

# Gordon Robertson Beauty Academy Governing Board



LESTER B. PEARSON  
Gordon Robertson Beauty Academy

Tuesday, 4 April 2023, 3:45PM

In-person @ Gordon Robertson Beauty Academy, Room #120

## **In attendance:**

Pamela Bachner, Vicky Waye, Marilyn MacLean, Autumn Evans, Mike Besner, Martine Gaudreau, Claudine Turnbull, Lucie Mercier, Karina Geoffroy, Mélissa Hansen.

## **Regrets:**

Samar Abboud, Linda Berardinucci, Eliane Lévesque, Vanya De Andrade.

### **1. Call to Order**

Marilyn MacLean, the Chairperson, called the meeting to order at 3:48 pm.

Marilyn welcomed new Governing Board member, Melissa Hansen, replacing Carole St-Pierre as Esthetics' industry representative. Mélissa was a student at GRBA and is now an administrative manager at Carole St-Pierre's Spa.

### **2. Adoption of the Agenda**

Karina Geoffroy moved to adopt the agenda.

Martine Gaudreau seconded.

### **3. Approval of the minutes of 31 January 2023 Governing Board meeting**

Claudine Turnbull added a comment to point 4 b) Appendix 44: The Centre hired a Social Work Officer, Andrea Brown, who is working 4 days a week however, as of the first week of April, she will be at the Centre 5-days (Monday to Friday, from 9:30 to 3:45) until the end of the school year in June.

Mélissa Hansen approved the minutes.

Pamela Bachner seconded.

### **4. Business arising from the minutes**

#### **a) ABAV Plan**

Claudine Turnbull announced that the ABAV plan was launched on Anti-Bullying/Pink Shirt Day. The plan was explained to students and an emphasis was made on everyone's individual responsibility to maintain a positive and safe atmosphere. Kindness pins were distributed to everyone.

All students were made aware of how to report an incident, either as a witness, a victim, or a perpetrator. It was very well-received by the students.

To date there has been one incident reported and the follow-up has been done.

### **5. New Business**

#### **a) 2022-2023 Centre Calendar Modification – PED Day change**

Claudine Turnbull shared with the members that GRBA has the opportunity to join PACC Vocational teachers at Mont Tremblant Lodge for an overnight and all-day conference with Isabelle Fontaine on May 12<sup>th</sup>, 2023. Isabelle Fontaine is a highly recognized speaker and workshop facilitator.

Isabelle Fontaine is highly recommended for her ideas about mindfulness and finding balance in life. She offers valuable insights and perspectives to incorporate personal growth and philosophical concepts that could help teachers in seeking ways to cope with the demands of their profession while maintaining their well-being.



[www.isabellefontaine.ca/en](http://www.isabellefontaine.ca/en)

It was unanimously approved at the March 21, 2023 School Council Meeting that GRBA teachers participate in the all-day workshop offered by Isabelle Fontaine, and that the 2022-2023 calendar be revised so that May 8<sup>th</sup> becomes a regular school day and May 12<sup>th</sup> a PED Day.

Governing Board members unanimously agreed to the change.

**b) 2021-2022 Annual Report**

Claudine presented the Annual Report.

**c) Consultation - Governing Board Composition 2023-2024**

Governing Board Composition was discussed.

Responses to the consultation must be sent in writing to [consultations@lbpsb.qc.ca](mailto:consultations@lbpsb.qc.ca) no later than Thursday, April 13, 2023.

Members agree to remain status quo.

Centre	Governing Board Total Members (Max. 20)	Parents (Min. 2)	Staff Members (Min. 4)			Students (2)	Community Reps (2)	Industry Reps (2)
			Teachers (Min. 2)	Non-Teaching Professionals	Support			
GRBA	13	2 (unfilled positions)	4	1	0	2	2	2

Note that the Secretary, Centre Director and Commissioner are non-voting participants of the Governing Board and are therefore not a part of the above list..

**6. Reports**

**a) Students**

**Vicky Wayne – Esthetics Student**

Vicky is reporting that students are really grateful and appreciate the vending machine and coffee machine that were installed earlier in March. They are using it a lot.

