# **Certification Inspection Report**

**BRITISH COLUMBIA PROGRAM** 

at

CANADA YANTAI SECONDARY SCHOOL
YANTAI, SHANDONG PROVINCE
PEOPLE'S REPUBLIC OF CHINA
OCTOBER 20-21, 2020

#### INTRODUCTION

On October 20-21, 2020, an online certification inspection was completed on Canada Yantai Secondary School (CYSS) in Yantai, Shandong Province, People's Republic of China, referred to as the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the BC Global Education Program – Offshore Schools Certification Agreement. The inspection team (the Team), appointed by the Executive Director of Independent Schools and International Education, British Columbia Ministry of Education (MoE) in accordance with the BC Global Education Program – Offshore Schools Certification Agreement (the Agreement), consisted of Doug Lauson (Chair) and Alan Schroeder.

The School's BC program has an enrolment of 76 students, in grades 10 to 12 (Source: Canada Yantai Annual Report, September 5, 2020). The School is housed on the campus of Yantai No. 1 Middle School, a large public Chinese school that has been in existence since 1931. The entire School, which houses the BC program, enrolls 6,000 students.

During their visit to the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the School's Owner/Operator, Offshore School Representative (OSR), Yantai No. 1 Middle School Principal, BC Principal, BC teachers and support staff.

The Owner/Operator, John Zhu, is responsible for the BC program. In addition to the School, Mr. Zhu operates three other BC offshore schools in Shandong Province through his company, Canadian-Sino Education Exchange Centre (CSEEC). The three additional schools are:

- Canada Qingdao Secondary School (Qingdao),
- Canada Weifang Secondary School (Weifang),
- Canada Shandong Secondary School (Tai'an).



Each of these schools follows the same structural model of partnership with a local Chinese public school.

The BC program's philosophy, objectives and special features include: Mission statement: CYSS, in collaboration with the students, parents, and the community, will ensure a premier education for all. Through differentiated instructional strategies and innovative educational opportunities, students will be challenged, engaged, and offered leadership experiences that create and streamline the CYSS culture.

Vision statement: The CYSS vision is to prepare and motivate our students for a rapidly changing world by instilling in them critical thinking skills, a global perspective, and a respect for core values of honesty, perseverance, and compassion. CYSS students will have success for today and be prepared for tomorrow upon the completion of the BC graduation program!

The School proactively involves students in helping each other through the establishment of inhouse teams that focus on collaboration and development of a school community as well as inter-house competitions. These programs develop the teamwork-based school community that the Principal envisions.

The Team would like to thank Canada Yantai Secondary School for its hospitality, cooperation, and preparedness for the inspection visit.

The School has satisfactorily addressed requirements contained in the previous inspection report.						
□ Requirement	☐ Requirement	☐ Requirement	☐ Not			
Met	Partially Met	Not Met	Applicable			
Comment: The School had a follow-up meeting with the inspector of the 2019-20 inspection on September 23, 2020. The previous inspection report listed two requirements, one dealing						
with alignment of the School's curricular documentation with the revised curriculum and the other regarding invigilation of assessments. Both requirements have been satisfactorily met.						



## **BUSINESS PLAN 1.0**

The Owner/Operator has submitted a business plan to the BC Ministry of Education, confirming the sustainability of the program.						
□ Requirement      Met	☐ Requirement Partially Met	☐ Requirement Not Met				
Comment: The business plan submitted by the Owner/Operator indicates an increase in enrollment to 76 students, an increase of 18 (31%) from the previous year, despite the COVID-19 restrictions. This growth can largely be attributed to the recruiting and marketing strategies introduced by the new Principal that include visiting local Chinese middle schools and establishing a recruiting booth in a mall. This local target market is a new focus for the School and appears to be a promising endeavor.						
The Principal has a strong philosophy of teamwork (#Teamwork) and that also involves student participation in the recruiting programs. The introduction of a DECA Chapter (Distributive Education Clubs of America) for students is an indication of how the School is committed to the development of leadership skills in its students.						
There is a good relationship with the Chinese host school as evidenced in the Team's discussions with the host school Principal.						
	rs collaboratively worki	chool has begun the year on a verying with the Principal to develop t				
		get focus on recruitment and marl n student enrolment that is the re	•			

# **INSPECTION CATALOGUE 2.0**

2.02 The Owner/Operator meets all requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (the Agreement).				
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met		
	•	ny (CSEEC) meet all the requirements as wners/Operators, section 37.00	s	



Owner/Operator Representations, Warranties and Obligations and Schedule A of the
Agreement. Mr. Zhu operates the three other CSEEC BC offshore schools in Shandong
Province in the cities of Qingdao, Tai'an and Weifang using a similar governance model,
creating a system of four CSEEC schools.

