

**School District #75 (Mission)
Public Meeting of the Committee of the Whole
Agenda**

June 2, 2020, 3:30 pm

Zoom Meeting

Visit www.mpsd.ca > Board of Education > Meeting Information to connect virtually.

Pages

1. CALL TO ORDER			
	<i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i>		
2. ADOPTION OF AGENDA			
3. DELEGATIONS/PRESENTATIONS			
4. CURRICULUM			
4.1	Curriculum Update - Continuity of Learning	Information	1
5. UNFINISHED BUSINESS			
6. STAFF REPORTS			
6.1	Report on SD function during COVID pandemic	Information	2
6.2	2020-21 Board Meeting Schedule	Action	3 - 5
6.3	2020-21 School Growth Plans	Information	6
6.4	BAA Courses	Action	7 - 50
7. NEW BUSINESS			
8. MINUTES OF PREVIOUS MEETINGS			
8.1	Committee of the Whole meeting minutes dated May 5, 2020	Action	51 - 53
9. INFORMATION ITEMS			
9.1	Special Committee of the Whole - June 9, 2020 at 3:30 pm		
10. ADJOURNMENT			

ITEM 4.1 Information

TO: Committee of the Whole
FROM: K. Alvarez, Assistant Superintendent
SUBJECT: June Curriculum Update – Continuity of Learning

1. Summary:

The Assistant Superintendent will report on learning opportunities for June 2020.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 6.1 Information

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Report on School District function during Pandemic

1. Summary:

The Superintendent will brief the Board and public on the status of the District's work:

- Communication with Staff, the Public, Unions
- Childcare Support/Expansion
- Support for vulnerable students
- Facilities/Cleaning/Resources
- Cooperation with District of Mission, other Stakeholders
- Technology
- Looking ahead
- Stage 3: Re-Entry of Students

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
- f. Risks
 - i. Organizational
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5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 6.2 Action

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
 C. Becker, Secretary Treasurer
SUBJECT: 2020-21 Board Meeting Schedule

Recommendation

That the following resolution be forwarded to the June Board meeting for consideration:

THAT the 2020-2021 Committee of the Whole/ Board of Education Meeting Schedules be approved.

1. Summary:

The following tables summarize the proposed meeting dates, reflecting school / statutory holidays. Committee of the Whole meetings are typically held on the first Tuesday of each month. Closed and Public Board Meetings are typically held on the third Tuesday of each month.

The Trades & Training Advisory Committee will meet a minimum of 3 (three) times per year. The meetings are tentatively scheduled to commence at 4 pm at the District Education Office. The Committee may change the start time and meeting location as needed.

Special or Regular Committee of the Whole Meetings – Open to the Public

September 15, 2020
September 29, 2020 – Sp CotW re: Boundary Review
October 6, 2020
October 27, 2020 – Sp CotW re: Boundary Review
November 3, 2020
December 1, 2020
January 12, 2021
January 26, 2021 – Sp CotW re: Amended Budget
February 2, 2021
February 23, 2021 – Sp CotW re: 2021-22 Budget Priorities
March 2, 2021
March 30, 2021 – Sp CotW re: 2021-22 Budget
April 6, 2021
April 27, 2021 – Sp CotW re: 2021-22 Budget
May 4, 2021
May 11, 2021 – Sp CotW re: 2021-22 Budget
June 1, 2021

Trades Training Advisory Committee – Open to the Public

October 27, 2020
February 9, 2021
April 13, 2021

Board of Education (Closed and Public) Meetings

September 22, 2020 (Election of Chair & Vice-Chair) Fraserview LC
October 20, 2020 Hatzic Elementary
November 17, 2020 Heritage Park Middle School
December 15, 2020 École Mission Senior Secondary
January 19, 2021 École Christine Morrison
February 16, 2021 Windebank
March 9, 2021 École Mission Central
April 20, 2021 Silverdale Elementary
May 18, 2021 Riverside College
June 15, 2021 Cherry Hill

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
- f. Risks
 - i. Organizational
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5. Public Participation:

6. Implementation:

7. Attachments:

- a. Annual Board Work Plan

ANNUAL BOARD WORK PLAN

SEPTEMBER

- ☑ Review the Audit findings
- ☑ Approve Audited Financial Statements - September 30
- ☑ Borrowing Resolution
- ☑ Election of Board Chairperson and Vice Chairperson
- ☑ Trustee Appointments to Committees and Community Liaison Groups
- ☑ Strategic Plan Review
- ☑ Submit Executive Compensation Disclosure to Public Sector Employers' Council - September 30
- ☑ Consider Motions to BCSTA Provincial Council

