



International Public School Education Association
BRITISH COLUMBIA CANADA

IPSEA

MINUTES FOR THE ANNUAL GENERAL MEETING

June 3, 2019

1580 West Broadway, Vancouver BC

9:00am -3:30pm

(Minutes taken by Sheri Wakefield for Danielle Warren)

In Attendance: Kathren Clarke IPSEA, Steve Caan Okanagan-Skaha, Faizel Rawji – Sea to Sky, Brian Campbell PRN, Rebecca Rowley WVS, Rob Hutchins Nanaimo, Tymon Hsieh Maple Ridge-Pitt Meadows, Marc Fryer Alberni Valley, Maggie Pearce Maple Ridge-Pitt Meadows, Sally Stacey Burnaby, Carrie Li Richmond, Ulli Rocky Mountain, Kim Glen Campbell River, Michael Frankowski WVS, Shawn Silverstone Coquitlam, Ronda Bell Qualicum, Amy Shoup Rocky Mountain, Sheri Wakefield Gulf Islands, Angela Olson Surrey, Shannon Spencer Surrey, Elizabeth Cho-Frede Abbotsford, Colleen Hannah Mission, Lara Truong VSB, Spencer Gray Saanich, Vicki Swan VSB, Holly Mayo Mission, Trevor Guy New Westminster, Amber O’Quinn Sooke, Bob Thompson Delta, Lynne Bolen NV, Tracey Godfrey Vernon, Laura Schwertfeger Sooke, Carol Rimmer Central Okanagan, Mark Leiper Langley, Kim Luteijn Langley, Karen Klein New Westminster, Sandy Prentice Kootenay Lake, Greg Kockanuk Comox, Rob Tucker Greater Victoria, Geoff Johnston Coquitlam, Shaun Sephton Richmond, Lisa Sunde Nanaimo, Colin Guiguet Comox, Jeff Davis Greater Victoria, Glen Tiecko Chilliwack, Michele Lelievre Kootenay Lake.

Meeting called to order: 9:00AM

1) Additions and Omission to and approval of the agenda – Amy Shoup

- I. Addition of the following agenda items:
 - o Parent Portal

Motion to approve agenda as presented: Angela Olson. Seconded: Gregg Kochanuk

2) Review and approval of minutes from last meeting – Amy for Danielle

Motion to approve minutes of last meeting: Maggie Pearce. Seconded: Sandy Prentice

3) President’s Report – Michael Frankowski
The Year in Review

This year saw new faces as programs brought new people aboard or expanded. We are always here to support you! In the past year, IPSEA:

- a) Continued with the strategy of building relationships. MOE was a focus and invited to two meetings this year. The federal government is also a priority, so we maintain our voice as a sector
- b) Set pro-d sessions for the year to keep our members current.
- c) Had some high-level discussions on cannabis and its effects on our reputation
- d) Continued to work on understanding and advocating around the new graduation policy.
- e) Watched with trepidation the implementation of biometrics
- f) Shared the successes and challenges of homestay family orientations
- g) Discussed operations in an effort to become more efficient
- h) Had a minor reaction to vaccines when the health authority asked for mandatory ... records.
- i) Deftly solved a program misrepresentation where a vendor was creating confusion
- j) Met with the MOE. The meeting was excellent with good dialogue and better questions.
- k) Were surprised by Huawei incident and backlash from China
- l) Turned a pro-d session on mental health, learning needs, and illegal substances into rich information for our membership but also a CAPSI presentation

Thanks goes out to Guard. Me for their generous sponsorship but more so, their unending support of our sector.

Also, the executive did a great job of leading in each of their roles.