### Commendation:

Mr. Zhu opened his first BC offshore school in August 2009 and has been operating his four schools in conformity with the regulations of the BC Global Education Program for the past 11 years without any significant issues. This is largely due to his strong support for the BC educational program and the employees of his schools, following all the requirements of the Agreement.

2.03 The Owner/Operator has written approval from the appropriate government entity to operate the offshore school, as outlined in section 5.03 of the Agreement.						
⊠ Requirement      Met	☐ Requirement Partially Met	☐ Requirement Not Met				
Comment: The School provided a translated letter of approval (November 20, 2017) from the Shandong Yantai Bureau of Education giving Canadian-Sino Education Exchange Centre permission to operate a BC offshore school program on the premises of Yantai No. 1 Middle School. The letter expressly approves and has no objection to (i) CSEEC operating Canada Yantai Secondary School under a certification agreement with the Province of British Columbia (ii) delivering the BC education program to grade 10 - 12 students who will receive the BC Graduation Certificate upon successful completion and (iii) hiring teachers with certificates of qualification (COQ) issued by the BC Ministry of Education. This letter expires December 2022.						
Commendation: The School is commended for obtaining the Letter of Approval that 100% specifically meet the requirements of section 5.03 of the Agreement and for having such letter notarized by notary public licensed in the Province of British Columbia.						

2.04-2.05 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the BC program.				
<ul><li>☑ Requirement</li><li>☐ Requirement</li><li>☐ Requirement</li><li>☐ Not Met</li></ul>				
•	•	ouilding of the host school, Yantai No. 1		



govern the host school. The School operates mainly in four classrooms on the second floor, that also house three administration offices. On the first floor there is a small library, boys' and girls' changing rooms, and the Chinese office. The third-floor houses two computer labs. The students have access to their own cement playfield with track lines around the perimeter, and outdoor basketball, volleyball, and badminton courts in the middle of the play field.

The School provided the Team with three building and safety documents in Chinese, two of which were translated to English. These documents included:

- Catering License (Expiry April 9, 2023) for the cafeteria issued by the State Bureau of Food and Medicine Supervision and Administration, Bureau of Zhifu District, Yantai.
- Basic housing registration forms for the 7 dormitory buildings of Yantai No. 1 Middle School (20 of the 76 students are boarders, under the supervision of the Chinese staff).
- Non-translated maps of the various buildings of Yantai No. 1 Middle School

The School's emergency plan is the standard for the CSEEC group of schools and includes protocols for accidents, fire drills, security issues, earthquake drills, and evacuation. In addition, there is a section on the School Closure Contingency Plan that describes what would be done in any event that would cause an unplanned temporary or permanent closure of the School. This plan involves the creation of an Ad Hoc Contingency Plan Committee that includes the Owner/Operator, OSR, International Director, BC Principal and BC superintendent. This year, the emergency plan now includes a section that deals with pandemic responses.

The host school has an on-site clinic with 24/7 medical services. Recently, the School has had a filtration water system installed to provide students with purified water.

#### Commendation:

The CSEEC is commended for developing a common emergency plan for its schools that includes actions that will safeguard the safety of students and teachers in the event of major unforeseen matters including relocation, if necessary.

2.06 Offshore School Representative (OSR) - The Owner/Operator must appoint an individual to act as offshore school representative. This individual must be confirmed by the province and must meet all of the requirements set out in section 14 of the Agreement.				
⊠ Requirement      Met	☐ Requirement Partially Met	☐ Requirement  Not Met		
•	` '	rienced veteran in BC offshore school bilities as described In the BC Global		



Education Program Operating Manual, section 5, Roles and Responsibilities-Offshore Representative, section 14, and Schedule B of the Agreement. He is approved by the Ministry of Education and is aware of his obligation to report critical information relating to changes in the operation of the school or ownership structure that could significantly impact the School's operations.

The Team examined the OSR's job description and confirms that it meets the duties outlined in the BC offshore program agreements (section 2.06 of the inspection catalogue) including that he legally represents the Owner/Operator in dealings with the Ministry in his function as the liaison between the two authorities.

The OSR is also the approved OSR for the other CSEEC BC offshore schools as well as another non-CSEEC BC offshore schools.