OCTOBER

- ☑ Represent Board at BCPSEA Symposium
- ☑ Represent Board at BCSTA Provincial Council Meeting
- ☑ Represent Board at Ministry of Education Annual Liaison Meeting

NOVEMBER

- ☑ Receive Enrolment Update Report
- ☑ Review First Quarter Financial Information
- ☑ Receive Employee FTE Summary Report
- ☑ Attend the BCSTA Trustee Academy

DECEMBER

- ☑ Consider Motions for BCSTA Annual General Meeting and Provincial Council
- ☑ Board Chair's Annual Report (included in annual report)
- ☑ Annual Report
- ☑ Statement of Financial Information (SOFI) December 31

JANUARY

- ☑ Receive the Ministry of Education Funding Update
- ☑ Review Terms of Engagement and Appoint or Reappoint Financial Statements Auditor
- ☑ Complete Superintendent Growth Plan Review
- ☑ Represent Board at BCPSEA Annual General Meeting

FEBRUARY

- ☑ Adopt the Amended Annual Budget Bylaw - February 28
- ☑ Review Second Quarter Financial Information
- ☑ Receive Enrolment Projection Report
- ☑ Represent Board at BCSTA Provincial Council Meeting

MARCH

- ☑ Receive Ministry of Education Estimated Funding for upcoming year
- ☑ Meetings with Partner Groups and Students on Budget
- ☑ Approval of School District Calendar

APRIL

- ☑ Receive Proposed Preliminary Budget
- ☑ Engage in the Budget Consultation Process
- ☑ Approve Annual Facilities Grant Submission
- ☑ Attend the BCSTA Annual General Meeting

MAY

- ☑ Receive the Third Quarter Financial Information
- ☑ Adopt the Annual Budget Bylaw - June 30
- ☑ School Growth Plans
- ☑ Trustee Remuneration (discussion)

JUNE

- ☑ Adopt the Board Calendar for the Upcoming Year
- ☑ Approve Five-Year Capital Plan - June 30
- ☑ Complete Superintendent Growth Plan Review

OTHER ITEMS SCHEDULED AS NEEDED

Review and Approve Board Policies and Bylaws Review and Hear Appeals as needed Ratify Principal and Vice-Principal Appointments Ratify Collective Agreements Approve Exempt Compensation Approve Disposition of Real Property (land and buildings) Declare Recognize School and Community Highlights Receive IT Plan Updates Represent Board at BCSTA Branch Meetings Attend School Functions Attend Employee Recognition Events

ITEM 6.3 Information

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: 2020-2021 School Growth Plans

1. Summary:

On a yearly basis, schools produce School Growth Plans, identifying goals and projects the school would like to undertake for the coming year, and how they are aligned with the School District's Strategic Plan. The Board of Education then reviews these plans and occasionally suggest alterations, as well as gaining an appreciation for the work occurring in Mission's diverse schools. Ordinarily these SGPs are made in a collaborative way by staff, led by the school principal. In light of the ongoing pandemic, it has been impossible for staff to prioritize these documents. The Superintendent of Schools is therefore directing school principals to 'pause' the SGPs until it is conducive to re-engage with them.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing & Budget Impact
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5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 6.4 Action

TO: Committee of the Whole
FROM: W. Peary, School Principal
SUBJECT: BAA Courses 2020-21

Recommendation

THAT the following Board Authority Authorized courses be reviewed and forwarded to the June Board meeting for consideration:

Esthetics – Advanced Treatment – Skin
Esthetics – Advanced Treatments – Nails and Feet
Esthetics – Business Skills
Esthetics – Client Services
Esthetics – General Sciences
Esthetics – Specific Sciences
Esthetics – World of Make-Up
Esthetics – Introduction to Esthetics

1. Summary:

Esthetics courses have been offered at Riverside College in the past. The courses are being presented in a draft format with a revised structure and will require additional tweaking.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
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 - iii. Strategic

5. Public Participation:

6. Implementation:

7. Attachments:

- a. Esthetics – Advanced Treatment – Skin
- b. Esthetics – Advanced Treatments – Nails and Feet
- c. Esthetics – Business Skills
- d. Esthetics – Client Services
- e. Esthetics – General Sciences
- f. Esthetics – Specific Sciences
- g. Esthetics – World of Make-Up
- h. Esthetics – Introduction to Esthetics



Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Mission Public Schools	School District/Independent School Authority Number (e.g. SD43, Authority #432): #75
Developed by: L. Benedict / W. Peary	Date Developed: Revised 2020
School Name: Riverside College	Principal's Name: Wade Peary
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – Advanced Treatment - Skin – YCPM-2D	Grade Level of Course: 12
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

Acceptance into Riverside College

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

Students will continue to build on and master facial treatments, in addition to developing confidence in using electrical equipment (laser theory, microdermabrasion, microcurrent, galvanic, LED, ultrasonic), professional-grade products, and advanced techniques. In addition to product knowledge, students will be introduced to body massage services (hot stone massage, aromatherapy), client comfort, and draping.