The students also liked the Anti-Bullying Day and the little pins that were distributed were appreciated by them. They thought it was a great idea.

There was a comment arising about the uniform's sleeves being too long; when students are giving facials or massages, the sleeves are rubbing on the client's face which is not ideal. Students have tried rolling them up but the look of it is not great.

**Autumn Evans – Hairdressing Student**

There was a comment made to a student about her makeup being unprofessional, and the student felt a little bit targeted. She was offended as she believes her makeup is a way to express herself. It was also unclear to the student if the type of makeup she had on was clearly indicated in the Code of Conduct as not permitted.

Claudine Turnbull reminded Autumn and all members that there is, indeed, a section in the Code of Conduct, mentioning that all students are required to have a professional and clean attire at all times. The student is invited to make an appointment with the Centre Director should she wish to discuss this further as "unprofessional attire" can be a judgment call. It is also suggested that issues such as this could be brought directly to the Director, because most times it can be handled immediately, without a need to be addressed at Governing Board.

**b) Industry**

**Melissa Hansen**

The salon / spa is looking into new technologies, especially for the skincare field. They are also trying to be a greener salon by using Vegan or eco-friendly products, such as Aveda.



As always, clients are following trends and right now, it is all about the glow and healthy skin. Clients are also more inclined to reach out to estheticians to boost back their skin, before going directly to Botox.

The salon / spa is also proud to say that there are a lot of students from GRBA who complete their stage at their place, and they are all very professional and hard working. There is a need, however, for hairdressing students.

**c) Community**

No report.

**d) Staff**

**Martine Gaudreau – Hairdressing Teacher**

Nisanthy, our Olympiad Contestant, is working very hard and practicing 16 hours a week with Hairdressing teachers, Martine Gaudreau and Sylvie Lavigne. They are looking into increasing the practice hours, as the date is fast approaching and the nerves are elevating.

Recent PED Day (March 24) a training was organized via Zoom for all the hairdressing teachers. It was about the health of scalp (skin and scalp problems, hair loss etc..) with a new brand – Tricology. Three Hairdressing teachers will pursue their training further and will attend a 40-hour training session. Everything is online and the teachers can advance at their own pace. We will no longer carry high-end (high priced) hair-care products from la Biosthétique so we are liquidating our inventory. Promotion “Spring is in the Hair” - bundles of discounted products are on sale at the reception.

**Pamela Bachner – Esthetics Teacher**

March 4 to 8 was the New York/International Beauty Show trip. 19 students and 5 teachers went. It was a great experience.

Last week, Katherine from Aqua Spa offered a seminar for the students doing their Sales and Promotions competency. The seminar was about the challenges of owning your own spa. Esthetics teachers, Karina Geoffroy and Tina Mercuri, participated in a 3-day training with Payot. Payot is making a lot of changes with their line and the protocols. Due to COVID, this was the first hands-on training with Payot since adopting the line. It was very interesting and beneficial.

**Karina Geoffroy – Esthetics Teacher**

Karina announced that she is now a member of AQPSE (Association Québécoise des Professeurs de Soins Esthétiques).

The person responsible for sanctions at the Ministry was contacted regarding the final evaluation for competency 17, Personalized Programs, as the version elaborated had many issues. It has been pulled and is currently under review. GRBA will continue to use the version that was elaborated in-house.

**e) Commissioner**

**Mike Besner**

The 2024-2025 Cont. Ed. Calendar was published on the LBPSB website.

The employee program has been signed for the next 36 months.

The School Board is currently in the process of bringing all the buildings to code. This will happen from May to August.

They are also purchasing many Chrome books to replace outdated ones.



f) **Director**  
Claudine Turnbull  
See Annex 1

**7. Educational Project**

a) **Nov/Dec 2022 Student Survey Report**

The report has been written and will be finalized at the Educational Project committee meeting scheduled for April 12. Following that the Survey Report will be shared with all staff & students and presented at the next GB meeting.

**8. Field Trips**

Lucie Mercier presented the field trips.

**9. Other Business**

a) **Adult Learners' Week**

Week of April 24<sup>th</sup>

Many activities within the centre are being planned throughout the week to celebrate all adult learners.

