



International Public School Education Association

BRITISH COLUMBIA CANADA

# IPSEA

## MINUTES

IPSEA Members AGM

Zoom Virtual Meeting

June 8, 2020

10:00am-12:30pm

Welcome (Amy Shoup)

Today we welcome 52+ participants to our Zoom meeting.

Kathren Clarke, Executive Director; Jeff Davis, Victoria; Colin Guiguet, Saanich; Carri Li, Richmond; Sheri Wakefield, Gulf Islands; Iris Leung, Vancouver; Michael Frankowski, WVS; Lori Sluth, Rocky Mountain; Amy Shoup, Rocky Mountain; Colleen Hannah, Mission; Geoff Johnston, Coquitlam; liz Gamble, Cowichan; Angela Olson, Surrey; Steve Caan, Okanagan-Skaha; Jean Wong, Coquitlam; Kim Stix, Campbell River; Ulli Murtagh, Rocky Mountain; Marc Fryer, Alberni; Spencer Gray, Saanich; Trevor Gee, New West Minister; Rebecca Rowley, WVS; Monica De; Rocky Mountain; Wendy Clark, Coquitlam; Elizabeth Cho-Frede, Abbotsford; Danielle Warren, Surrey; Kent Brewer, Kamloops-Thompson; Ronda Bell, Qualicum; Israel Aucca, Delta; Philip Parkes, VIW; Tymon Hsieh, Maple Ridge; Tracy Godfrey, Vernon; Rob Macaulay, North Okanagan- Shuswap; Laura Schwertfeger, Sooke; Gregory Kochanuk, Comox; Corrine Hamilton, Delta; Maggie Pearce, Maple Ridge-Pitt Meadows; Shawn Silverstone, Coquitlam; Sally Stacey, Burnaby; Mark Leiper, Langely, Shaun Septon, Richmond; Dean Eichorn, Delta; Glen Tiechko, Chilliwack; Karen Symonds, Delta; Shannon Spencer, Surrey; Troy Cunningham, Coquitlam; Lorna Goulet, Langley; Tricia McCuaig, Maple Ridge-Pitt Meadows; Lisa Sunde, Nanaimo; Kim Luteijn, Langley; Kyle Urquhart, Richmond; Josie Jiang, Comox; Young Hee Edmonds, Comox; Rick Oliver, Central Okanagan; Mark Leiper, Langley, Angela Ferraro, Burnaby; Jann Schmidt, Kootenay Lake; Amber O'Quinn, Sooke; Raquel Steen, Central Okanagan; Melissa Jobe, ??; Kathy Levesque, Okanagan-Skaha;

### Informational items

1. Additions to and approval of the agenda – Colin Guiguet

2 additions to the agenda – renewing study permits for students already here, and study permit extensions or applications for students who were originally short term.

**Motion for Agenda approval – Geoff Johnston, 2<sup>nd</sup> Maggie Pearce: Motion Carried.**

2. Review and approval of minutes from last meeting – Sheri Wakefield

**Motion for Minutes approval –Liz Gamble, 2<sup>nd</sup> Colleen Hannah – Motion Carried.**

3. President’s Report – Amy Shoup

Review of past year:

It has been quite a year, we started out thinking that MSP was a big challenge and concern for us, but that has quickly faded off into the background.

Michael Frankowski has been working with True North and keeping track of immunization records. Michael connected BCCDC and True North and there will be an immunization module that will be part of the application form (by True North). There will be no cost to IPSEA members. Likely to be built in July and then will be available to IPSEA members (entered into the application form). It will be a set module. Michael Frankowski created the template in consultation with BCCDC. This immunization project predates and is not related to COVID. Reporting vaccines is mandatory, however, vaccines themselves are not mandatory.

The IPSEA mission – there has been a lot of movement on this – the hope is for it to continue in April 2021.

This year we had three of our regular meetings in Vancouver and then the COVID situation had us begin virtual meetings. This is our 8<sup>th</sup> virtual meeting so far (including executive meetings). Thanks went out to the executive for the extra work and to Kathren for taking on all of the extra work over the past few months. Her cool and calm demeanor and always being available is much appreciated. Hoping for a calmer 2020-2021 school year.

a. **ProD – Mental Health Care (self-awareness)**

- i. Should we do it prior to September start up?
- ii. The executive talked about having a pro-d session on mental health and would like members feedback on what they would like to focus on and when. Should the focus be Personal, business?

- iii. In group discussion it was recommended that we have the members give their recommendations through a survey. Amy proposed Kathren send out such a survey.

