



Gordon Robertson Beauty Academy Governing Board

Minutes of Meeting (On-line with Zoom) Wednesday, 16 December 2020

Present: Marilyn MacLean, Claudine Turnbull, Samar Abboud, Cynthia Doucet, Pamela Bachner, Christine Seguin, Linda Berardinucci, Vanya De Andrade, Manon St-Onge, Karina Geoffroy

Regrets: Carole St-Pierre, Stephanie Portelance, Michel Besner

1. Call to Order

The meeting was called to order by Marilyn MacLean at 15:50.

2. Approval of the agenda

Moved by Vanya De Andrade, seconded by Linda Berardinucci.

3. Approval of the minutes of 25 November 2020

Moved by Karina Geoffrey, seconded by Cynthia Doucet.

4. Business arising from the minutes

a) MEES Allocation for Hair Removal Program

- Claudine Turnbull had requested the refund be transferred to GRBA. Given that funds were previously transferred to cover GRBA's deficit in 2019 (caused by the high cost of implementing the new HR program), it is likely these funds will remain at the SB level.

b) GRBA 2020-2021 Budget

- Claudine Turnbull presented the 2020-2021 budget.
On a motion by Linda Berardinucci, seconded by Samar Abboud, the 2020-2021 budget was adopted unanimously.

5. New Business

a) GRBA 2021-2022 Calendar

- The 2021-2022 Centre calendar was presented.
On a motion by Pamela Bachner, seconded by Linda Berardinucci, the 2021-2022 calendar was approved unanimously.

6. Reports

a) Students

- None.

b) Industry

- Manon St-Onge: Industry starting to quiet down from a very busy COVID world. Chalut has purchased a new distributor "Amico", they are in the process of reorganization and will have new things to offer to the Centre in 2021.

c) Community

- Linda Berardinucci: Lots of renovations happening in the West Island. People are remaining positive while trying to live with the COVID situation. There is a lot of local advertising to support local industry happening which is paying off! Locals are shopping local and there are positive results. Looking forward to a better 2021.

d) Staff

- Vanya De Andrade: 10 Hairdressing students just completed their stage, although challenging, it was an overall success. There are 11 graduates from that group.
- Cynthia Doucet: Lots going on at the Centre with COVID and accommodating all the changes that have been put in place. The PCC (Positive Climate Committee) and the GRBA team have been very active in promoting the holiday spirit. A raffle of gift baskets was held to raise funds for GRBA students in need. We raised \$390 and were able to provide 6 students with Gift Cards from Super C. The gift cards were in lieu of food baskets.

e) Commissioner

- (*Annex 1*) for Commissioner's report

f) Director

- Claudine highlighted points from the Director's report. (*Annex 2*)

7. Educational Project

- Claudine presented the 2020-2021 Educational Project Report. (*Annex 3*)
On a motion by Vanya De Andrade, seconded by Karina Geoffroy, the 2020-2021 Educational Project Report was approved unanimously.

8. Field TripsES190822 Groups A & B, competency 17 Personalized Programs

1) November 18

Online Webinar with Baroness about micro needling, Chemical Peels, Luzerne (organic swiss line)

2) November 23

Online Webinar with Derme & Co about IPL facial Treatments and creating your own cosmetic line (private labeling)

ES191106 Group of 18 students

1) December 17

Online Makeup Forever field trip

9. Other Business

- Claudine introduced Reanna Javier as the new Governing Board Esthetics' Student Representative. Reanna will be joining Governing Board after the holidays.

10. Adjournment

Moved by Pamela Bachner, seconded by Cynthia Doucet at 16:36.

