



International Public School Education Association  
BRITISH COLUMBIA CANADA

IPSEA

**General Membership Meeting Minutes - March 1, 2019**  
Vancouver School Board - 1580 West Broadway, Vancouver BC

*Meeting called to order by Vice President, Amy Shoup at 9:05 am*

**1. Additions to and Approval of the Agenda – Amy Shoup**

- Addition of the following agenda item:
  - Retiring members
  - Vaccinations

*Motion to approve the agenda as presented: Carol Rimmer. Seconded: Karen Klein, Carried.*

**2. Review and Approval of Minutes From Last Meeting – Danielle Warren**

*Motion to approve the minutes as circulated: Liz Gamble. Seconded: Carol Rimmer, Carried.*

**3. President’s Report – Michael Frankowski (MF)**

- Meeting with Ministry
  - IPSEA in General
    - Michael and Kathren had a face-to-face meeting with the new Executive Director, Marnie Mayhew, Sophia Malczewska and Dwayne Cover on Feb. 1.
    - Positive tone to entire meeting, ED open to learning and asked excellent questions
    - Kathren outlined what IPSEA is and does, Michael added more specific information about countries and trends
  - Homestay Guidelines
    - The MoE will come out with a survey so that all districts can express the issues/pressures they have in this area
    - IPSEA has asked for the survey to be anonymous and to be sent to the directors of international programs as well superintendents
  - Custodianship and Designated Learning Institution (DLI)
    - Custodianship/DLI- currently this project is focused on IRCC trying to obtain opinion from the provincial ministries of education regarding custodian docs and proposed associated legislation
    - Dwayne Cover mentioned that BC is not in agreement with many of the points IRCC is making about custodianship and DLI
    - All of the feedback will go back to IRCC, then be sent out to sector groups before coming back and policy being created.
    - Bonnie of CAPS-I sent a draft IRCC custodianship form to CAPS-I members on February 5 for review. The form is separate from the overall custodianship review the IRCC is looking at.

- IPSEA Data Collection 2018/19
  - Kathren and Michael will collaborate on making the survey to align closely with home page data on True North.
  - The importance of Kathren having rich data was underscored by the MoE meeting. We use current data to have maximum impact at government meetings.

#### 4. Executive Director's Report – Kathren Clarke

- 20120 IPSEA Mission Update
  - Mission to Italy and Prague considered successful from all feedback
  - We have received the first quote for the IPSEA Mission for spring 2020 to Mexico/Chile. We have also asked BCCIE if they would bid to coordinate this Mission and are waiting their response.
  - BCCIE coordinated the 2017 Mission to Vietnam and Thailand for IPSEA and it was a well-done event. Student Marketing (now Bonard) coordinated the 2018 Mission to Italy and Czech Republic and they also did a good job for us.
  - Reviewing dates for the Mission: we don't want a conflict with CAPSI or other provincial/international associations who will be in that region also sometime in 2019-20
  - First IPSEA Mission we went to – Thailand / Vietnam; Second Mission we went to Italy/ Czech Republic
  - Limit missions 15 districts – and want to do a mature market and new market together (ex. Mexico/Chile) using the same format as in past
  - Correspondence with registration details will be distributed regarding the mission later this spring.
  - Mission management quotes are out to tender; first back from Bonard Services, waiting for BCCIE
- IRCC
  - Biometrics
    - Brochure distributed by IRCC is posted on the IPSEA website in the Members area, knowledge base, CIC folder
  - Custodianship & DLI Policy Review and Update
    - Immigration Canada is reviewing the Current Custodianship Policy and the DLI Policy.
    - In regard to custodianship this would include aspects such as: redefining custodian, who qualifies to be a custodian, how many students can a custodian have, distance a custodian can live from student, etc.
    - Student here on current study permit with no biometrics, they can leave the country and return without biometrics as they are grandfathered until they change the condition of current study permit. If they are applying to extend their study permit– they have to do biometrics`
    - In January the Executive Director for CAPS-I and Kathren had a conference call with IRCC to highlight some Custodian issues and things to consider when reviewing a redo of the Policy. They also sent a list of issues and concerns that had been gathered from the memberships.
    - IRCC explained that the draft outline has been sent to the Provincial and

Territories for their input. Kathren met with BC Ministry of Education to hear their perspective and ask for them to consider consultation with stakeholder groups before giving feedback to IRCC. Ministry of Education indicated there are points to the policy draft that they are not in agreement too and points that would need to be legislated before a MoU could be reach with IRCC. The process is ongoing and will not be concluded in the immediate future.

