

IPSEA General Meeting
Minutes
Friday, August 28, 2015
Vancouver School Board, Room 120



IPSEA

International Public School
Education Association

BRITISH COLUMBIA
CANADA

www.studyinbc.org

In Attendance: Mark Leiper, Ronda Bell, Kathren Clarke, Iris Leung, Deirdre Annett, Barry Bunyan, Mark Johnston, Bob Lee, Amy Shoup, Marcie Culbert, Richard Hudson, Michael Frankowski, Amanda Burkholder, Glen Tiechko, Paula Howe, Scott Bergstrom, Judy Hershman, Lara Truong, Holly Mayo, Dean Coder, Lori Kobelak, Jeff Guy, Pilar Divoky, Glen Conley, Rick Oliver, Carol Rimmer, Jeff Davis, Colin Guiguet, Martin Ross,

Minutes by Holly Mayo, for Angela Olson

9:00 Welcome and Introductions:

Meeting called to order: Mark Leiper

Welcome greeting and round table introductions:

Reminders:

- IPSEA has welcomed an Intern from UVic who is working for IPSEA for 8 weeks to satisfy the final requirements for her UVic Masters Program in International Global Business. . Laura Cowin will present later on the agenda.
- Members were reminded to update their contact information on directory being circulated and try to limit the number of contacts to 2 members for each SD (IPSEA's original bylaws states 1 representative per SD, in a decision making position be listed as the district representative for the International program). The IPSEA server has limitations of 100 email addresses in regard to Mass Email distribution. Currently 96 members registered.
- All general information emails are sent to entire email list, special project and sensitive information will be sent to the primary named district representative to preserve the integrity of sensitive information such as the recent Salary Survey.

Information Items

1. Additions to and approval of Agenda:

Add:

- Curriculum and Graduation Credit Policy (Deirdre- Delta)
- True North re Financials (Mark Johnston – Sooke)
- Custodianship (Scott – Gulf Islands)
- Remove # 6 and #11

Motion: To accept agenda with amendments

Moved: Mark

Seconded: Ronda Bell

Carried

2. Review and Approval of minutes from last membership meeting 8-June-2015

The minutes were as posted on the website, distributed by email, and available as hard copy at the meeting. No additions, changes, or clarifications requested.

Motion: To accept minutes as presented

Moved: Mark

Seconded: Michael Frankowski

Carried

3. Presidents Report (Ronda)

BCCIE Update:

- BCCIE Conference attended by Ronda Bell, Sandy Prentice, and Kathren Clarke representing IPSEA. Ronda and Kathren stayed until Tuesday morning, Sandy attended full conference.
- Other IPSEA members attending conference included: Jeff Davis, Angela Olson, Patricia Gartland.
- Disappointed that BCCIE has not been more proactive in supporting IPSEA
- During BCCIE Conference had a formal meeting that included: MOE: Brenda Neufeld, Grant Shepherd BCCIE: Randall Martin, Allan Schroeder, Colin Doer, IPSEA: Ronda Bell, Sandy Prentice, Kathren Clarke. Purpose of this meeting was to hear progress BCCIE had made on developing an IPSEA mission to SE Asia. Sandy Prentice had several discussions through winter/spring with BCCIE on what IPSEA wanted as a mission to South East Asia. Unfortunately BCCIE came to table unprepared and did not have an outline or concrete information to present. Another formal meeting was scheduled for August 27.
- BCCIE asked IPSEA for suggestions of workshops/Pro-D ideas that BCCIE can facilitate to support K-12 sector throughout the school year; we have an opportunity and responsibility to “help” BCCIE know who we are; how they can support us
- Kathren was able to meet with Trade Commissioners, members of government, etc. Purpose meeting with them was to increase IPSEA awareness, who we are; what we are doing. People know CAPS-I but they don’t know IPSEA despite the fact CAPS-I was founded by IPSEA
- EG: BCCIE Conference is held annually on the worst possible week for IPSEA. Compromise this year: Monday 1 day seminar with K-12 focus; was helpful; lower cost and easier to attend 1 day; Seminars were worth attending
- EG: Good dialogue with universities, asking how can we cooperate; what issues are relevant for K-12, creating pathways between K-12 and post secondary,

MOE Update

- Ronda Bell and Kathren Clarke met with MOE (Brenda Neufeld) and BCCIE (Randall Martin) on Aug 27
- Agenda items for meetings with MOE:
 - Grad numbers
 - MY Ed BC
 - New Curriculum
 - SIOF
 - University and Post Secondary Pathways
 - BCCIE Seminar; What K-12 Needs
 1. Student Focused
 2. K-12 Marketing and Recruiting
 3. Pathways to Post Secondary
 4. Personal Well-Being for Recruiters
 5. Suggestions for other themes are invited from IPSEA members