4) Executive Director's Report – Kathren Clarke

2020 IPSEA Mission update

- a) April 19-23, 2020 Chile & Mexico
- b) 15 districts with their name on the participation list, waitlist started
- c) Guard.me is providing sponsorship of \$7500

2018 -2019 Data report status

- a) Only half of the IPSEA members have completed the data survey
- b) Many members started but did not complete the survey
- c) Member discomfort with the question of how many students from each country?
 - I. The reason this question is on the survey is for ED to better represent IPSEA when meeting with provincial / federal / international trade offices regarding student enrolment changes
- d) Suggestion to make question 3 anonymous-

Group discussion determined majority would like Kathren to make question 3 answers anonymous (not identifying individual districts) when publishing the data report

BCSTA

- I. BCSTA has contracted legal counsel to develop guideline for IE programs accepting EU students
 - a) The EU is implementing the 'privacy act' regarding sharing of minor student information. Some EU agents have developed their own version of what districts must sign to receive the student information for application (13 + pages).
 - b) Last fall Kathren was contacted by legal counsel for BCSTA asking if BC districts have EU students' and contacted again this spring to let me know the BCSTA has contracted them to develop recommendations for districts.
 - c) Kathren requested they take the 13-page EU doc and bring it down to one small paragraph that we can add to our student application forms and/or post on the district websites, or one form that districts can share with the agents, for agents to keep on file that covers all students that come from the agent to their partner district
 - d) Kathren asked if this could be completed ready for this June meeting, but she did not receive it yet; she will distribute it when she receives it.

MSP & Legal Counsel for BCTSA

1. Legal counsel for BCTSA contacted me in April letting me know that they have been asked by BCTSA if international students by law are required to be registered on MSP. They wanted to know if IPSEA has hired legal counsel revisit the issue.
 - a) This issue was looked at by Harris & Co May 2012 on request of BCTSA and an opinion paper was developed.
 - b) Legal counsel has been contracted to review and update the MSP policy
 - c) Legal opinion should be ready by mid-June

MoE Funding and compliance policy

1. After the March IPSEA meeting, Kathren was requested to arrange a group meeting with the MOE: funding and compliance division for a Q & A. Meeting set for June 4 at SFU Harbour Centre. 9:am-12:30pm

Office of Audit General BC update

1. Following the May 10 Executive meeting and discussing the common issues Districts are experiencing I reached out to the Office of The Audit General of BC to have a conversation with them regarding the funding policy wording and the impact on the international student program and to see if there is room within their functions to review the funding policy.
 - a. Kathren met with Deputy Auditor General, "Sheila Dodds". She asked one of the lead auditors that are currently conducting an audit of international education in BC to join the meeting.
 - b. It was explained that the request to audit the Policy is complicated for them. Their mandate doesn't allow them to directly audit legislative policy, but they can audit practices as result of the policy wording and make comments and recommendations to the Minister on how the policy is affecting the IE student programs.

- c. The OAG may determine there isn't a fit within the current audits being done to look at the how the policy is impacting the IE programs. If this is the case and the membership feels strongly that the wording of the Policy needs to be reviewed than we can request a "special". Kathren recommends we wait until after the June 4th meeting to explore.
- d. Links for the membership to review regarding Audits planned for 2019-2022
- e. Curriculum and Assessment and International Education (Office of Audit General BC - future audit IE (page 16))

MOE

1. Staffing changes in Ministry of Education – Governance and Analytics Division (GAD) - Independent Schools and International Education (ISIE) Branch – current leadership staffing and roles:
 - a) Marnie Mayhew, Executive Director, Independent Schools and International Education
 - I. *International Education in BC*
 - a. Dwayne Cover, Acting Director, Independent Schools and International Education
 - II. *BC Offshore Schools Program*
 - a. Alan Schroeder, Director of Operations, Independent Schools and International Education
 - III. *Independent Schools*
 - a) Theo Vandeweg, Inspector of Independent Schools
 - b) Grant Sheppard, Deputy Inspector of Independent Schools

2. Homestay Guideline Survey
 - a) Survey in progress –
 Heads of International Education are requested to respond to a brief survey regarding implementation of the 2018 Homestay guideline. The survey is being conducted by the Ministry of Education, and is voluntary; your response is encouraged, not required.

 Ministry says responses will remain confidential and to ensure that if provided, any personal or third-party information is deleted prior to collection, use or storage. Do not provide any personal information or talk about others by name in your responses. The survey closing date has been extended to June 24th, 2019. Please contact Nadia.Petrossi@gov.bc.ca if you have any questions or issues with the survey link.