Next Meeting: Wednesday, February 24, 2021



Marilyn MacLean, Chairperson



Claudine Turnbull, Centre Director

/cs

Annex 1

Commissioner's Report – December 7, 2020 Gordon Robertson

Council was joined by Dr Lashley to give an update on the work of the task force on Equity and Inclusivity. Dr Lashley's efforts to obtain testimonials from students and staff for the task force used many forms of social media and singled out student commissioner Finn Poirier in his efforts to get younger students a forum to reply using Instagram when some of the other forums were inaccessible to certain age groups. The collection of letters will continue until the end of the first week of February (as opposed to January 31st as indicated on the original timeline). Information about the task force, including a timeline, can be accessed at <https://boardsite.lbpsb.qc.ca/council-of-commissioners/task-force-on-equity-and-inclusivity>.

The chair congratulated the staff and management of the school board for their incredible work around everything that has happened around the pandemic. Thanks to all the staff for the risks they take, going to work every day, under difficult circumstances. Special mention to the people in the school board that made it possible to upgrade the ventilation and filtration of the air in our schools. The chair also discussed the deficit, some details are outlined below.

The Director General's gave an update on the COVID situation. Any outbreaks that have occurred lately at any LBP schools have been contained. Carbon dioxide testing in some schools is in progress. In person learning for the youth section will end December 16th, with distance learning for the 17th and 18th.

Elementary schools will resume January 4th, and the high schools will resume January 4th for distance learning, and a return in school under the current conditions on January 11th. Ministry exams Any changes will be announced to the community. Daycare services in elementary schools will be offered for students of parents who are deemed essential service on the 17th and 18th of December. Dr Finn thanked everyone who made it possible to upgrade ventilation equipment with a very short timeline.

Congrats to all who are making the student experience as "normal" as possible, and thanks to the students for their resilience through this time. Wellness will continue to be an important, recognized, theme for 2021. The Director General announced the hiring of a new Assistant to Human Resources, Ann-Marie Lavoie.

The financial statements for the school board were released, and it shows that the school board is in a deficit situation of just under \$8M, on a budget of roughly \$302M. It was pointed out to the government that a majority of the LBP deficit is due to the way that vocational education is funded (3-year running average, as opposed to the usual September 30th attendance confirmation) and the extra services given for daycare at the height of the pandemic shutdown, as well as PPE required for staff, and the extra sanitation required for all schools (\$398 743 has already been sent to the school board for this). The government has sent some funds to the school board, and negotiations continue between the assistant director general and the government. It is yet to be determined if the government will be reimbursing all the costs associated with extra measures that have been required due to pandemic related additional costs. The school board will be releasing a full press release.

The school board has received funding for \$252 091 for school yard embellishments. This is above and beyond the amounts that schools have managed to fundraise. These funds will likely be used for projects that are already well in progress, not projects that will be initiated in the weeks or months to come.

Happy Holidays, stay safe and healthy, Mike Besner

Annex 2



LESTER B. PEARSON
Gordon Robertson Beauty Academy

Governing Board - December 16, 2020

Director's Report

The holidays are around the corner and with it a welcomed break from the day-to-day stresses that our jobs bring, and that COVID-19 has amplified. Teachers and staff have been working very hard maintaining student engagement while ensuring that safety protocols are being respected. It is exhausting work, and the break will be good for everyone. All staff is encouraged to embrace this time to rest, relax and recharge.

As per the Quebec Ministry of Education's announcement, students will be distance learning on December 17, 18 January 5, 6, 7, 8. The January 4 PED Day will be online. The Centre will reopen to staff and students on January 11, 2021 and we will be back to the hybrid schedule as of that date.

Programs

- 11 students from the May Hairdressing group HD190513 will have completed the program on Dec 18, 2020.
- There will be a third Hairdressing group that will begin this year. Start date is scheduled for June 1, 2021.