Goals and Rationale:

The focus for this course will be to build on the general and specific sciences courses with a focus on skin therapy. Students will be introduced to more advanced techniques and equipment. The students will take the knowledge and skills that they have obtained in this course and be able to apply them in the school salon.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

BIG IDEAS

**Advanced
Skin Care**

**Equipment
Use and Care**

Client Services

**Massage
Therapy**

Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Prepare and perform body massage treatments using the correct application of massage product, massage procedure, and technique 2. Describe the functions of anatomy and physiology systems related to skin and body therapy processes, including circulatory, nervous, endocrine, and digestive systems. 3. Prepare and perform advanced facial skincare treatments using a variety of electric modalities 4. Use professional-grade exfoliants, peels, and extraction tools in a safe manner 5. Consult with clients to identify and recommend advanced treatments and homeware products 6. Demonstrate safe handling of all tools and equipment used to perform advanced treatments 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Body Treatments - Massage modalities 2. Anatomy and Physiology - Circulatory, nervous, endocrine, digestive systems 3. Advanced Hair Removal 4. Medical esthetics skin treatments with machines

Big Ideas – Elaborations

This course is part of a suite of courses designed to provide students to opportunity to move into a career in Esthetics. Estheticians are most commonly employed in the fast growing and developing service industry at salons, spas, cosmetic and medical cosmetic clinics. Graduates will find employment as estheticians, nail technicians, waxing technicians, make-up artists, cosmetic company representatives, cosmetic demonstrators with positions in the immediate industry, wholesale service and supplies, cosmetics departments of retail establishments such as pharmacies and department stores, as well as movie and theatre industry. Many are self-employed, either owning their own business or leasing a spot within an existing salon, spa or clinic. Some duties are but not limited to; performing facials and body treatments using specialized products and techniques, advising customers on the use of make-up and other beauty products and apply make-up to customers; may specialize in applying make-up to models or other individuals for special occasions, removing unwanted hair from client's face or body, applying nail enhancements, cleaning, shaping and applying lacquer and nail art to fingernail and toenails and provide related treatments.

Curricular Competencies – Elaborations

1. Advanced Skin Care
2. Advanced Hair Removal
3. Body Treatments
4. Use of Advanced Equipment
5. Client Services

Content – Elaborations

Empty content area for elaborations.

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
Assignments	10	Industry Evaluation
Exam	35	Practical Exams
Quizzes and Tests	20	Topic Test
Assignments	15	Workbooks
Assignments	20	Practical Assignment Sign Off Sheet

Learning Resources:

Milady Standard Esthetics Fundamentals Textbook
 Milady Standard Esthetics Fundamentals Workbook
 Milady Standard Fundamentals Training for Estheticians
 Milady Advanced Training for Estheticians
 Milady Nail Technology Course
 Milady Esthetics Student Study Support DVD
 Milady Nail Technology Student Study Support DVD
 Milady Standard Fundamental and Advanced Esthetics DVD Series
 Eva's Basic and Advanced Waxing DVD series
 Pivot Point Fundamental Esthetics
 Thomson / Delmar Learning; Spa & Salon Alchemy - Step by Step Procedures
 Thomson / Delmar Learning; Spa Business Strategies
 Thomson / Delmar Learning; Skin Care Beyond the Basics
 Suppliers Educational Product Support Classes
 "Skin" and "Nails" Magazines accessing their online techniques and demonstrations

Additional Information:

Board/Authority Authorized Course Framework Template

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Developed by: L. Benedict / W. Peary	Date Developed: Revised 2020
School Name: Riverside College	Principal's Name: Wade Peary
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – Advanced Treatment – Nails and Feet – YCPM-2C	Grade Level of Course: 12
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

YCPM-1C, YCPM-1D, YCPM-1E

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

This course builds on topics introduced in General and Specific Sciences - Esthetics. Students are introduced to new techniques using gel nail polish and light-curing technology. Students will learn to use specific tools and techniques to perform spa and gel manicures and pedicures. Students are introduced to specialized foot services.