- 5) Treasurer's Report – Shawn Silverstone
 *Please see attached financial documents for income and expenses and the current balance as presented at AGM
 - I. Shawn reviewed the Financial report to date

II. Presented a proposed budget for 2019-2020

Group discussion of budget- suggestion of approving the budget now, but possibly amending in September

Motion to accept the budget as presented: Carol Rimmer. Seconded: Sandy Prentice. Motion carried.

6) Roundtable discussion: impact of the China-Canada-USA political tension (Michael Frankowski)

- a) Ronda Bell brought forward an article on CNN today about “Chinese students who should be wary about going into the US”. What will this mean for Canada?
- b) An informal poll was taken as to numbers of Chinese students coming to school districts next year.
 - I. Slightly more than half the boards present indicated they are not allowed to travel; many indicated they are choosing not to travel for safety concerns.
 - II. 3 boards indicated they have traveled to China throughout the political tensions. 2 of the 3 going had SD staff that are Chinese native speakers travelling
 - III. About ½ of the membership present indicated they are planning to travel to China in winter 2019/2020; the other half indicated they still have no plans to go to China until tensions settle down.
- c) Gregg Kochanuk recommended to get a business visa rather than a visitor’s visa if going to China. They are not easy to get and something people should be working on sooner than later.
- d) Some districts reported that their summer programs were cancelled this year; a few school districts have indicated that they are still expecting summer program students from China to arrive as plan.

*We will review in the fall meeting

7) “Win the World “- Ganhe o Mundo Scholarship Initiative Update (Amy)

- a) Amy reviewed a notice that was distributed via CAPS-I regarding the Brazilian agency “Win the World” not paying student fees, even after the program was completed and students returned to Brazil. CAPS-I wrote an official letter to the Brazilian Ministry of Education and the Canadian Representatives in Brazil.
- b) A show of hands indicated that no one from the members attending were accepting students from Win the World.
- c) A caution to be aware if you should receive an application

8) IPSEA IE Grad Program update: (Ronda Bell)

- a) The grad program committee is on hold as the Ministry of Education realign their staff working on this project.

9) Electronic Kiosk use for student entry into Canada (Ronda)

- a) Many students are not aware of the electronic kiosk and how it works in Vancouver. Sometimes they get through without having their study permit processed.
- b) When the issue was raised with IRCC the response is that students should be aware of what they need as documents and to advocate for themselves at point of entry into Canada
 - I. Ronda suggested to educate the agents to educate the students.
 - II. If a visa is not processed at time of entry, then a student needs to re-enter Canada to have it activated.
 - III. Sometimes you can just go to the airport, but that depends on who is working.

10) CAPS-I update (Angela Olson)

12:00-1:00pm Lunch (Sponsored by West Vancouver, Burnaby and IPSEA general funds)

1:00pm -3:30pm

(Information Items continued)

11) Funding & Compliance current practices -roundtable discussion (Colin)

- a) If a student enrolls **after** September 30th school districts are currently obligated to provide a **funded education** BUT the ministry does not pay out a block fund to the school district. The school district bottom line is negatively affected.
 - I. How are districts dealing with this?
 - Majority attending meeting indicated that it balances out over the year
 - II. ISP offices as clearinghouse and depository of all this information for Senior Leadership within their districts? How is this monitored?
 - Keep the information centralized and share the information with the school (students G4 file)
 - III. What are the practices across the province? Which work best?

*Questions like this and others were the reason for the meeting to take place the following day with the Ministry. Please refer to the notes taken at that meeting that were sent to the membership by email.

12) Vaccinations of IE students (Amy)

- b) Amy Shoup was contacted by interior health to stay that the homestays/school admin could authorize immunization of IE students without natural parent's signature. Amy reversed that decision for her district making the process to go through their IE office
- c) The IE office could determine if the student is staying beyond this school year and in need of immunization.
- d) Some school districts are considering collecting immunization records.
- e) Until it is legal policy that all children must be immunized to attend public school in BC, IE students should have natural parent permission to be vaccinated
- f) Considered the language barrier when getting parent consent

13)Election of IPSEA Executive for the 2019-2020 term: (Ronda)

*A quorum is present.

