added: we can target Cegep & University level students where software is NOT as advanced as ours.

5.3 YouTube: work in progress involving students & teachers input  
At the moment: Graduation-Rosemount Career Fair. Robotics is to be added.

#### 5.4 Noise Levels and Neighbour Concerns - **“Stoppez le Bruit”**:

- 4 engineering firms to test noise level and offer solution to problem
- City to conduct sound tests in May
- Once official report from the city is received the process of solving the problem will be conducted.

#### 5.5 New Printing Room - Inauguration

- Doors to be installed in the next few weeks.
- Media coverage – selected date to be announced at next meeting.

#### 5.6 French language class to be offered to international students – linked to Industry.

#### 5.7 Lighting at Campus II – The following observations were made:

- Back door poorly lit.
- Lit door bell for better visibility.
- Flood lights in parking over entrance.

#### 5.8 Issues at Campus II

- Gym Availability (half is used as student lunch area)  
RTC paid its portion & the initial Sept 2012 date has yet again been postponed to 2013.
- Caretaker issues will be resolved on Tuesday, January 29, 2013.
- School board will be involved regarding said issues.

### 6 Adjournment

6.1 Date of next meeting: March 18, 2013 at Campus I – 7 p.m...

6.2 Motion to keep Joe & Carlo Rainone as student reps. and shall be replaced only as of August, 2013 - All governing board members present unanimously agree.

6.3 C & D Aerospace to host a meeting tentatively scheduled for April 24, 2013 at 7pm.

6.4 Meeting adjourned at 9:56 pm.

# ROSEMOUNT TECHNOLOGY CENTRE

## GOVERNING BOARD MINUTES

June 10, 2013

### Present:

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

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

**Absent:** F. Gimeno, S. Nini

- 1 Call to Order 7:00 p.m.
  - 1.1 Quorum verified
  - 1.2 Nomination of Time Keeper – Stan Wasilewski
  - 1.3 Nominated Chairperson for meeting – S. Henderson
- 2 Agenda
  - 2.1 Agenda with additions adopted: Stan Wasilewski, Keith Barclay
- 3 Minutes from December 10, 2012 meeting approved with changes: Stan Wasilewski
- 4 Business Arising
  - 4.1 Centre Advertising–Media  
RTC website will be redesigned. Advertising contracts with CTV and Global has positive results and will be renewed for next year. This form or publicity is great for our student intake. 20% of our student population is coming from ads and 65% is coming from word-of-mouth.
  - 4.2 Noise levels–Decibel Count  
Numerous meetings were held between RTC administration and City inspectors to find a solution to the problem. A specialized company in noise was hired by the school board and compared their decibel readings with the city inspectors readings. The school board will hire a company that will resolve the noise level emitted by the exhaust chimney in the welding shop.
  - 4.3 New Printing Room–Inauguration Date  
A date has been set to launch the new printing room in mid-October. The tentative dates are: October 10th or the 17th.
  - 4.4 JFK Update  
High school students have returned. The adult sector will be returning at the end of June.
- 5 New Business
  - 5.1 Electro-mechanics Equipment Purchase
    - A. The mechatronics purchase was completed through public tender. Constantin Munteanu will validate the purchase with the department and report back to administration.
    - B. The purchase for the hydraulic and pneumatic trainers will go to public tender in October 2013.
  - 5.1.2 Alternance Travail Etudes (ATE)–Work Study Approach

Two programs are participating. The first one is Computer Graphics and the second one is CAD. These students will not be taking the conventional course. Approximately 800 hours are allocated to stage.

5.2 CSST Dossier

It was moved that Mr. Khan continue with the CSST mandate. Stan moved. Andrew seconded the motion. The vote was unanimous. Harry mentioned how the school board is expensing CSST repairs through the Centre's operating budget. Stan moved that the school board should cover all costs for CSST past, present, and future. Andrew seconded. Motion was adopted. Governing board members believe that the CSST dossier is under the responsibility of building and grounds. CSST related expenses incurred at the Centre should be paid by building and grounds.

5.3 Welding Program 2013-2014—Centre Anjou

Night groups in welding are expected to start in January 2014.

5.4 Industry Partner Meeting

Administration reported that Fernando met with the teachers who were assigned to this committee. The results were not positive (out of an expected 40 visits by committee members only three materialized). The administration will rethink the approach. There is the possibility of bringing a different team onboard. Maybe the student advisors need to get involved.