**Action: Kathren to create a survey for members input on mental health ProD**

4. Executive Director's Report – Kathren Clarke
  - a. IPSEA's postponed Mission rescheduled
    - i. With the impacts of COVID19 restrictions IPSEA has postponed the South America Mission as far into 2021 as we can without losing the "replacement vouchers" for the venues.
    - ii. Mission is rescheduled for the week of April 18-23, 2021 (Sao Paulo April 19; Mexico City April 22)
  - b. MoE update
    - i. Still waiting for information on approval for online learning for returning students not able to arrive in Canada for September intake:
    - ii. Currently the response still remains that students cannot start instruction online from outside Canada except through the business company SD73 offering DL. Students not using SD73 DL, must reside in BC with a fixed BC address to start the new school year (school act)
    - iii. The ministry is still looking at options for the September students who cannot be here at school start but plan to arrive as soon as safe to do so (both returning and new students who have paid tuition and have approved study permit).
    - iv. Summer school - students who reside in BC (have a BC address), currently registered and enrolled with a SD, can take SD summer programs as done in previous summers.
  - c. IRCC
    - i. Very slow at getting responses to issues
    - ii. IRCC has reps that participate in virtual meetings and they try to answer as many questions the can.
    - iii. Global Affairs Canada has continued contact with IRCC and also advocates for IPSEA with our questions when the opportunity allows
    - iv. VAC 's starting to reopen in many regions. Study permits are being processed. Biometric centres are taking appointments.
    - v. We are still waiting on answers to some questions posed to IRCC (for example the entry of students with post March 18, 2020 date including visa extensions).

- vi. Although study permits and biometrics are starting to be processed, we need Canada borders to be open
- d. BCCIE (ProD)
- i. Mental Health: Kathren has been in discussion with BCCIE re: offering an IPSEA focused Mental Health ProD. BCCIE has someone in mind to facilitate the ProD. Kathren will forward the survey results when complete to BCCIE and ask for a proposal based on the surveys outcomes
- e. Virtual Fair survey results and update
- i. Following the March 2<sup>nd</sup> IPSEA meeting Kathren sent a survey to members requesting feedback on virtual agent fair interest (survey results were distributed and included in today's agenda package).
  - ii. Results of survey were shared in discussions for proposals with BCCIE, ICEF, Bonard, Alphe
  - iii. BCCIE have little experience with virtual agent fairs but willing to look into how to make this work.
  - iv. ICEF can offer a BC Branded virtual tent within an existing virtual fair but not a stand-alone IPSEA only event.
  - v. Bonard still has not come back with a proposal but working on it.
  - vi. Focusing on a stand-alone IPSEA virtual agent fair the company with the most experience of the ones I looked at is ALPHE and their 'Alphitos'. I have been monitoring them since they started these events in the spring. Through skype meetings I have had with ALPHE they explained that they had a learning curve at the start (logistics of what works and doesn't work [platforms, band-with limitations in some jurisdictions, size of event, etc.] but they feel they now offer a solid program. A few IPSEA districts have stated they have done their virtual fairs and are happy with the event.
  - vii. Kathren recommends IPSEA start with an 'ALPHITO IPSEA' in the fall in South East Asia and if successful continue around the world virtually from there.
    1. The cost would be 480 pound per district (today converts to 817.353 CAD).
    2. Only those SD interested, sign up
    3. Minimum of 5 districts to make this work and because ALPHE have the infrastructure and IT support all in place the cost will stay the same regardless of participants or regions.

4. Alphe would manage everything from beginning to end. Kathren would initiate the requests of regions/ countries / and screening priorities for agent requirements.
5. Alphe is not confident in doing a repeat Vietnam agent mission because of IT issues with last event in that region.
6. BCCIE has a good relationship with the trade officers in Vietnam and have strong connections in that region. BCCIE is interested in looking at organizing an IPSEA agent fair in Vietnam

**Motion: Kathren to initiate an Alphito IPSEA agent fair for fall 2020 and to explore possibilities of BCCIE organizing an IPSEA -Vietnam agent fair**  
Colleen Hannah, 2<sup>nd</sup> – Greg Kochanuk – Motion Carried

5. Treasurer's Report – Ronda

- a. Financial report to date
  - i. Cash book is up to date as of May 21, 2020.
  - ii. Executive Meetings were over budget as most of the executive live out of the lower mainland.
  - iii. Special Projects – the Website project is now on hold.
- b. Proposed draft budget 2020-2021
  - i. The executive had a discussion about the membership fees and recommend keeping the members fees the same. There was a lot of time that went into using our Executive director, with work expected to continue through until the end of the pandemic. The value to the membership is worth it.
  - ii. Proposed budgets for the business expenses, marketing expenses, executive meetings were all brought down due to reflect the current COVID situation.
  - iii. Special Projects – the Website project will continue to be on hold.
- c. Membership dues
  - i. Members have been sent their membership invoices – they are not due until after July, however they were sent earlier in case districts wished to put them in their 2019-2020 budget

**Motion to accept the Financial report as stated, Ronda Bell; Liz Gamble– 2<sup>nd</sup>. Motion carried.**

6. Fit to Fly accepting IE students September 2020 (Ronda Bell)

(documents we are referencing were included in package Kathren sent to members)