- They are looking at a lot of questions that simply don't work for districts. Lots of correspondence going back and forth.
- Everyone is in agreement with having an online portal
- Nominations for IPSEA Executive (second call for nominations)
  - PAST PRESIDENT: Ronda Bell has completed 2 years as Past President
  - PRESIDENT: Michael Frankowski has completed 2 years as President and will move into roll of Past President
  - VICE PRESIDENT: Amy Shoup is in current role of Vice President and has put her name forward for nomination to continue in position of President (this is a one-year term)
  - TREASURER: Shawn Silverstone has served as Treasurer for the past consecutive 2 terms and is not seeking re-election (this is a one-year term)
  - SECRETARY: Danielle Warren has served as Secretary for the past consecutive 2 terms and is not seeking re-election (this is a one-year term)
  - If you would like to nominate yourself or a colleague please contact Ronda Bell (Past President) [rbell@sd69.bc.ca](mailto:rbell@sd69.bc.ca) to make the nomination.
  - If you have any questions regarding specific tasks and time needed for the different roles, please talk to any of the Executive.

#### 5. Treasurer's Report – Shawn Silverstone

- Financial report to date
  - **Action Item:** Request for spreadsheet/print out of Financial details to be made available in advance of membership meetings. Shawn will send to Kathren for distribution.
  - Current balance: \$61,880.20 / Currently spent \$41, 871.
  - Membership dues = \$58,000 per year

*Motion to accept the financial report as presented: Holly Mayo. Seconded: Carol Rimmer, Approved*

#### 6. Ministry Fundable Students and Documentation – Michael Frankowski

- West Vancouver has discussed with Harris & Co. that the MoE [eligibility of students for operating grant funding policy](#) is the bare minimum and that school districts can add to these as deemed necessary to ensure compliance
  - Contact Michael directly for details on his project
  - Proposed meeting with those that handle the registration of Ministry-funded students in their portfolio (Liz Gamble/Karen Klein)
  - Proposed June 4 morning meeting after IPSEA meeting June 3
  - **Action item:** Kathren to send out email regarding interest in holding a separate meeting on this topic

#### 7. Homestay Fees - Kathren Clarke for Ronda Bell

- How do districts charge for homestay in consideration of January semester dates and no provincial exams at the end of June?
  - Most districts pay by the month (no one has a weekly rate)

- For other times, there is a daily rate in effect of \$30 or \$35 a night prior to September 1, or February 1 (second semester).
- No districts provide refunds for students who leave early at the end of a semester
- Some other models mentioned, but the above information was fairly consistent

8. Impact of the China-Canada-USA political tension – Michael Frankowski

- Most district ISP staff (except West Vancouver and Vancouver) are not currently planning to travel to China. Some districts are waiting to see what will happen and may travel later in the Spring.
- Tourist visas will no longer valid – must obtain the correct business/work visa and be fingerprinted. This will cancel current tourist 10 year visas.
- Some districts are finding elementary applications are up, but secondary numbers are softer.
- Several districts have had summer programs from China cancel.
- Suggested that several people may wish to go over around the same time for safety and support during recruitment/agent visit trips in China.

9. IPSEA Member IE Grad Program Committee Update – Karen Klein

- The goal of the committee is to take recommendations on the international student grad policy to the Ministry
- Goals: protect the integrity of the Dogwood diploma, recognize equity in assessing credits and recognizing prior learning, to ensure students are spending time in our schools and have adequate post-secondary preparation, best practices
- See **Appendix A** for full document as initially proposed by the committee
- Question: will this apply to ministry funded international students as well?
- Updated recommendation from members: English 11 and 12 must both be taught face-to-face
- Must be careful that we are not setting a vastly different standard than domestic students- particularly in regards to online learning etc.
- **Action Item:** For all members - send any forms and documentation you have on assigning equivalency and TS credits to Ronda/Karen for collection.