5.5 New Commercial

AEVS has mandated CTV to make testimonial commercial clips for each Centre. There will be commercials done for each program. Nick asked, "Can the ads be tagged into YouTube"? Secondary IV students are being exposed to Vocational Training Centres through the Sec IV initiatives Program. Stan suggested that the Governing Board be invited into EMSB high schools to speak of what vocational education can offer students. RTC's Governing Board made a motion to meet with the Rosemount High School's governing board in order to discuss the challenges the two schools face. Stan and Mr. Barclay passed the motion to meet with the RHS' Governing Board.

5.6 Adoption and Approval of New Budget

The new budget for 2013-2014 was presented by the principal. It was reviewed item by item and unanimously adopted.

5.7 Governing Board—Annual Report

Harry reviewed the annual report. The document will be finalized by Governing Board at the next meeting scheduled for August 29, 2013.

5.8 Global

Stan thanked the teachers who appeared Global Televisions Morning Show. RTC is sponsoring the Jobs Segment Program, which appears every Thursday morning. Each of the Centre's Programs will be highlighted. The campaign will finish in October.

5.9 Updates from Harry

CSST will be auditing the Liaison officers who have been assigned in all FP Centres. Mr. Khan will be reporting to governing board. The administration will select a new team for the Business Advisory Committee.

6 Adjournment

6.1 Date of next meeting: August 29, 2013

6.2 Meeting adjourned: 10:00 p.m.

# ROSEMOUNT TECHNOLOGY CENTRE

## GOVERNING BOARD MINUTES

September 18, 2013

### Present:

H. Michalopoulos, Principal  
V. Saputo, Chairperson  
S. Wasilewski  
N. Szabo  
N. Sapounakis

S. Servello, Vice-Principal  
S. Henderson-Co-Chairperson (**absent**)  
S. Khan  
P Byron  
A. Henderson

F. Gimeno  
D. Midlash  
T. Montroy

**Absent:** S. Nini, S. Henderson

- 1 Call to Order 7:00 p.m.
  - 1.1 Quorum verified
  - 1.2 Nomination of Time Keeper – Stan Wasilewski
  - 1.3 Nominated Chairperson for meeting – V. Saputo
- 2 Agenda
  - 2.1 Agenda with additions adopted: Stan Wasilewski, N. Sapounakis
- 3 Minutes from June 10, 2013 meeting approved with changes: Stan Wasilewski
- 4 Business Arising
  - 4.1 Industry Committee  
Fernando will be assisting administration to ensure that the departments are meeting with industry partners. The goal is to have 5 companies per department visit the Centre by May 2014. In April, we will decide what type of event the Centre should host and where to acknowledge the support of our industry partners.
  - 4.2 Noise levels–Decibel Count  
To date, the Centre is waiting for a response from the City of Montreal. RTC sent them an e-mail in July 2013. The director for the borough called on November 13 and asked where we stand with the dossier. RTC explained to him that we are still waiting for them to answer the technical questions asked by the contractors bidding on the Project (What frequency the sonometer was set at and what was the band octave)? Mr. Yves Monty went on to explain that he was receiving pressure to complete the file and that the Minister for Montreal, Mr. Jean Francois Lisée was briefed on the situation.
  - 4.3 Electro-mechanics Purchase  
The department will be meeting next week to determine its needs. The specifications will then be sent to the EMSB – Finance Department. This purchase will be going to public tender.
  - 4.4 Annual Report  
The Annual Report was distributed and will be finalized at the next governing board meeting.

## 5 New Business

### 5.1 CSST Dossier

Sulaman Khan reported that the CSST's mandate for the year is air quality. The CSST will be inspecting the Welding Department in January 2014 to determine air quality levels. The CSST has hired two industrial hygienists and an MD to conduct the study. Mr. Khan will be reporting specific details once CSST completes their report.

### 5.2 Campus 2 – State of the Building

On June 21, 2013 the health and safety division of the EMSB performed a safety audit. A list of repairs to be done was issued to the Centre in order to comply with safety standards. The Centre will need to respond quickly and document the progress of work completed.

### 5.3 Academic Advisors

The Centre has two new academic advisors. Cindy Romeo and Nadia Zuccaro joined the team in July 2013. Rosie DeGrisantis and Mary Mercuri were acknowledged for a job well done. It was suggested that representation on governing board from the new advisors would be beneficial for all parties.


### 5.4 Graduation – November 27, 2013

The graduation ceremony will be held at Buffet Marina. The guest speaker will be a Syd Reynolds, a retired RTC instructor.