- a. 12 or 13 of us meet as a homestay group, and many of those also joined the CAPSi working group.
- b. When the information was being developed, it was discovered that every province is different. In BC it is mandatory for self-isolation. Provincial health authority pulls rank and is able to say what we are expected to do.
- c. You can go on-line to do the self-isolation plan. With the on-line form – the primary contact is the student. The address and phone number would be the homestays.
- d. Age is a concern as in BC they are stating 60 years of age, federally it is 65 years of age – “with an underlying health concern”. To be careful when placing students in homes of these ages.
- e. Students are to fill in this and print (or download) as they will need this information at immigration. They will be given a token number.
- f. With the “Fit to Fly” document, thanks to Karen Symonds for all of her hard work on this. When reviewed by the committee it seemed quite overwhelming. The more it was worked through; it was realized it can work but it is important to soften the document when sending abroad.
- g. Committee continues to meet

#### 7. CAPSi – Update (Angela Olsen)

- a. Hopefully you will have completed your survey about CAPS-I missions for next year
- b. Also, like IPSEA, renewal for membership is coming up and this is also the time to submit your updated stats (which again are very important for lobbying our Federal government)
- c. Talk Tuesdays are happening each week for anyone to join on Zoom to discuss items of concern amongst the membership
- d. Board is Still having bi-weekly meetings with stakeholders from across Canada (including homestay/insurance providers, principal government reps, IRCC and Global Affairs) – fortunate to also have Kathren on those calls as well
- e. Board Update
  - i. Jeff Davies will be moving on to Past Chair
  - ii. Kim Hoffart from Saskatoon will be the new Board Chair
  - iii. Angela Olson will be the new Vice-Chair
  - iv. With the growth of the CAPS-I membership – decision to add two new members to the Board. In addition to regional representation, we are adding two Members at Large. This was open to anyone to put their name forward

- v. Voting was sent to all member districts to select the 2 Members at Large
- vi. IPSEAs own Mark Leiper and Shaun Sephton put their names forward from BC
- vii. Deadline to complete this vote is this Friday – so please ensure you vote

8. Election of IPSEA Executive 2020-2021 term (Michael Frankowski)

- a. There were no names brought forward for nomination on any of the positions, so those up for renewal have agreed to continue on. Next year's executive will continue the same as 2019-2020:

**Executive 2020-2021 term**

Amy Shoup – President

Colin Guiguet – Vice President

Michael Frankowski – Past President

Ronda Bell – Treasurer

Sheri Wakefield – Secretary

9. What is the new normal for September? (Group discussion)

- a. Orientation
  - i. Orientation will be online for many of the school districts. Others are still waiting to see what happens in regard to their being a quarantine period.
- b. School integration
  - i. No comments
- c. How to prepare staff to accept and support IE students (messaging on what the students have done for preparing healthy first day school)
- d. No comments

10. Clarification for Student's study permit renewal.

- a. Currently students must have an issue date prior to March 18<sup>th</sup> in order to enter Canada.
- b. If a student has a reissue date after that then they should bring their study permit that was issued prior to that with them for immigration to see as well.
- c. It is recommended that students do not leave Canada if they need to be here in September.
- d. Students who do not have a study permit and wish to stay longer than the 6 months will need to apply for a study permit within Canada. That may or may not be possible, but if they cannot return home, then there are not many other options.

## 11. Acknowledging members retiring (Sheri Wakefield)

### Kathy Levesque Retirement (Steve Caan)

Kathy is retiring from her position as the Administrative Assistant for the ISP of Okanagan-Skaha, SD67 after 5.5 years. As a smaller International Program, Kathy has been a vital part of our program as it grew from 40 FTE to 100FTE. Kathy has developed meaningful relationships with our business partners around the world and she has been invaluable to me as I joined the district. Kathy will be greatly missed by our program, but we are all very excited for the next stage of her life, where she will be able to focus on taking care of her Naramata vineyard without interruption or the stress of a never-ending inbox! Best of luck Kathy

## 12) IPSEA Members meeting dates proposed for 2020-2021:

- a. First Meeting: Wednesday Aug 26 10am-12pm (Zoom)
- b. Second Meeting: Wednesday Nov 25 10-12pm (Zoom)
- c. Third Meeting: Friday March 5, 2021 (Vancouver School Board)
- d. Fourth Meeting: Friday June 4, 2021 (Vancouver School Board)

## 13) IPSEA Executive Director contract review/renewal (Amy Shoup)

- a. Kathren left the meeting for general member to carry discussion
- b. Amy will contact Kathren after the meeting to update re contract renewal

In camera session (no recording of discussion)

## Meeting Adjourned

### Links

- ⇒ B.C.'s COVID19 website has resources available: [www.gov.bc.ca/covid19](http://www.gov.bc.ca/covid19)
- ⇒ BC Centre for Disease Control (BCCDC): <http://covid-19.bccdc.ca>
- ⇒ Direct contact with IRCC for process or program guidance and clarifications: [IRCC.IPGDLlist-ListeEEDOPI.IRCC@cic.gc.ca](mailto:IRCC.IPGDLlist-ListeEEDOPI.IRCC@cic.gc.ca)
- ⇒ CIC- international students <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>
- ⇒ 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