10. Professional Development – Angela Ferraro/Sally Stacey

- International Education Offices face challenges in determining when to withdraw a student or not in relation to students suspected either of:
  - mental health
  - special learning needs
  - partaking in illegal substance
- Type of cases we want to discuss – intervention required, including possible withdrawal - 30 minutes for discussion
  - Key challenges – what makes it so difficult?
  - What current processes and criteria do you use to make a determination  
proof, data, group decision or individual, process similar to District process?
  - If a pre-existing condition is not disclosed, do you automatically remove the student
  - What are your recommendations for future best practices, policy, language
  - District philosophies for withdrawing a student (mental health, illegal substances, special needs)
  - Is there common language, policy or best practices that can be shared?

- Mental health:
  - Do students suspected of having an ongoing mental health condition automatically get sent home?
  - What is a District's level of tolerance?
    - i. The extreme cases are actually easy to deal with; it's the borderline ones that are difficult
    - ii. If a parent/agent does not disclose a pre-existing condition do you
    - iii. Try to work with it (based on the severity of the condition), or
    - iv. due to the student being misrepresented are they automatically withdrawn?
- Illegal substance:
  - If a student was caught smoking marijuana, drinking at school, vaping or is in possession automatically are sent home?
  - What if student is only suspected of drug use (paraphernalia equipment but no drugs)? What is a District's level of tolerance?
- Special learning needs (particularly elementary):
  - What evidence does the District require to withdraw a student?
  - Are the school observations sufficient?
  - Do you require a District specialist to come in?
- Legal Action:
  - Have you had parents contact lawyers? Contact their Consulate? If so,
  - How do you respond?
- Decision Making Process:
  - Who makes the decision on how to withdraw student? How is this received?
  - Is formal documentation to be submitted by international/school/district staff for a decision to be made?
- See **Attachments A and B** for presentation slides and group work notes (Excel)

#### 11. Presentation by Ministry of Education – International Education Division

- Stats on BC international student enrolment
- Policy for student success
- Current programs in support of K-12 int'l ed sector
- Homestay guidelines survey
- Broke into groups to discuss international student graduation policy
- Ministry staff will review and finalize their presentation than send to Kathren for distribution.

#### 12. CAPS-I Update – Angela Olson

- CAPS-I Missions
  - Recently completed two successful missions in Thailand and Milan
  - In the next few weeks we will be opening the application process for CAPS-I missions being offered next school year:
    - October 23/24, 2019 held in Santiago, Chile targeting agents from Chile, Argentina, Peru, Bolivia, Paraguay and Uruguay (welcome dinner + 1 day event)
    - Jan 13-16, 2020 held in Hanoi & Ho Chi Minh, Vietnam targeting agents from across Vietnam (welcome dinner + 2 day event with travel day in between)
    - May 28/29, 2020 held in Cologne, Germany targeting agents from across Germany (welcome dinner + 1 day event)
- Conference and AGM

- [CAPS-I's Annual Conference](#) will be held at the Fairmont Hotel in Winnipeg, MB from Sunday, April 28 to Tuesday, April 30, 2019.
  - The Association is pleased to offer a full 2-day conference schedule with 2 pre-conference workshop options as well as networking events and sightseeing tours followed by the Annual General Meeting on Wednesday, May 1st.
  - The 2019 Conference is expected to attract 350-400 delegates from across Canada.
  - Throughout the 3 days, there will be plenary sessions, professional development workshops and panel discussions. Please review the 2019 CAPS-I Conference Program for further details.
  - [CONFERENCE FEES:](#) (Early Bird Rate until March 8, 2019)
  - Cost is \$499 for Full Members and \$599 for Associate Members
  - Members booking 3 or more delegates (online in one transaction) will automatically receive a 20% discount (\$100) off base conference registration fees.
  - [Hotel is offered at \\$174/night](#) and must be booked before Friday, March 22 (but could sell out before then)
13. Student Tuition/Program Fees 2020 & 2021 – Karen Klein
- Roundtable to ask districts what their program fees (tuition and/or medical) are
  - This information will be collected in the IPSEA data survey
  - Recommendation from Liz Gamble to check block rates put out to ST. Districts vary in what domestic are funded for.
14. Retiring Members – Kathren Clarke for Ronda Bell
- Let Ronda Bell [rbell@sd69.bc.ca](mailto:rbell@sd69.bc.ca) know if you, or anyone in your district IE program is retiring so we can recognize them.
15. Vaccinations – Karen Klein
- Discussion on vaccinations/int'l students
  - No districts currently ask or require proof of vaccinations or have vaccinations as mandatory condition of admission to program
  - To be discussed if there are changes and/or this becomes mandated for school districts to collect for next year
16. In Camera Session
- No recording of discussion