#### Commendation:

The Owner/Operator and the OSR have a long-standing working relationship that extends back to when the first CSEEC school opened in 2009. Over the years, this relationship has become one of trust, resulting a school system that operates well, within the BC guidelines and regulations. The Team commends the OSR for his continued support to the school.

2.07 The Principal meets the requirements as outlined in section 2.07 of the inspection catalogue for offshore schools.						
□ Requirement	☐ Requirement	☐ Requirement				
Met	Partially Met	Not Met				
Comment:						
The Principal of the School	The Principal of the School is new to the position this school year, replacing the previous					
Principal who was transferred to another CSEEC school. The Principal transferred to CYSS in						
the January 2020 from a teaching position in another international school, also in Shandong						
Province. The Principal h	as strong experience in busir	ness and economics from his work	in the			
commercial sector in the	LIS and Kuwait He holds a F	Portor of Rusiness Administration				

The Team examined the Principal's job description, which is standard among the CSEEC schools. It also reviewed the Independent Personal Services Agreement (Contract) of the Principal. The Team confirms that both documents satisfy the requirements of section 2.07 of the inspection catalogue.

Master of Arts, Master of Business Administration and Bachelor of Science from various US universities. He also holds a Principal Certificate from Lamar University and a Certificate of

Qualification from the Teacher Certification Branch in BC.



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The Team found the Principal very enthusiastic and cooperative/supportive of the evaluation process, assisting wherever he was able to. The Team acknowledges and thanks the Principal for spearheading the inspection process and ensuring that all documents and technology requirements were in place for the inspection.

2.08 The School meets the administrative support requirements as outlined in section 2.08 of the inspection catalogue for offshore schools.					
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met			
Comment: The School employees three support staff, two administrative assistants and one guidance counsellor. The submitted job descriptions of the administrative assistants detail their roles and responsibilities in maintaining and organizing the school office including managing the TESS school administration software, school records and communications with families. The job description of the guidance counsellor describes assisting students in a choices of program studies and preparation/application for studying at post secondary institutions.  The Team interviewed the office manager and guidance counsellor to discuss their respective duties and responsibilities.					
work that they do in prowellbeing of the studen	oviding a smooth operating sits. Both persons were know	the guidance counsellor for the exceller school that caters well to the future responsibilities and commitment and dedication to their	nt		
2.09 The School meets t inspection catalogue for	-	nents as outlined in section 2.09 of the	1		
□ Requirement	☐ Requirement	☐ Requirement			

# Met Comment:

The Team examined the sample student records submitted and verifies that they contain the nine items required by section 2.09 of the inspection catalogue. In addition, the School includes the current Parent/Guardian consent form, a signed copy (by student and parent/guardian) of the school's Code of Conduct policy, and a Health Information form.

Partially Met



Not Met

The formal school records are maintained through the Windsor TESS school administration system that are maintained by the Principal and the administrative assistant and the student file does contain a print copy of the Permanent Record Card.

	2.10-2.18 The School meets the teacher certification requirements as outlined in sections 2.10-2.18 of the inspection catalogue for offshore schools.					
☐ Requirement Met	□ Requirement Partially Met	☐ Requirement Not Met				
Comment: The School employs four teachers, including the Principal. The Team examined the Teacher Verification File dated September 30, 2020 and confirms that two of the four listed teachers have valid certifications that expire June 30, 2021. The third teacher has a Letter of Exemption that expires February 12, 2021. The fourth teacher did not hold a valid BC Certificate of Qualification and must therefore be immediately replaced by a BC-certified teacher. The School claimed that the teacher was released from classroom instruction as soon as it was informed by the Ministry that the teacher was ineligible to teach (October 3, 2020) making the Verification File of September 30, 2020 out of date. The Principal confirms that he took over the class at that time, and now the teacher has been replaced with a BC-certified teacher.						
three schedules that govern	the working relationshi	acher Contract) contains 17 clauses and ip between the employer and the BC-e requirements of section 2.16 of the				
Certificate of Teacher Qualif in the People's Republic of C bachelor's degrees and one	ication that qualifies the hina. Of the four remai has a college degree. T	teachers. Of these, three have a e holder to work in a school as a teacher ining Chinese teachers three have the School submitted translated Central Government that explain				

The Team examined the translated Criminal Record Checks (September 25 & 26, 2019) of the three non-teaching support staff and confirm that the school meets the requirements of section 2.15 of the inspection catalogue.

graduates from a Chinese government-funded Normal university will receive their Chinese teacher certification without writing an examination. This would allow the four Chinese

teachers who graduated from Normal universities to teach in the local Province.