Goals and Rationale:

The focus for this course will be to build on the general and specific sciences courses. Students will be introduced to more advanced techniques and equipment. The students will take the knowledge and skills that they have obtained in this course and be able to apply them in the school salon.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

BIG IDEAS

Gel Nail Care

**Equipment
Use and Care**

Client Services

Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Prepare and perform advanced hand, foot, nail, and hair removal treatments 2. Consult with clients to identify and recommend advanced treatments and homeware products 3. Demonstrate safe handling of all tools and equipment used to perform advanced treatments 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Hand and Nail Treatment - Gel polish and spa modalities 2. Foot and Nail Treatment - Gel polish and spa modalities 3. Advanced Hair Removal

Big Ideas – Elaborations

This course is part of a suite of courses designed to provide students to opportunity to move into a career in Esthetics. Estheticians are most commonly employed in the fast growing and developing service industry at salons, spas, cosmetic and medical cosmetic clinics. Graduates will find employment as estheticians, nail technicians, waxing technicians, make-up artists, cosmetic company representatives, cosmetic demonstrators with positions in the immediate industry, wholesale service and supplies, cosmetics departments of retail establishments such as pharmacies and department stores, as well as movie and theatre industry. Many are self-employed, either owning their own business or leasing a spot within an existing salon, spa or clinic. Some duties are but not limited to; performing facials and body treatments using specialized products and techniques, advising customers on the use of make-up and other beauty products and apply make-up to customers; may specialize in applying make-up to models or other individuals for special occasions, removing unwanted hair from client's face or body, applying nail enhancements, cleaning, shaping and applying lacquer and nail art to fingernail and toenails and provide related treatments.

Curricular Competencies – Elaborations

1. Advanced Nail Care
2. Advanced Hair Removal
3. Client Services

Content – Elaborations

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
Assignments	25	Spa Work Experience
Quizzes/Tests	20	Practical Exams
Assignments	15	Front Desk Assessment
Assignments	15	Workbooks
Assignments	25	Practical Assignment Sign Off Sheet

Learning Resources:

- Milady Standard Esthetics Fundamentals Textbook
- Milady Standard Esthetics Fundamentals Workbook
- Milady Standard Fundamentals Training for Estheticians
- Milady Advanced Training for Estheticians
- Milady Nail Technology Course
- Milady Esthetics Student Study Support DVD
- Milady Nail Technology Student Study Support DVD
- Milady Standard Fundamental and Advanced Esthetics DVD Series
- Eva's Basic and Advanced Waxing DVD series
- Pivot Point Fundamental Esthetics
- Thomson / Delmar Learning; Spa & Salon Alchemy - Step by Step Procedures
- Thomson / Delmar Learning; Spa Business Strategies
- Thomson / Delmar Learning; Skin Care Beyond the Basics
- Suppliers Educational Product Support Classes
- "Skin" and "Nails" Magazines accessing their online techniques and demonstrations

Additional Information:

Board/Authority Authorized Course Framework Template

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Developed by: L. Benedict / W. Peary	Date Developed: Revised 2020
School Name: Riverside College	Principal's Name: Wade Peary
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – Business Skills – YCPM-2G	Grade Level of Course: 12
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

YCPM-1C, YCPM-1D, YCPM-1E

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

This course builds on the Client Services course and delves deeper into retailing, marketing and spa management. Focus is placed on front desk operations, sales, daily operations, maintaining client records, dispensary duties, and stock control. This course also provides the student with client communications, resume building, career search, professional portfolio building, and business management.

Goals and Rationale:

The focus for this course will be to have the students build their c.v. and portfolio in order to move into the world of Esthetics.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

BIG IDEAS

**Client
Consultation**

**Front Desk
Services**

**Salon
Management**

**Staff
Management**

Portfolio

Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Perform all aspects of operating a spa, including reception duties, dispensary duties, and specific treatment and product targets, and apply accurate records for stock count and ordering 2. Prepare a professional portfolio and Resume 3. Create a Business Case for a new Salon 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Spa Management and work experience

Big Ideas – Elaborations

This course is part of a suite of courses designed to provide students to opportunity to move into a career in Esthetics. Estheticians are most commonly employed in the fast growing and developing service industry at salons, spas, cosmetic and medical cosmetic clinics. Graduates will find employment as estheticians, nail technicians, waxing technicians, make-up artists, cosmetic company representatives, cosmetic demonstrators with positions in the immediate industry, wholesale service and supplies, cosmetics departments of retail establishments such as pharmacies and department stores, as well as movie and theatre industry. Many are self-employed, either owning their own business or leasing a spot within an existing salon, spa or clinic. Some duties are but not limited to; performing facials and body treatments using specialized products and techniques, advising customers on the use of make-up and other beauty products and apply make-up to customers; may specialize in applying make-up to models or other individuals for special occasions, removing unwanted hair from client's face or body, applying nail enhancements, cleaning, shaping and applying lacquer and nail art to fingernail and toenails and provide related treatments.

Curricular Competencies – Elaborations

1. Build a Client Base
2. Communication Skills
3. Management Skills
4. Product Knowledge
5. Client/Staff Management
6. Present Your Virtual Salon

Content – Elaborations

Empty content area for elaborations.