## 6 Adjournment

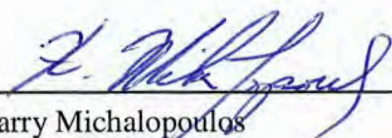
6.1 Date of next meeting: October 24, 2013

6.2 Meeting adjourned: 9:40 p.m.



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Virginia Saputo  
Chair



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Harry Michalopoulos  
Centre Principala

# ROSEMOUNT TECHNOLOGY CENTRE

## GOVERNING BOARD MINUTES

December 12, 2013

### Present

H. Michalopoulos, Principal  
V. Saputo, Chairperson  
S. Wasilewski  
N. Szabo  
N. Sapounakis  
M. Curiale

S. Servello, Vice-Principal  
S. Henderson-Co-Chairperson (**absent**)  
F. Gimeno  
P Byron  
A. Henderson

D. Midlash  
T. Montroy

**Absent:** S. Henderson,

### 1 Meeting was called to order at 7:20 PM

- 1.1 Quorum verified: V. Saputo
- 1.2 Nomination of Time Keeper – S. Wasilewski
- 1.3 Nominated Chairperson for meeting – V. Saputo

### 2 Agenda

- 2.1 Agenda with additions adopted:
- 2.2 Agenda was approved by: N. Szabo, second by S. Wasilewski

### 3 Minutes from September 18, 2013 meeting approved with changes:

S. Wasilewski and A. Henderson  
Amendment: Add M. Curiale, present at September 18, 2013 meeting

5.1a - Local Schools – RHS Governing Board

### 4 Business Arising

#### 4.1 Noise Level – City of Montreal

H. Michalopoulos has compiled a package of e-mails that have been sent between RTC and the City of Montreal. There has been no feedback from city as of yet. Neighbours, as well have experienced a lack of communications from the city. H. Michalopoulos and neighbours are in collaborations. An e-mail was sent to Annie Ross from the University of Montreal asking to help us with a solution to our noise levels.

H. Michalopoulos will talk to the Rosemont borough Mayor, Mr. Petitepatry with regards to this problem and what can be done to minimize the industry noise pollution in a residential environment.

#### 4.2 Annual Report

Annual has been reviewed, signed and will be sent to the English Montreal School Board.

#### 4.3 Campus II – State of Building

RTC has been done everything within the area of their responsibilities and safety measures, according to the document provided by CSST, Health and Safety. The document and the repairs that were made were sent to Buildings and Grounds at the EMSB. It is now the responsibility of Buildings & Grounds to take over the leftover repairs to be done.

#### 4.4 Graduation – Feedback

Positive feedback. Students responded favourably, phone calls to the centre of many thanks.

Stan, spoke to Bruce Willis, graduate, now substitute teacher, after the graduation concerning maybe joining our governing board to bring his expertise to the table.

## **5 New Business**

### **5.1 International Students**

H. Michalopoulos went to China last month and the trip was a very beneficial experience. Many Chinese students were very interested in coming to Canada and joining our school(s). Whether it is to join RTC or one of our other vocational schools.

While there, RTC signed 40 people to come and join our school.

Mark C. suggested that an online English course, with a small fee, should be offered to the international students to perhaps better prepare them before coming to Canada to take a course within our schools.

### **5.1a Local Students – RHS Governing Board**

S. Wasilewski made a suggestion that a couple of members from the RTC governing board to attend a RHS governing board meeting to discuss our vocational services to their graduating students.

Project to connect youth education to Vocational Education.

### **5.2 Welding Program - Facility**

EMSB is actively pursuing to find another facility to accommodate our growing need for our welding

### **5.3 Emergency Procedures - SPVM**

Constable Fatima Pereira from the SPVM came to RTC last Friday, December 6, 2013, with a presentation on emergency lockdown procedures. She is due to return in February 2014, to go through a simulation with RTC and RHS.

### **5.4 Skills Olympics**

This year is the Skills Olympics competition is being held in Quebec. Cabinetmaking, Welding, Computer Graphics & Machining students will be representing RTC.

### **5.5 Fernando**

Fernando suggesting that student participate in governing board. Student Council with the guidance of the program coordinators? Industry links, 5 business partners per sector. Creation of student council.

Proposal?

Mandate?

Money?

People?

Chief?

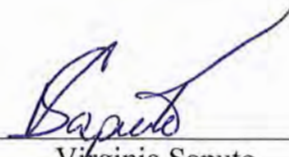
## **6 Adjournment**

### **6.1 Date of next meeting**

January 21, 2014

### **6.2 Meeting adjourned**

Stan, Peter 9:40 p.m



Virginia Saputo  
Chairperson



Harry Michalopoulos  
Principal