#### Commendation:

The School is commended for providing the Team with the translated specific documents to provide evidence that the local certifications of its Chinese teachers continue to meet the regulations of the inspection catalogue and the Agreement.

### Requirement:

The School must always ensure that only teachers who hold authorized certification from the Teacher Certification Branch or Letters of Exemption from the Ministry of Education teach the BC education program.

<ul><li>2.19 The School meets the re</li><li>2.19 of the inspection catalog</li></ul>	•	um implementation outlined in sections.	n			
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met				
Comment: The School has fully implemented the grade 10-12 curriculum. The Team reviewed annual course overviews, unit plans and lesson plans for each teacher and noted the inclusion of Big Ideas, Core Competencies, First Peoples Principles of Learning, Curricular Competencies, and assessment strategies. The detailed planning documents prepared by all four teachers and passion with which teachers described their work during interviews demonstrates teachers' embrace of the philosophy of the revised curriculum, their commitment as professionals and dedication to the success of their students.						
There is extensive teamwork at the School with regular "team huddles" before classes in the morning as well as at lunch where teachers, including one currently stationed overseas while she awaits her travel permit that has been delayed due to COVID-19-related issues. At those meetings, they discuss topics such as lesson planning and student progress and how to support struggling students.						
remote instruction including reactions to content that she obtaining student work due t	the inability to interact we has provided through vince the need for students. The teacher eagerly await	I country described a few challenges of with students face-to-face and see their ideo conferencing as well as delays in to digitize their paper-based work its the issuance of her travel permit so and colleagues in person.	•			

### Commendation:

The Team commends the School for establishing a professional learning community that focuses on student success through the development of teamwork approaches among the teachers and students.



The Team commends the faculty for embracing the philosophy of the revised curriculum as evidenced by the planning, teaching and assessment practises that develop student core and curricular competencies within a framework that includes the principles of learning and content.

2.20 The School meets the requirements for English language assessment and acquisition as outlined in section 2.20 of the inspection catalogue for offshore schools.					
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met			
Comment: The Team confirms that English language assessment and acquisition meets the requirements. The Principal is responsible for managing and making final decisions on student admission and assessment of English language skills.					
The School employs a number of strategies to support the English language acquisition of students. English language assessments are offered four times each year to measure student progress. An ESL summer camp was introduced this year for grade 10 students, which was well received by students and parents and is expected to grow in the future and may become an attractive recruitment tool for new students. The School has an all-English policy. As a result of the strategies implemented by the School, student IELTS scores have reportedly improved considerably with some students achieving test scores as high as 7.5.					
2.21(a-e) The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 2.21 (a-e) of the inspection catalogue for offshore schools.					
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met			
Comment: The School does not offer any BAA courses in the 2020/21 school year.					
The School currently offers one exempted course, Mandarin 11, for which the Team reviewed the English language course outline.					
The School offers courses via distributed learning (see section 2.28). Related to that, given the Ministry's new requirement for schools to award credit for courses taken through distributed learning following an equivalency review, the Team encourages the School to review and refine its equivalency review policy prior to the completion of the first semester's distributed learning courses.					



in Schedule B Part I, 2. the School meet or exc	(e) of the Agreement; namely	urse planning requirements as outlined y, that all BC program courses offered in tcomes/learning standards identified in
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met
Comment: The Team confirms that curriculum frameworks		entation is in compliance with the
planning documents ind Peoples Principles of Le including self-assessme	corporate core elements of the arning, Core Competencies, Cont and self-reflection. The commonstrates teachers' diligence	I lesson plans and confirmed that be BC curriculum including Big Ideas, First Curricular Competencies, Assessment insistently detailed nature of the see and commitment to providing the best
lesson planning. In inte other at the start of the well as ongoing sharing	erviews, teachers talked about e year, particularly in support of	between teachers in the area of unit and t sharing planning materials with each of teachers new to the BC curriculum, as ach other to enable maximum alignment
that a variety of plannir may choose to consider	ng templates were being empl	e detailed and sound, the Team observed loyed by different teachers. The School plates that contribute to stabilizing eachers in daily planning.
I I		eaching that is based on sound planning responsibility for their own instructional

2.22 The School meets the instructional time allotment requirements as outlined in section 4.5 of the inspection catalogue for offshore schools, including the requirements set out in