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
Assignments	15	Spa Work Experience and Spa Management
Project	15	Business Portfolio
Exam	20	Theory Exam
Assignments	10	Workbooks
Quizzes/Tests	10	Topic Tests
Exam	30	Practical Exams

Learning Resources:

- Milady Standard Esthetics Fundamentals Textbook
- Milady Standard Esthetics Fundamentals Workbook
- Milady Standard Fundamentals Training for Estheticians
- Milady Advanced Training for Estheticians
- Milady Nail Technology Course
- Milady Esthetics Student Study Support DVD
- Milady Nail Technology Student Study Support DVD
- Milady Standard Fundamental and Advanced Esthetics DVD Series
- Eva's Basic and Advanced Waxing DVD series
- Pivot Point Fundamental Esthetics
- Thomson / Delmar Learning; Spa & Salon Alchemy - Step by Step Procedures
- Thomson / Delmar Learning; Spa Business Strategies
- Thomson / Delmar Learning; Skin Care Beyond the Basics
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- "Skin" and "Nails" Magazines accessing their online techniques and demonstrations

Additional Information:

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School Name: Riverside College	Principal's Name: Wade Peary
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – Client Services – YCPM-2E	Grade Level of Course: 12
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

YCPM-1C, YCPM-1D, YCPM-1E

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

Students will demonstrate their learned skills in a professional spa environment that provides real-life, hands-on experience while working with clients in the school salon.

Goals and Rationale:

The course will focus on client services, scheduling and management of the salon. The management includes client bookings, cleaning schedule, client consultation, ordering of supplies as well as other management functions.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

BIG IDEAS

**Client
Consultation**

**Front Desk
Duties**

**Salon
Maintenance**

**Supply
Management**

Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Consult with clients to identify and recommend advanced treatments and homeware products 2. Schedule and manage all appointments 3. Understand supply management 4. Be able to identify different suppliers 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Introduction of front desk reception duties 2. Work with clients to ensure they are receiving the appropriate service 3. Knowledge of product lines available and suppliers

Big Ideas – Elaborations

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Curricular Competencies – Elaborations

1. Reception Duties
2. Booking Appointments
3. Answering Phones/Taking Messages
4. Client Consultation
5. Product Knowledge

Content – Elaborations

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
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 Thomson / Delmar Learning; Skin Care Beyond the Basics
 Suppliers Educational Product Support Classes
 "Skin" and "Nails" Magazines accessing their online techniques and demonstrations

Additional Information:

Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Mission Public Schools	School District/Independent School Authority Number (e.g. SD43, Authority #432): #75
Developed by: L. Benedict / W. Peary	Date Developed: Revised 2020
School Name: Riverside College	Principal's Name: Wade Peary
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – General Sciences – YCPM-1D	Grade Level of Course: 11
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

Acceptance into Riverside College

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

Students will learn how to use and maintain tools and maintain a safe and hygienic environment with an awareness of health & safety standards and regulations. In addition, students will learn anatomy and physiology and how each system relates to the treatment of the skin and body. Learners will be introduced to the foundation of hand and nails treatment techniques, fundamental principles of hair removal techniques, and become proficient in facial skin treatments, skin analysis, treatment objectives, and facial massage modalities.

Goals and Rationale:

The focus for this course will be to build on the common core elements of the industry including safe practices while working on clients in the industry.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

BIG IDEAS

Safety

Skin Care

Nail Care

Hair Removal

Anatomy and Physiology

Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify and assess for diseases and disorders of the skin 2. Perform in-depth skin analysis and facial skin care treatments for a variety of skin types and conditions 3. Describe the function of anatomy and physiology systems related to skin and body therapy processes, including cells and tissues, integumentary system, skeletal system, muscular system, and hair, and nails 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Bacteriology and safe practices 2. Anatomy and physiology: cells & tissues, skin, osteology & myology

Big Ideas – Elaborations

This course is part of a suite of courses designed to provide students to opportunity to move into a career in Esthetics. Estheticians are most commonly employed in the fast growing and developing service industry at salons, spas, cosmetic and medical cosmetic clinics. Graduates will find employment as estheticians, nail technicians, waxing technicians, make-up artists, cosmetic company representatives, cosmetic demonstrators with positions in the immediate industry, wholesale service and supplies, cosmetics departments of retail establishments such as pharmacies and department stores, as well as movie and theatre industry. Many are self-employed, either owning their own business or leasing a spot within an existing salon, spa or clinic. Some duties are but not limited to; performing facials and body treatments using specialized products and techniques, advising customers on the use of make-up and other beauty products and apply make-up to customers; may specialize in applying make-up to models or other individuals for special occasions, removing unwanted hair from client's face or body, applying nail enhancements, cleaning, shaping and applying lacquer and nail art to fingernail and toenails and provide related treatments.