PAST PRESIDENT: Michael Frankowski will move from President to past president

A call for Nominations for the vacant positions was made to the membership 3 times since March. The following names were put forward as no other nominations were made. The positions were determined by Acclamation.

PRESIDENT: Amy Shoup

VICE PRESIDENT: Colin Guiguet

TREASURER: Ronda Bell

SECRETARY: Sheri Wakefield

14)Acknowledgment of Past Committee and project work (Kathren)

- a) Grad committee (Ronda Bell, Karen Klein, Karen Symonds, Lisa Bartlett, Mark Leiper, Shannon Spencer)
- b) Mental Health / Special Needs / Substance Abuse Workshop (Angela Ferraro – with help of Sally Stacey and Michael Frankowski at the group session.
- c) Funding & Compliance issues: Michael Frankowski and Karen Klein and all the members that submitted case studies, issues, voiced opinions. Helped Kathren identify the key issues plan the approach to move forward
- d) Mentoring Districts:
 - I. Throughout the year Kathren has contacted different members asking them if they would be willing to talk to other districts about an issue or helping develop a new program in their district. Thank-you to the all the IPSEA members that have helped their colleagues out. This is what makes us unique in Canada and strong as an association.

15)Acknowledgment Past Executive: gift cards presented on behalf of IPSEA membership (Kathren)

- a) Each have completed 2 consecutive terms (2 years total)
Danielle Warren: Secretary
Shawn Silverstone: Treasurer
Amy Shoup: Vice-President
- b) Have completed 2 consecutive terms of 2 years each (4 years total)
Ronda Bell – Past President and will be rotating back in as Treasurer
Michael Frankowski -President continuing on as Past President

All five of these executive members have served the IPSEA membership well.

16) Retiring members (Ronda/Michael)

Sandy Prentice from Kootenay Lake SD8– Michael gave a lovely speech about Sandy’s 17 years of contribution, her focus on the students, and how she was very committed to interculturalization. Sandy will be continuing her education and working on her PhD.

17) Dates for 2019-2020 Membership Meetings

1. **September** Friday 13
 - a. Lunch sponsors Comox, Burnaby , Victoria and Nanaimo
2. **December** Monday 2
 - a. Lunch sponsors Richmond, Central OK, Ok Skq, PRN
3. **March** Monday 2
 - a. Lunch sponsors – Campbell River, North Vancouver, Abbotsford, SeatoSky
4. **June** Monday 8
 - a. Lunch sponsors Coquitlam, West Vancouver, Surrey, Maple Ridge

18) Discussion on contract for Executive Director – to be reviewed by the executive and recommendations to come forward in our September meeting.

In camera session (no recording of discussion)

*The purpose of ‘in-camera’ is to allow a forum for members to have non-recorded conversations. It is expected that topics and specific details discussed ‘in-camera’ are not shared outside of ‘in-camera’ session. If necessary, and with group consensus, we move out of camera and make a motion to act on specific details.

Meeting Adjourned 3:30pm

Links

- ⇒ BC Ministry of Education links: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools>
- ⇒ Grad Program Policy guide (2019): <https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-implementation-guide.pdf>
- ⇒ Direct contact with IRCC for process or program guidance and clarifications: 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

***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 IPSEA Meetings: (location to be determined)

5. **September 13** Friday
 - a. Lunch sponsors Comox, Burnaby , Victoria and Nanaimo
6. **December 2** Monday
 - a. Lunch sponsors Richmond, Central OK, Ok Skq, PRN
7. **March 2** Monday
 - a. Lunch sponsors – Campbell River, North Vancouver, Abbotsford, SeatoSky
8. **June 8** Monday
 - a. Lunch sponsors Coquitlam, West Vancouver, Surrey, Maple Ridge