The "Gala event" will be broadcast on YouTube at 4PM on Thursday April 27<sup>th</sup>. All ten GRBA award recipients and their guests have been invited to the Centre to view it together. Governing Board Members are also invited to attend the viewing. As soon as it is available, the link will be shared with everyone.

b) **Intercultural Activities Grant**

Esthetics teacher, Tina Mercuri, submitted a project to collaborate with the West Island Cancer Wellness Centre to offer oncology facials to their clients. The project was accepted and a grant of \$430 received. This will allow for the purchase of the special products required for the oncology facials. Claudine and Tina have met with representatives from WICWC who visited GRBA on March 14. Tina visited the WICWC today, April 4, to discuss presentation our students and the services they could offer. The project is moving forward nicely.

**10. Next meeting**

Tuesday, May 9, 2023

**11. Adjournment**

Martine Gaudreau adjourned the meeting at 5:07.  
Pamela Bachner seconded.



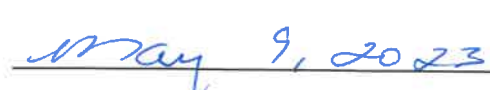
Marilyn MacLean  
Chairperson



Date



Claudine Turnbull  
Centre Director



Date



## ANNEX 1

**Director's Report**  
 Governing Board – April 4, 2023


I would like to begin by recognizing all teachers who volunteer their time to be able to offer students experiences they would not otherwise have. I am so grateful the GRBA students are able to experience these diverse learning opportunities. The students who participate are very thankful as well.

Thank you to Vanya De Andrade for accompanying student volunteers for the CEASETOEXIST – NOTHING@HIDE Fashion Show at the Montreal Biodome on Saturday February 18. All student volunteers received a letter of thanks from the Director and a token gift.

Thank you to Denise Hosni and Karyn Modugno for accompanying student volunteers to offer hair and makeup services to all the dancers at École de danse Imperium's Winter Wonderland mid-year show on Sunday February 19. All student volunteers received a letter of thanks from the Director and a token gift.

Thank you to Gassia Djerrahian who accompanied six student volunteers to Chez Doris, a women's shelter in Montreal, on Wednesday March 8 – International Women's Day (during March break). The students took care of the women by offering free haircuts and makeup. The students were treated to a late lunch afterwards and all received a letter of gratitude from the Director.

Thanks go to Vanya De Andrade, Denise Hosni, Pam Bachner and Tina Mercuri who devoted days of their March break to accompany students to the International Beauty Show in NYC on March 5, 6, 7 and 8. It is a testament to the hard work and dedication of these teachers that this trip was able to happen. Kudos for all of the fundraising! The attention to details in the planning ensured that the trip went smoothly and everyone had a positive experience.

Programs:

- Esthetics
  - ES220131: 12 students successfully completed the program Feb 22.
  - ES230130: 19 students began the program on January 31 (Orientation Jan 30).
  - Information session was held March 1<sup>st</sup>. 20 people attended.
- Hairdressing
  - HD230223, 15 students were scheduled to begin the program on February 24 (Orientation Feb 23). The group is now at 14 as one student never showed up.
  - There were five students registered for the group to begin April 18. When contacted, two had changed their minds. The decision has therefore been made that the April 2023 group will not start. The next Hairdressing group to begin will be in September 2023.
  - Information sessions scheduled for March 14 and April 5 were both cancelled due to lack of participants.
- It is noted that there is much instability in the groups with candidates not honoring their registration commitments, students leaving the program, students requesting to be "part time" (needing to slow things for different reasons, including learning challenges, personal obligations, mental health challenges). It has become more and more difficult to maintain numbers in the groups, particularly Hairdressing which typically begins with a lower number.
- Skills For Life – four groups completed the SFL program and received certificates: ES220407, ES220815, HD220307, HD220823. The final two groups (HD221025 and ES221107) will complete the program mid-May.
- Popular Education
  - Eyebrow Lash Lift & Tint from 3:45PM to 6:45PM:
    - There were two cohorts that completed the course in February (1<sup>st</sup> & 8<sup>th</sup> and 2<sup>nd</sup> & 9<sup>th</sup>).
    - Registrations are presently happening for another cohort April 17<sup>th</sup> & 24<sup>th</sup>. With the possibility of having another group April 19<sup>th</sup> & 26<sup>th</sup>.
- À La Carte courses:
  - Styling Hair (75hrs)
    - The group that was planned to begin March 15 was postponed and then had to be cancelled due to low registration. Though there were 25 candidates interested, only 7 paid.
  - Photoepilation (120hrs)
    - We are presently gathering a list of candidates voicing an interest in this course. We will look into offering Laser/IPL "à la carte" in the evening in the Fall.