Curricular Competencies – Elaborations

1. Industry terminology
2. Health and Safety on the Job Site
3. Anatomy and Physiology
4. Skin Care
5. Nail Care
6. Hair Removal

Content – Elaborations

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
Assignments	10	Industry Evaluation
Exam	35	Practical Exams
Quizzes and Tests	20	Topic Test
Assignments	15	Workbooks
Assignments	20	Practical Assignment Sign Off Sheet

Learning Resources:

Milady Standard Esthetics Fundamentals Textbook
 Milady Standard Esthetics Fundamentals Workbook
 Milady Standard Fundamentals Training for Estheticians
 Milady Advanced Training for Estheticians
 Milady Nail Technology Course
 Milady Esthetics Student Study Support DVD
 Milady Nail Technology Student Study Support DVD
 Milady Standard Fundamental and Advanced Esthetics DVD Series
 Eva's Basic and Advanced Waxing DVD series
 Pivot Point Fundamental Esthetics
 Thomson / Delmar Learning; Spa & Salon Alchemy - Step by Step Procedures
 Thomson / Delmar Learning; Spa Business Strategies
 Thomson / Delmar Learning; Skin Care Beyond the Basics
 Suppliers Educational Product Support Classes
 "Skin" and "Nails" Magazines accessing their online techniques and demonstrations

Additional Information:

Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Mission Public Schools	School District/Independent School Authority Number (e.g. SD43, Authority #432): #75
Developed by: L. Benedict / W. Peary	Date Developed: Revised 2020
School Name: Riverside College	Principal's Name: Wade Peary
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – Specific Sciences – YCPM-1E	Grade Level of Course: 11
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

Acceptance into Riverside College

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

Learners will gain an understanding of how to identify and treat contraindications, recommend services, service timelines and pricing, and how to recognize possible diseases and disorders. Learners will also be introduced to industry expectations around professionalism: how to demonstrate professional behavior and communication skills with clients and coworkers.

Goals and Rationale:

The focus for this course will be to build on the general sciences and be able to identify and recommend treatments to clients while working in a controlled environment. The students will take the knowledge and skills that they have obtained in the first two courses and be able to apply them in the school salon.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

BIG IDEAS



Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Prepare and perform basic natural hand, foot, and nail treatments 2. Prepare and perform hair removal treatments on all areas of the body using different wax types and techniques 3. Consult with clients to identify and recommend specific treatments and homeware products 4. Demonstrate safe handling of all tools and equipment used to perform treatments 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Manicure & nail anatomy 2. Pedicure & nail anatomy 3. Hair removal & trichology 4. Facial, skin analysis & consultation

Big Ideas – Elaborations

This course is part of a suite of courses designed to provide students to opportunity to move into a career in Esthetics. Estheticians are most commonly employed in the fast growing and developing service industry at salons, spas, cosmetic and medical cosmetic clinics. Graduates will find employment as estheticians, nail technicians, waxing technicians, make-up artists, cosmetic company representatives, cosmetic demonstrators with positions in the immediate industry, wholesale service and supplies, cosmetics departments of retail establishments such as pharmacies and department stores, as well as movie and theatre industry. Many are self-employed, either owning their own business or leasing a spot within an existing salon, spa or clinic. Some duties are but not limited to; performing facials and body treatments using specialized products and techniques, advising customers on the use of make-up and other beauty products and apply make-up to customers; may specialize in applying make-up to models or other individuals for special occasions, removing unwanted hair from client's face or body, applying nail enhancements, cleaning, shaping and applying lacquer and nail art to fingernail and toenails and provide related treatments.

Curricular Competencies – Elaborations

1. Skin Care
2. Nail Care
3. Hair Removal
4. Client Services
5. Identification of Client Needs

Content – Elaborations

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
Assignments	10	Industry Evaluation
Exam	35	Practical Exams
Quizzes and Tests	20	Topic Test
Assignments	15	Workbooks
Assignments	20	Practical Assignment Sign Off Sheet

Learning Resources:

Milady Standard Esthetics Fundamentals Textbook
 Milady Standard Esthetics Fundamentals Workbook
 Milady Standard Fundamentals Training for Estheticians
 Milady Advanced Training for Estheticians
 Milady Nail Technology Course
 Milady Esthetics Student Study Support DVD
 Milady Nail Technology Student Study Support DVD
 Milady Standard Fundamental and Advanced Esthetics DVD Series
 Eva's Basic and Advanced Waxing DVD series
 Pivot Point Fundamental Esthetics
 Thomson / Delmar Learning; Spa & Salon Alchemy - Step by Step Procedures
 Thomson / Delmar Learning; Spa Business Strategies
 Thomson / Delmar Learning; Skin Care Beyond the Basics
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Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – World of Makeup – YCPM-2F	Grade Level of Course: 12
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

YCPM-1C, YCPM-1D, YCPM-1E

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

This course explores improving and maintaining body skin conditions with a focus on analyzing, full-body exfoliation, steam & heat, full-body wraps, and the use of body products. The learner is introduced to day, evening and special occasion makeup and will include information on face shapes, colour theory, and semi & permanent lash extensions.