	-	(6), 5 (8)(a) and (d) and s. 5.3 of Order, enacted under the Independent			
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met			
		1.67 hours of instructional time daily for imum required number of hours by 75.			
2.23 The School meets the assessment methods requirements as outlined in section 2.23 of the inspection catalogue for offshore schools.					
□ Requirement     Met	☐ Requirement Partially Met	☐ Requirement Not Met			
Comment: The School employs a variety of methods to assess student achievement. The use of rubrics, quick scales and teacher observation are methods commonly employed at the School. Formative and summative assessment activities are noted in unit and lesson plans. Peer evaluation, self-reflection and self-assessment are frequently employed.					
The Team observed a variety of techniques through which demonstrate learning including business case studies, poetry writing, group presentations, class debate and discussion.					
Graduation assessments are invigilated by the Principal who ensures that computers in the computer lab are prepared according to Ministry guidelines.					
Students at the School have registered for the November sitting of the required Graduation Numeracy and Literacy Assessments.					
		rements as outlined in section 2.24 of			
<ul><li>the inspection catalogue</li><li>☒ Requirement</li><li>Met</li></ul>	Requirement Partially Met	☐ Requirement Not Met			
in section 2.24 of the insp	pection catalogue for offsho shore School Representativ	rations for learning resources as outlined are schools. The Principal meets with the etwice annually to determine the			



The School has a Learning Commons that contains a variety of reference and reading materials and is a popular spot for student collaboration. While the resources are considered to be adequate to support the BC curriculum, the School is encouraged to review the resources to modernize and add new print and digital materials to enhance the student experience. As the School is part of the CSEEC group of schools, the Owner/Operator is encouraged to continue to develop and refine the sharing strategy in which learning resources are purchased and shared/rotated through the CSEEC system of schools thereby maximizing efficiencies.

The School has access to two computer labs and a class set of tablet computers. The Principal is an advocate for the use of technology for education and computers are used as frequently as possible. The School is currently working on upgrades to one computer lab.

2.25 The School meets the student progress report requirements as outlined in section 2.25

of the inspection catalogue for offshore schools.

□ Requirement	☐ Requirement	☐ Requirement				
Met	Partially Met	Not Met				
Comment:						
The Team confirmed tha	The Team confirmed that the School meets the student progress report requirements as					
outline in section 2.25 of the inspection catalogue for offshore schools.						
The School reports to parents four times each year with an interim and a final report each semester. Open houses are offered four times annually to coincide with the issuance of student progress reports. The Principal reports that there is excellent participation in these meetings with approximately two-thirds of families attending. Teachers also meet individually with parents at least two times each year. The School uses social media as an additional tool to support communication with parents regarding their children's learning.						
2.26 The School mosts t	ho naront/student handha	ok requirements as outlined in	soction			
	atalogue for offshore schoo	-	Section			
□ Requirement	☐ Requirement	☐ Requirement				
Met	Partially Met	Not Met				
Comment: The Team confirms that the parent/student handbook, offered in English and Chinese, has been updated for the 2020/21 school year and meets all of the requirements identified in section 2.26 of the inspection catalogue for offshore schools.						
The handbook is detailed and contains a message from the Principal; the School's statement of purpose and expectations for students and parents; overview of its guidance program;						



overview of the BC curriculum; School timetable and annual calendar of events; admissions requirements; emergency procedures; student assessment; parental appeal procedure; and student code of conduct.

# **CONCLUSION**



#### **Commendations**

The Inspection Team wishes to recognize the Owner/Operator, Principal, Staff and Offshore School Representative of Canada Yantai Secondary School for:

- establishing a professional learning community that focuses on student success through the development of teamwork approaches among the teachers and students,
- collaborating and having strong teamwork despite COVID-19 restrictions,
- embracing the philosophy of the revised curriculum as evidenced by the planning, teaching and assessment practises that develop student core and curricular competencies within a framework that includes the Principles of Learning and Content,
- developing a recruiting and marketing strategy that involves students in the local community through work experiences,
- excellent teaching that is based on sound planning and individual autonomy allowing teachers to take responsibility for their own instructional practice,
- inspirational leadership of the Principal.

# Requirements

In order to meet the requirements of the *BC Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by January 31, 2021, the Owner/Operator provide the Executive Director of Independent Schools and International Education, responsible for the BC Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

ensuring that only teachers who hold authorized certification from the Teacher
 Certification Branch or Letters of Exemption from the Ministry of Education teach the BC educational program.

#### **NOTE FROM MINISTRY:**

The requirement listed above has been addressed to the Ministry's satisfaction. This School remains in good standing for the 2020/21 school year.

#### SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Executive Director of Independent Schools and International Education that, contingent on responding to the above requirement to the satisfaction of the Executive Director, the British Columbia education program offered at Canada Yantai Secondary School continues to be recognized as a British Columbia-certified school.