Events

- The Positive Climate Committee (PCC) has organized holiday activities that began Friday December 11 with holiday music, hair, and make-up day. Something special was happening every day leading to the break, and all students received a treat and gifts today (December 16).
Following the collection of donations for the Metro gift cards for students in need (over \$350 was raised), all those who donated were given a chance of winning one of two self-care baskets. Draw was held on Monday Dec 14. The winners were: Client, Lise Robidoux, and GRBA's very own receptionist, Nataly Klachko. The delivery of the Super C gift cards was also on Monday Dec 14. Six GRBA students received the cards.
- All students', who sold *LaBiosthétique* Duos and Trios since October 2019, names were entered for a chance to win a Tiffany necklace that was donated by *LaBiosthétique*. The draw was held on Monday December 14 at 2:30PM. The winner, Caroline Csabai from the May Hairdressing group, was announced in the Google classrooms and on social media.
- The Social Committee organized a Secret Santa gift exchange for staff. Gifts were distributed December 10.
- The School Board is organizing a Virtual Career and Education Fair to be held on Tuesday February 2, 2021 from 10h00 to 17h00. GRBA has reserved a "booth". The GRBA Career Fair Committee met on Tuesday December 15 to begin planning.

- A holiday activity for staff is being held on Thursday December 17 from 5 to 6PM on Zoom: "Sip and Stretch" with dance instructor Christine DeGrâce. All staff is encouraged to attend this fun, team- building activity to celebrate a little before the holiday break.

Centre Improvements

- A projector has been installed in room 218A – A laptop or Chromebook can be used to project onto the whiteboard.
- Six acrylic dividers have been added to the hairdressing salons.
- All beds in two of the facial rooms now have face shields installed as further protection for clients and students.
- Dryer ducts are scheduled to be cleaned on Thursday December 17.
- Though the Centre is closed for staff and students on the dates indicated in the opening paragraph of this report, the caretaking staff will be in to do extensive cleaning and disinfecting, ready for students' return on January 11.

Wishing all Governing Board members a safe and happy holiday and peace and good health throughout 2021.

Respectfully submitted by:
Claudine Turnbull,
Centre Director

Annex 3

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LESTER B. PEARSON
 Gordon Robertson Beauty Academy

Gordon Robertson Beauty Academy

Educational Project REPORT 2019-2020

*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, **Gordon Robertson Beauty Academy (GRBA)** revised our Educational Project which was adopted by the GRBA Governing Board on **May 24, 2019**. 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**. 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 GRBA 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	2019-2020 result: 88.2%
MEES Orientation: Increase the proportion of the adult population of Québec who demonstrate high-level literacy skills according to PIAAC 2022	2019-2020 result: 316.79 ETPs

Objectives and Orientations	Data and/or Anecdotal Report	
<p>GRBA Orientation 1: Improve Graduation and Qualification Rates Improve Retention Rates Use technology in various ways to address students' diverse learning styles</p> <p>Objectives: 1.1.1) To increase the percentage of all students who complete a Professional Diploma, with a focus on students under 20. 1.2.1) To maintain high levels of interest and motivation throughout the program 1.2.2) To increase the number of students who finish their vocational program within the prescribed time 1.3.1) Increase the number of activities and content developed through the integration of technology to provide equity in regards to diverse learning styles & learning disabilities.</p>	<p>1.1.1) 2018-2019 Student <20 77%</p> <p>All students (including <20) 82%</p> <p>1.2.1) No baseline</p> <p>No baseline</p> <p>1.2.2) 71%</p> <p>1.3.1) 10%</p>	<p>2019-2020 All students (including <20) 77%</p> <p>All students (including <20) 82%</p> <p>10 student life activities (before the shutdown March 13)</p> <p>24 enrichment activities (before the shutdown March 13)</p> <p>76%</p> <p>100%* *With COVID and the shutdown came online classes, obliging all teachers to integrate technology and create ICT activities. Though at different levels of integration, 100% of teachers embraced the challenges online teaching presented and continue to improve their skills.</p>
	<ul style="list-style-type: none"> - Professional development for teachers to keep programs current and engaging. - Teacher-Mentor program to ensure that all students have someone overseeing their entire profile, to meet with regularly to address issues preventatively, and help give them tools with which to deal with situations as they arise. - Increased use of technology in the classrooms. - Live broadcasting and recording so students can revisit at their own pace and as frequently as necessary. 	

GRBA Orientation 2:

Recognize the importance of the emotional well-being of students

Recognize the importance of the physical well-being of students

Objectives:

2.1.1) To increase students sense of feeling safe (physical, emotional, psychological) at school.