Goals and Rationale:

The focus for this course will be to build on skin therapy and apply the theory to the whole body. Students will be introduced to more advanced techniques and equipment. The students will also be introduced to makeup and facial theory.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

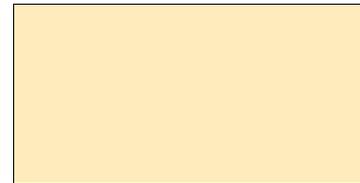
BIG IDEAS

Client Consultation

Full Body Treatments

Facial Features

Types of Makeup



Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Prepare and perform a variety of makeup and body treatments for all occasions, including spa wraps, full-body exfoliation, and tanning treatments 2. Consult with clients and provide clear recommendations for Body and Make up treatments and products to the client 3. Demonstrate correct product use, tools, and equipment to suit client treatment needs, skin types and conditions for body treatments and make-up application 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Advanced Body Treatment 2. Makeup

Big Ideas – Elaborations

This course is part of a suite of courses designed to provide students to opportunity to move into a career in Esthetics. Estheticians are most commonly employed in the fast growing and developing service industry at salons, spas, cosmetic and medical cosmetic clinics. Graduates will find employment as estheticians, nail technicians, waxing technicians, make-up artists, cosmetic company representatives, cosmetic demonstrators with positions in the immediate industry, wholesale service and supplies, cosmetics departments of retail establishments such as pharmacies and department stores, as well as movie and theatre industry. Many are self-employed, either owning their own business or leasing a spot within an existing salon, spa or clinic. Some duties are but not limited to; performing facials and body treatments using specialized products and techniques, advising customers on the use of make-up and other beauty products and apply make-up to customers; may specialize in applying make-up to models or other individuals for special occasions, removing unwanted hair from client's face or body, applying nail enhancements, cleaning, shaping and applying lacquer and nail art to fingernail and toenails and provide related treatments.

Curricular Competencies – Elaborations

1. Applying Makeup
2. Full Body Treatments
3. Product Knowledge
4. Client Consultation

Content – Elaborations

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
Assignments	25	Spa Work Experience
Quizzes/Tests	20	Practical Exams
Assignments	15	Front Desk Assessment
Assignments	15	Workbooks
Assignments	25	Practical Assignment Sign Off Sheet

Learning Resources:

Milady Standard Esthetics Fundamentals Textbook
 Milady Standard Esthetics Fundamentals Workbook
 Milady Standard Fundamentals Training for Estheticians
 Milady Advanced Training for Estheticians
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School Name: Riverside College	Principal's Name: Wade Peary
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Esthetics – Introduction to Esthetics – YCPM-1C	Grade Level of Course: 11
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

Acceptance into Riverside College

Special Training, Facilities or Equipment Required:

Students will be required to purchase a “student kit” from the school. The kit will have all the equipment required to complete the Esthetics Program at Riverside College. The students will also pay a materials fee to cover the cost of consumables used in the program. Riverside College will provide the students with any major equipment to be used in order to achieve the outcomes for the certification.

Course Synopsis:

This 5-week course introduces the learner to esthetics and spa therapy fundamentals and prepares learners for the skills required for future courses. Students will learn how to use and maintain tools and maintain a safe and hygienic environment with an awareness of health & safety standards and regulations.

Goals and Rationale:

This course is an overview of the Esthetics Industry. The focus will be on the common core elements of the industry including safe practices when moving onto the work site.

Aboriginal Worldviews and Perspectives:

Apply First Peoples perspectives and knowledge, other ways of knowing, and local knowledge as sources of information

BIG IDEAS

Safety

History

Overview of the Program

Potential Career Paths

Learning Standards

Curricular Competencies	Content
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe the history of esthetics and key industry trends over time 2. Identify business and career opportunities for estheticians and spa therapists 3. Apply ethical and professional standards required for working in a spa environment 4. Perform safe and hygienic practices in the spa environment, including personal health, hygiene, professional appearance, correct sanitation, and disinfection techniques 	<p>Students are expected to know the following:</p> <ol style="list-style-type: none"> 1. Introduction to Esthetics and Spa Therapy 2. Bacteriology and safe practices 3. Anatomy and physiology: cells & tissues, skin, osteology & myology