Advertising/Promotions/Visibility:

- Both the Styling Hair course and Hairdressing DEP program were advertised in the February edition of the Montreal Families paper.
- Three banners were designed and created. They are displayed in the Centre and available to take to Career Fairs etc.
- GRBA Will be participating in Place Cartier's *Create Your Future* Mini Career Fair on Wednesday April 5

Centre Activities:

- Hot chocolate offered to students – January 27
- Green Square Day January 29 – all staff and students wore a small green square in recognition of the National Day of Remembrance of the Qc City Mosque Attack and Action Against Islamophobia. Teachers discussed the significance of the day with their students.
- Teacher/Staff Appreciation Week was celebrated the week of February 13. Staff were treated to cupcakes, fruit and chocolates, smoothie bottles, hoodies, and chair massages offered on Friday March 3<sup>rd</sup>.
- Hooked on School Week – week of February 13. A message was sent to all students in their Google Classrooms. Green and white ribbons were distributed to all to mark the day. Instagram live with students responding to questions. Postcards and candies were delivered to all students.
- Pink Shirt Day – Feb 21. Launching ABAV Plan. Kindness pins were handed out to all students.
- Volunteer activities:
  - Feb 18: CEASETOEXIST-NOTHING2HIDE Fashion Show at the Montreal Biodome with Vania and eleven students
  - Feb 19: Ecole de danse Imperium Dance show with Denise, Karyn and seven students
  - Chez Doris with Gassia and six students
- Several fundraising events were held leading up to the NYC-IBS trip, including an auction, hot lunch, and bake sale.
- Caring Paws visited the centre on March 29

Professional Development:

- Jan 18: After school Tracking Tool workshop offered by Samar
- Feb 13: Sylvie Lavigne, Laura Rondanelli and Vanya De Andrade attended a HD Workshop: "London Trends – Haircut Techniques"
- Feb 17: PED Day
  - EDDI – short Ted Talk with Carin Taylor: "Belonging, A Critical Piece of Diversity, Equity & Inclusion"
  - Clarity for Learning Workshop with Samar Abboud, including breakout rooms to build tracking tools.
- Feb 21: Victoria Curl presented the Threat Assessment protocol and the Traumatic Events protocol at the staff meeting
- March 16: Karina Geoffroy participated in the RECIT ACE 2023 Online Workshops
- March 24 PED Day: Teachers organized workshops – Micro-blading, Esthetics Creativity Lab, Hairdressing Zoom Presentation with Guillaume Rosa.
- March 27, 28, 29: Karina Geoffroy and Tina Mercuri participated in PAYOT training with a trainer from Paris
- April 4, 5, 6: Samar Abboud is participating in the AQUOPS technology conference in Quebec city.

Centre Improvements:

- Both water fountains were replaced with newer water fountains with the option to fill water bottles.

Misc:

- \$5 BHS cafeteria coupons are available to students in need of a lunch. Financed with funds remaining from the collection for holiday baskets, providing for students in need.
- To offer food/snacks to students who need, an exchange bowl has been set up in the office. "Take what you Need Give what you Don't". It seems to be working well. Students discreetly come for snacks (fruit, granola bars, etc.)
- Interior Decorating and Visual Display (IDD) group from PEC presented their projects to redesign the Esthetics Reception area. Three different designs were presented. Many great ideas will be taken from these plans. We hope to be able to move forward with this project in the near future.
- A vending machine has been installed in the student cafeteria and there is a new coffee machine downstairs. We are experiencing some growing pains with the new company which we hope to iron out in the near future.

Respectfully submitted by  
 Claudine Turnbull  
 Centre Director