Data requested by MOE; K-12 districts have not been submitting numbers; important to respond to this survey; Data generated will provide impetus for funding or scholarships for students and teachers going abroad; Reminder will be sent to Superintendents and will probably be forwarded to International Programs

- BCCIE not prepared for proposed Joint Mission with IPSEA; very little prep has been done; IPSEA did a lot of work before last meeting, but BCCIE was at ground zero. Joint Mission postponed to Jan-Feb 2017 limited to Vietnam and Thailand;
- BCCIE will include Indonesia and Philippines on the post secondary mission scheduled for this winter; some K-12 Districts may want to join, but this will not be a focus for IPSEA
- Some markets want to see partnerships with universities before they will consider K-12 enrollment
- Round table count of SD's interested in participating: 15 of approx. 24 attendees
- Deirdre suggested coordinating dates with existing events some SD's are already attending
- Important that IPSEA takes a higher profile in planning Joint Mission rather than waiting for BCCIE to plan event. Kathren will continue doing research on SE Asia mission in event BCCIE does not deliver.
- Next meeting with MOE and BCCIE: 27-Oct-2015
- MOE communication, connection, and understanding of IPSEA is improving; MOE is beginning to reach out to IPSEA
- After last meeting, Ronda and Kathren outlined the meeting notes and IPSEA 's expectations from BCCIE for next meeting sending outline to MOE and BCCIE
- IPSEA wants to demonstrate a genuine effort to work cooperatively with BCCIE but are prepared to separate ourselves from BCCIE if necessary.
- Proposed workshop meeting by BCCIE in Vancouver is for 15-Dec-2015 to coordinate with next IPSEA meeting date 14-Dec-2015.

Brenda Neufeld's portfolio includes International Strategic Action Plan

- Scholarships (connected with stats MOE has requested from K-12's)
- Some outbound funding has been approved; not yet announced
- IPSEA requested that MOE develop Outward Bound Programs rather than expecting K-12 International Programs to develop new programs
- MOE has proposed a "Welcome to BC Orientation Package" in various languages; will go out to tender; IPSEA Exec provided some suggestions and will continue to provide input but is not prepared to take on the project.

4. Executive Director Report (Kathren)

- Kathren and Ronda attended most meetings together this summer so Presidents report and ED report overlap.
- BCCIE summer conference: Pleasantly surprised with content, and networking opportunities to meet with government representatives, embassies, and consulates
- Made most of opportunity to increase IPSEA profile
- Will keep the connections during the year and will attend next BCCIE conference
- Next BCCIE Conference: 19-22 June, 2016 – Victoria

NB: Ronda recommended that IPSEA should pay to send Kathren to future BCCIE events as our representative, to continue building our profile. It was agreed that we need to be strategic about where we choose to send Kathren, but the BCCIE event is beneficial.

Ronda also noted that Ontario is up and coming contender for the International Education market and we should be paying attention.

Website Update and upgrades:

- Created a few glitches for some SD's; let Kathren know if we have issues

Other:

- First meeting of New Executive 29-July in Vancouver
- Insurance coverage for Directors/Executive renewed to Fall 2016
- Supervising Student Intern from UVic completing her Masters of Global Business (Unpaid Internship): Laura Cowen.
 - ⇒ Designed Projects and support her to work on for IPSEA projects: Marketing Guides and agent list for Thailand, Indonesia, Vietnam; also, Compilation of Global Events.
 - ⇒ Introduced her to DFAIT-D, consulate and embassy reps, agent lists in support of project:
 - ⇒ Guides and calendar of events will be completed and distributed through IPSEA directory this fall
 - ⇒ If this internship is successful for IPSEA, we can apply for funding from UVic to pay an intern next year.

5. Treasurers Report (Iris)

- Presented Financial Statement
- Currently 38 Full members and 2 Associate member under review for 2015-16
- Proposed Adjustments to Budget for 2015-16
 - ⇒ Increase expense account for Executive Meetings
 - ⇒ Eliminate redundant accounts: Shipping and Bank Charges
 - Added Special Legal Project approved at meeting 8-June-2015 (to develop standardized International Document Templates)

10:00 – 10:15 Break

6. Secretary's Report (Mark for Angela)

- Angela attending Student Orientation today
- Membership dues due now; invoices were sent to all members this week

7. Harris and Company Legal Counsel Update (Ronda for Sandy)

- Harris & Co. not available for today's meeting.
- Sandy proposed distributing templates when ready and having Harris and Company Teleconference to review:
- 4 members voted in favour; Majority voted to table this item for meeting, 14-Dec-2015
- Proposed that documents be made available to members when ready for review, before official presentation in Dec. Ronda will look into this possibility.