Big Ideas – Elaborations

This course is part of a suite of courses designed to provide students to opportunity to move into a career in Esthetics. Estheticians are most commonly employed in the fast growing and developing service industry at salons, spas, cosmetic and medical cosmetic clinics. Graduates will find employment as estheticians, nail technicians, waxing technicians, make-up artists, cosmetic company representatives, cosmetic demonstrators with positions in the immediate industry, wholesale service and supplies, cosmetics departments of retail establishments such as pharmacies and department stores, as well as movie and theatre industry. Many are self-employed, either owning their own business or leasing a spot within an existing salon, spa or clinic. Some duties are but not limited to; performing facials and body treatments using specialized products and techniques, advising customers on the use of make-up and other beauty products and apply make-up to customers; may specialize in applying make-up to models or other individuals for special occasions, removing unwanted hair from client's face or body, applying nail enhancements, cleaning, shaping and applying lacquer and nail art to fingernail and toenails and provide related treatments.

Curricular Competencies – Elaborations

1. Personal Mission statement
2. Class Mission Statement
3. Industry terminology
4. Careers in Esthetics
5. Health and Safety on the Job Site

Content – Elaborations

Recommended Instructional Components:

Demonstrations, video presentations, assignments, practical applications, group work, lecture, instructor-led lab, clinical, simulation, tutorial and rehearsal.

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Type	Percentage	Assessment Activity
Assignments	10	Industry Evaluation
Exam	35	Practical Exams
Quizzes and Tests	20	Topic Test
Assignments	15	Workbooks
Assignments	20	Practical Assignment Sign Off Sheet

Learning Resources:

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Additional Information:

**School District #75 (Mission)
Public Meeting of the Committee of the Whole Minutes**

**May 5, 2020, 3:30 pm
Zoom Meeting**

Members Present: Board Chair, Tracy Loffler
Vice Chair, Randy Cairns
Trustee, Shelley Carter
Trustee, Rick McKamey
Trustee, Julia Renkema

Staff Present: Secretary Treasurer Corien Becker
Superintendent of Schools, Angus Wilson
Assistant Superintendent, Karen Alvarez
District Principal of International Education, Colleen Hannah
Acting District Principal of Indigenous Education, Vivian Searwar
Executive Assistant, Aleksandra Crescenzo (Recorder)

Others Present: MTU President – Janise Nikolic, MTU VP – Ryan McCarty, DPAC
Representatives Dionne Hairsine, and Cheryl Blondin, School
Principal/ PVPA Representative – Linda Ziefflie, School Principal/
PVPA Representative – Lynn Cummings, CUPE President – Faye
Howell, and School Principal – Rob Clark.

1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged that Mission Public Schools is on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

2. ADOPTION OF AGENDA

MOVED and Seconded the Agenda be adopted as presented.

CARRIED

4. CURRICULUM

4.1 Curriculum Update - Continuity of Learning

The Ministry of Education has communicated that final report cards will be issued in June, based on the learning that occurred prior to spring break, as well as engagement with learning opportunities after suspension of in-class instruction.

4.2 Early Learning - EDI

The Assistant Superintendent provided a presentation on the EDI (Early Development Instrument) results for SD 75 (Mission). EDI gathers data from Kindergarten teachers regarding children's competencies in five developmental domains: physical health & well-being, language & cognitive development, communication skills & general knowledge, emotional maturity, and social competence.

A question was asked about an early year's program that was offered at West Heights that is no longer available. Staff are unsure why the program ended.

6. **STAFF REPORTS**

6.1 Report on School District Function during COVID pandemic

The Superintendent provided an update on School District function during the COVID pandemic. Areas of discussion included ongoing communication with unions, communication with families, childcare cohorts are Windebank and Albert McMahon, and that additional supports that are being offered to students to access technology.

One challenge for facilities is that the School District does not have adequate access to Personal Protective Equipment supplies. Staff are working to address this challenge. Lastly, there the possibility that schools may reopen. More information will be provided once the Ministry provides guidance on this item.

8. **MINUTES OF PREVIOUS MEETINGS**

8.1 Committee of the Whole Meeting Minutes dated April 7, 2020

MOVED and Seconded that the Committee of the Whole minutes dated April 7, 2020 be approved.

CARRIED

8.2 Special Committee of the Whole Meeting Minutes dated April 14, 2020

MOVED and Seconded that the Special Committee of the Whole minutes dated April 14, 2020 be approved.

CARRIED

Correct the last paragraph on pg. 9 to read that the amended budget is for 2019/2020, not 2018/2020.

10. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 4:37 pm.

Chairperson

Secretary Treasurer