*Motion to Adjourn at 3:22 pm: Amy Shoup, Carried*

## **Links, Reminders and Appendices**

### **Links**

- ⇒ MOE- Study in BC High School website: <http://www.BCforHighSchool.gov.bc.ca>
- ⇒ MOE- MoU agreements with international partners: <https://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/international-education/memorandums-of-understanding>
- ⇒ New Curriculum drafts grades 10-12 <https://curriculum.gov.bc.ca/curriculum/10-12>

- ⇒ Direct contact with IRCC for process or program guidance and clarifications: [IRCC.IPGDLIlist-ListeEEDOPI.IRCC@cic.gc.ca](mailto:IRCC.IPGDLIlist-ListeEEDOPI.IRCC@cic.gc.ca)
- ⇒ Registration of Canadians Abroad: <https://travel.gc.ca/travelling/registration>
- ⇒ Canadian Embassies and Consulates: [https://travel.gc.ca/assistance/embassies-consulates?\\_ga=2.118098049.988833492.1527011704-814661686.1389382201](https://travel.gc.ca/assistance/embassies-consulates?_ga=2.118098049.988833492.1527011704-814661686.1389382201)

### **Reminders**

- ⇒ Members can log into IPSEA website  
<http://www.members.studyinbc.org>
  - username is your first name.last name (all lowercase, no space)
  - password: if you forgot click on “forgot password” and a new password will be sent to you

⇒ **Next meeting: June 3, 2019 Vancouver School Board.**

### **Appendix and Attachments**

#### **Appendix A**

#### **Recommendations for International Graduation Requirements**

Philosophy behind these requirements:

1. Protecting the integrity of the Dogwood Diploma
2. Equity in assessing credits
3. From a business standpoint, ensuring that students are spending time in our school
4. Ensuring adequate Post-Secondary preparation and demonstrating proficiency in English and other subjects.

With these principles in mind we discussed:

1. Courses for Graduation:
  - Gr. 10 English- programs will assess for English 10 equivalency. This may be from Standardized testing upon arrival; TOEL or IELTS score, documented transcripts. These must meet the BC standards
  - English 11 and 12- programs may give credit for and English 11 or 12, provided that one of these courses has been taught face to face with a BC teacher.
  - SS 11 or 12- one SS course, either Gr. 11 or 12 must be taken here in BC
  - SC 11 or 12- one Science course, either Gr. 11 or 12 must be taken here in BC
  - Math 11 or 12- one Math course, either Gr. 11 or 12 must be taken in BC
  - 1. \* for example, if a student has taken Chemistry 11 in their home country, this course would be counted an elective and the Science 11 or 12 class that they take in BC is the one that will meet the Graduation requirements. This applies for Social Studies, Science and Math.
  - Physical Education/FNASK and Careers can be assessed by the programs for transfer of credit
- 2.
2. Timeline for Graduation:

- Students can remain in the program until they complete the graduation requirements. This may mean that a student turns or is 19 while they complete these requirements.
  - Some districts may state that it is a minimum of 1 year or 12 months based on summer classes being offered.
- 3.
3. Transfer Credits:
- Recommend giving the student a TS (transfer standing) for any course that we are giving credit from their home country as it is difficult to assess if their curriculum matches 80% of our curriculum or if the mark is legit. Universities can then ask to see their official transcript from their home country for the grades.
  - A percentage be given for the language credit
  - The district may use its discretion for a specific course if it is specifically required for University
4. Language credits:
- Recommend following the Ministry policy for External Language Credentials for equivalency or external language credits.
- 4.
5. Work Experience and Apprenticeship Training
- International students on a study permit are not allowed to work or to be at a site of employment but not being paid.
  - All hours should be completed in Canada
  - Must be a volunteer
- 5.
6. On line courses:
- Recommend that English 12 is not done on line
  - May be allowed to take an on line course if it is needed for graduation but in conflict of their timetable
  - The course may not be offered at the school

### **Attachment A**

Professional development slides – Angela Ferraro

### **Attachment B**

Excel Spreadsheet of PD group work notes-Kathren