8. Homestay Guidebook Launch by Minister Fassbender

- Official launch 28-Aug-2015 @ 1:00 pm in Surrey (Fassbender's former riding)

9. Travel Safety (Ronda)

Committee has been struck; no formal materials to present at this point

Recommendations:

- Critical Incident list; who should Senior Management contact first (Consulate, Embassy, Insurance Company, Lawyer)
- Use Guard.Me or Ingle insurance and contact information; they have lawyers in other countries
- Holly will send contact information for the lawyer Liz Gamble recommended (NB: Guantao Law Firm contact information provided with minutes)
- Leave itinerary with office staff and family
- Connect with people on the road; check in with a buddy
- Daily check in

10. CAPS-I Report (Barbara Onstad) – Nothing to Report

11:00 am

Presentation: Laura Cowin

Uvic Student for Masters Program in Global Business

- Laura presented an outline of last project to graduate with her Masters in Global Business.
- Project is to develop marketing material with a focus on K-12 for IPSEA. The marketing guides include agent contact list will focus on recruiting in Thailand, Vietnam and Indonesia. Laura is compiling and cataloguing a list of global recruiting fairs and missions. The Guides and list of events will be available as a resource for all IPSEA members.

Lunch 12:00 – 12:45

- Members were given lunch vouchers for the SBO cafeteria, and were asked if we wanted to continue with the lunch vouchers for future meetings. We agreed it was a good idea, although

our numbers were small today. It may be more challenging when we have a larger group attending.

Discussion and Action Items

1. CBIE Conference Delegate (Ronda):

- Recommendation that Kathren represent IPSEA at CBIE next year, and other relevant events as approved by the membership.

2. Future Pro-D Suggestions (Ronda)

- SIOF
- Support Staff Pro-D opportunities; IPSEA members as speakers? Do we take workshops on the road for smaller SD's?
- Cultural Sensitivity/Internationalization (Carol Rimmer re: Kaira Garson)
- BCCIE offers Pro-D and we are welcome to suggest topics
- Offer face to face with option to participate via webinar

3. Update on BC Soccer – MOE Response (Judy Hershman)

- Any organization under FIFA umbrella will not allow international students to participate
- This is consistent with FIFA regulations; no easy fix
- Independent Soccer Academies or BC School Sports allow participation
- Dean (Kamloops) will look into this issue further.

4. Curriculum Reform and International Grad Policy (Deirdre Annett)

www.curriculum.gov.bc.ca/home

- Proposed IPSEA sub-committee to ensure International Programs have input
- How will international programs be affected? Curriculum; credentials, Grad Credits

*Committee was struck: Deirdre Annett (Delta); Carol Rimmer (Central OK), Mark Johnston (Sooke), Marcie Cuthbert (Maple Ridge) Judy Hershman (Vernon)

5. Applications from India

- Visas typically being denied from India; all SD's
- CIC alludes to corruption; no need to Indian students to study in Canada
- Pilot Program handled through Scotia Bank for Canadian Language Schools and Colleges: Bond has to be posted in advance; similar program in China in the past;
- Ronda (Nanaimo) – Severing relationship with Indian Agent, Brilliant.
- Bob Lee (Saanich) – Working with Agent, My Visa; holding future applications to see if any Visa applications are approved before processing new Indian applications

11. True North Financials

- SDS – Financials are not compatible with True North
- CIMS used by some SD's – compatible with True North
- Requires some adjustments but most SD's have been able to work around glitches

12. Change of Custodianship (Scott Bergstrom)

- What do we do when students leave our program when we are Custodians?

Discussion:

- SD could file a CIC Change of Conditions form terminating Custodianship
- Cooperate between IPSEA members to state change of Custodian on new Custodianship Declaration; this does not work when we do not know where students have gone.
- Does CIC follow up? Based on a CIC presentation at CAPS-I previously, there is not a clear process; we are responsible to document changes in Custodianship.

The floor was opened for brief discussion about any issues or concerns members would like to discuss.

Motion to adjourn the meeting: 1:30 pm

Moved: Mark Leiper **Seconded:** Judy Hershman **Carried**

Professional Development Session

1:30 – 3:00 pm Pro-D: Brazil Market Changes and Overview

- Sarah Mines – ICEF
- Colin Doer, Alan Schroeder Marina - BCCIE

ICEF – Brazil Overview (Will leave presentation slides with IPSEA)

Next IPSEA meeting:

**December 14, 2015
Vancouver School Board Office**