

BC GLOBAL EDUCATION PROGRAM

BUSINESS PLAN TEMPLATE

2014/15

SCHOOL NAME AND LOCATION:

Include the school's address

SCHOOL YEAR:

Identify the time frame (i.e. school year) to which this Business Plan Update applies

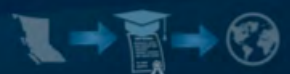
GRADES OFFERED:

Include grade range here



BRITISH
COLUMBIA

Ministry of
Education



Ministry-Approved Template and Instructions for 2014/15 School Year

Section I – Description of the School

- i. Describe the BC Offshore school's:
 - a. mission statement

- b. mandate



c. objectives

ii. Describe the BC Offshore school's philosophy/approach to educating students.

iii. Describe the type of entity that runs the school, is it a Society or a Corporation or another type?
a. Append evidence e.g., a certificate of incorporation (as Appendix A, 1).



- iv. If the BC Offshore Program is housed within a larger school, describe the larger school including:
 - a. With which governments or organizations, if any, is the larger school presently certified?

- v. Describe the BC Offshore School Program including:
 - a. Before entering the BC Offshore Program, how much English language instruction are students receiving – how many hours per week?

 - b. Do BC Offshore School graduating students receive another graduation certificate in addition to the BC Dogwood? If so, which one(s)?

Section II – Business Operations

- i. Describe the school's culture and/or unique features.



ii. Provide the URL for the school's website.

iii. Describe the extra-curricular activities offered at the school.

iv. Describe student recruitment and school marketing activities undertaken in the 2013/14 school year. Describe activities planned for the 2014/15 school year. Attach examples of advertising and recruitment materials used in the 2013/14 school year (as Appendix A, 2).



- v. Describe the long-term growth plan for the BC Offshore School Program:
 - a. What efforts are being made to raise enrolment to the 60 students per grade if you have not yet met this target?
 - b. Are there plans to make additions such as new grades, courses, teachers, administrators, or extra-curricular activities?
 - c. Are there plans to make improvements to the school or open new campuses?



d. teachers

- ii. Describe the school's approach to engaging and communicating with parents, students, staff, and school administration (i.e. regular meetings, process for communicating information to the various parties, procedure for parental involvement/feedback, etc.). Report on specific engagement activities undertaken within the 2013/14 school year.



- iii. Describe the school's current operating/organizational policies and procedures and how these policies and procedures are communicated to teaching and administrative staff (i.e. policy and procedures handbook for staff, orientation manual, etc.) Address each area separately:
 - a. Student admissions, attendance and records management

- b. Student reporting



c. Student supervision and discipline

d. Teacher, Vice Principal and Principal evaluation



e. Dispute resolution processes for teachers, students, and administrators

f. Parental involvement and complaints/appeals



- g. HR policies/procedures that adhere to relevant legislation, including local Human Rights and employment standards legislation

Section IV – Human Resources

- i. Describe the school's long-term Human Resources plan, including:
 - a. How many teachers and administrators are hired annually?
 - b. What mechanisms are used for recruiting and hiring experienced, certified Principals, Vice-Principal(s), and teachers?
 - c. When does the Owner/Operator begin annual recruiting and hiring practices?
 - d. Describe the employment arrangements between the Owner/Operator and staff.
 - e. Submit a sample of an employment contract for a BC administrator, teacher, and any other relevant staff (as Appendix A, 3).





ii. Describe staff retention plan/practices i.e., how will the Owner/Operator retain the Principal, Vice-Principal(s), teaching, and administrative staff over the long-term? Outline the specific staff retention activities you are using for the 2014/15 school year.

iii. Describe the Owner/Operator's contingency plan for ensuring that in the case of illness, resignation, or termination only BC certified teachers are teaching students in the BC Program?

iv. What training have you provided to the Principal/Vice Principal? Have you undertaken succession planning for these two positions?



v. Describe the school's policies and procedures for evaluation and professional development of teachers.

vi. Describe the school's approach to evaluating and communicating the results of teachers and Principal/Vice-Principal performance.



- vii. Provide an outline of planned teacher/administrator evaluation activities for the 2014/15 school year.

Section V – Financial Plan

- i. By November 30, 2014, submit a Statement of Financial Position (Income Statement) and a Statement of Revenues and Expenses (Balance Sheet) for the BC Offshore School Program that align with international accounting standards (as **Appendix A**, 4).
 - a. If the BC Offshore School resides within a larger school and the financial data cannot be separated from the larger school, submit the statements for the larger school.
 - b. All Financial Statements must be prepared by a third-party auditor and signed.
 - c. Financial Statements must be for the most current year e.g., if your year end is July or August, the new submission date allows for the third party audit, or if your year end is December 31st, submit 2013 statements.

Financial statements are kept in strict confidence in accordance with BC laws.

- ii. The following Web link sets out detailed requirements for Statements of Financial Position and Revenues & Expenses in Canada: <http://www.cica.ca/applying-the-standards/financial-reporting/international-financial-reporting-standards/item71145.aspx>

From this link, 5 accounting firm websites offer illustrative statements at no cost.



Section VI – Alignment with International Education in BC

i. Provide the name of the school and the activities undertaken with your school's "Twin" BC onshore school.

ii. If your school does not have a "Twin" BC onshore school, describe the efforts you have made and your plans to enter into a Twinning partnership.



iii. Describe partnerships or activities that involve your BC Offshore School students coming to British Columbia to study e.g., summer studies, immersion or credit courses.

iv. As per section 8.15 of the Certification Agreement, describe the activities you undertake to increase the number of students from your school transitioning to post-secondary institutions in British Columbia.



- v. Describe the supports that you offer to your graduating students to foster their success after they arrive at post-secondary institutions in British Columbia.



Appendix A – Checklist for Required Documents to be Appended to Business Plan

1. Evidence of type of business entity e.g., a certificate of incorporation.
2. Examples of advertising and recruitment materials used in the 2013/14 school year.
3. Sample employment contracts for BC Administrator, teacher and any other relevant staff.
4. Audited Statement of Financial Position (Income Statement) and audited Statement of Revenues & Expenses (Balance Sheet).