2.1.2) To increase students' sense of belonging

2.1.3) To further develop an inclusive environment and positive climate

2.2.1) To increase students' sense of wellness

2.2.2) To increase initiatives that promote a healthy and physically active lifestyle

47 survey questions have been created.

The survey will be using Google Forms and the data will be transferred to Excel to be analyzed.

The following is a list of initiatives addressing the objectives of Orientation 2:

- Implementation and follow-up of strict regulations and protocols to prevent the spread of potential positive cases within the walls of the Centre. (Many students have expressed their sense of safety in our Centre vs what they have seen or felt elsewhere.)

- A COVID protocol committee was formed

- Start times were staggered

- Students' schedules part-time (3 or 4 hours per day)

- Larger groups divided

- Cafeteria closed to avoid large gathering and breaking the 2-metre distancing barrier

- Increased daytime caretaking

- layout of classroom changed to respect 2-M distancing

- Centre protocols were written, shared, and updated

regularly as the situation evolved

- Exam protocols were written and are updated regularly

- Classroom/lab protocols were written and implemented

- PPE was made available to staff, students, and clients: (goggles; masks; gowns; hand sanitizers; gloves; dividers for exams; acrylic barriers)

- All cloth curtains were changed to plastic for disinfection

- Bins purchased for extraneous clients' objects

- Caretaker at the door as students and client enter to disinfect area immediately

- Prior to COVID and as we reopened, there were continuous campaigns on our social media platforms showcasing interesting workshops, classroom activities and student achievements within the Centre.

- The Positive Climate Committee (PCC) which includes students are continuously thinking outside of the box initiating activities that encourage positivity and inclusion. AN example is the Holiday Spirit activities organized in the last week before the December break.

Report on Activities During Shutdown

As indicated above, the COVID-19 crisis forced the closure of our centre from March 13, 2020. Reacting to the pandemic during the spring of 2020, we provided support for our students and their families in the following ways:

- During the initial lockdown, staff created videos on two separate occasions and posted them on social media to reach out to students to help them to feel connected and supported. (Sense of belonging)
- Emails were sent to each group updating them on the ever-evolving situation.
- Phone calls were made to all students – once to check in and again to inform them of the Centre reopening.
- Teachers were trained on the Google Meet platform in order to improve the delivery of lessons and consequently increase student engagement.
- When first offering the classes online, teachers were in teams of three to support one another and provide tech support to students.
- 100% of the Esthetics students continued online. While 60% of the Hairdressing students continued online with the remaining 40% choosing to wait until such time as the program would be back full-time in the Centre. (Note that since that time, many of these students have reintegrated the Hairdressing program, adapting to the hybrid model.)
- All students received an Orientation "Meet & Greet" before starting classes on-line. Here they learned how to navigate the platform, understand expectations and netiquette, and time was given to socialize with peers in order to address students' sense of belonging and the feeling of anxiety and isolation many were experiencing.
- When the Centre opened its doors to in-person classes on 20 May 2020, strict safety protocols were in place to ensure everyone's safety. When necessary, groups were divided to maintain small numbers in class at one time. Start times were staggered. Entry points managed and all students were part time – classes either 3 or 4 hours long to avoid a lunch gathering. The Centre began to receive clients only in a few classes, in late June.
- Chromebooks were lent to all students who requested them in order to ensure everyone had equal opportunity to continue the program online.
- Kits were prepared with materials for students to bring home in order to continue hands-on learning from a distance.
- When first online, teachers booked individual appointments with students to address their needs.

With the welcome of students for this 2020-2021 school year, with the classes being offered partially online (theory) and in-centre for the practical portion of competencies, we will continue to focus on the implementation of our Educational Project as a guide to monitor student success and ensure the continual improvement of the actions of our school. As the students' schedules continue in a part-time, hybrid model, modifications will need to be made and targets revised according to the realities of our situation. Student success will remain at the forefront of all actions, with health and safety trumping everything.