



## Public Board Meeting

April 15, 2020

6:30-9:00 p.m.

Online via Zoom:

<https://zoom.us/j/98034164199>

**Invited Participants:** All Directors, Central Office Executive Team

**Invited Attendees:** All interested FFCA stakeholders

To attend the public board meeting, please use this link: [FFCA Public Board Meeting Zoom Link](#).

- Attendees may need to install the Zoom app on your device prior to the meeting.
- Attendees will need to enter your name and valid email address upon joining the meeting to attend. They will be placed in a virtual waiting room until entry is granted by the host.
- Attendees will be able to view the meeting and ask questions by voice only or online chat when the opportunity is provided by the Board Chair.

## AGENDA

6:30 p.m. CALL TO ORDER

- |                                                                                                                                                                                                                                                     |                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. Review of Meeting Agenda                                                                                                                                                                                                                         | Chair Wilson                                                                                            |
| 2. Approval of Consent Agenda – Motion<br>Minutes Feb. 12, 2020; Correspondence                                                                                                                                                                     | Chair Wilson                                                                                            |
| 3. Superintendent’s Report<br>3.1. COVID-19 At-Home Learning Plan                                                                                                                                                                                   | Roger Nippard<br>Joan Burke                                                                             |
| 4. Information Items<br>4.1. Standing Item: Administrative Procedures Update<br>4.2. Standing Item: Strategic/Education Plan Update                                                                                                                 | Chair Wilson<br>Kurtis Leinweber<br>Kurtis Leinweber                                                    |
| 5. Discussion Items<br>5.1. Q2 Report (attached) - Motion<br>5.2. 2019-2020 Fee Adjustments (COVID-19)<br>5.3. 2021-2022 Calendars (attached) – Motion                                                                                              | Chair Wilson<br>Reta Morgan<br>Reta Morgan<br>Lorne McDonald                                            |
| 6. Committees<br>6.1. Charter Board Committee of the Whole<br>6.2. Executive Committee<br>6.3. Communications & Community Relations Committee<br>6.4. Policy & Performance Review Committee<br>6.5. Audit Committee<br>6.6. TAAPCS Board Rep Report | Chair Wilson<br>“<br>“<br>Director Scantlebury<br>Director Bharmal<br>Director Diaz<br>Director Suleman |
| 7. Director Highlights                                                                                                                                                                                                                              | Chair Wilson                                                                                            |

8. Open to Gallery

Chair Wilson

9. Chairperson's Remarks

Chair Wilson

ADJOURNMENT: by 9:00 p.m.

NEXT PUBLIC MEETING: May 13, 2020 @ SWE (TBC)

FUTURE AGENDA ITEMS: Policy 14 Uniforms

## **APRIL 15, 2020 MEETING MOTIONS**

### **CONSENT AGENDA**

#### **20/04/15-1CA**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the Consent Agenda for April 15, 2020 be approved as presented.

.....that the minutes of the Feb. 12, 2020 Public Board Organizational Meeting be approved as presented.

.....that the minutes of the Feb. 12, 2020 Public Board Meeting be approved as presented.

.....that the Board receive any correspondence received since the last Public Board Meeting.

### **REGULAR AGENDA**

#### **5.1 20/04/15-2RA Q2 Report**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the 2019-2020 FFCA Second Quarter Financial Report be approved as presented.

#### **5.2 20/04/15-2RA 2019-2020 Fee Adjustments**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the portion of 2019-2020 bus fees in excess of that required to meet our adjusted contractual obligations as directed by Alberta Education be credited towards families' 2020-2021 bus fees.

#### **5.3 20/04/15-3RA 2021-2022 Calendars**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the 2021-2022 FFCA Calendars be approved as presented.



## Public Board Organizational Meeting Minutes

Wednesday February 12, 2020

6:30 – 7:00 p.m.

FFCA North Middle School

211 McKnight Blvd. NE

Calgary, AB

### Attendees:

**Board & Administration:** Chair Jeff Wilson, Vice-Chair Faruq Suleman, Director Sumara Diaz, Director Jenny Hill, Director Naren Makwana, Director Jehn Scantlebury, Director Randall Spahl, Inductee Director Sam Jin, Superintendent Roger Nippard, Deputy Superintendent Kurtis Leinweber, Secretary Treasurer Reta Morgan, Coordinator of Instruction Joan Burke, Director of Technology Jeff Cullen, Executive Assistant Meredith Poole

**Presenter:** Steven Payne

**Gallery:** John Deines, Josh Symonds, Jodie DeVries, Erin Payne, Lee Ann Triska, Andrew Chu, Cindy McGlashan-Beaucage, Rob Zagorsky, Danny Williamson, Cliff Sanderson, Janet Sanderson, Meng Wei, Dan Dan Seth, Rachel Li, Ying Bo Liu

### 6:30 p.m. CALL TO ORDER

1. Oath of Office: For Director Sam Jin, conducted by Constable Steven Payne, CPS.
2. Housekeeping – Confirmed that all required paperwork for Sam Jin has been submitted.
  - 2.1 Advice to Payroll
  - 2.2 Acceptable Internet Usage
  - 2.3 Confidentiality Agreement
  - 2.4 Disclosure of Personal Interests
  - 2.5 Declaration of Key Management Personnel - Financial Reporting
  - 2.6 Criminal Record Check
  - 2.7 Intervention Record Check
3. Election of Board Officers
  - 3.1 Chair: Director Wilson nominated by Director Hill. Accepted. No further nominations received. Director Wilson acclaimed to the position of Board Chair.
  - 3.2 Vice-Chair: Director Hill nominated by Vice-Chair Suleman. Accepted. No further nominations received. Director Hill acclaimed to the position of Board Vice-Chair.
  - 3.3 Treasurer: Director Makwana nominated by Vice-Chair Hill. Accepted. No further nominations received. Director Makwana acclaimed to the position of Board Treasurer.
    - 3.3.1 **20/02/12–10M**  
MOVED by Director Makwana and seconded by Director Suleman that the duties of Treasurer be delegated to the Secretary-Treasurer (FFCA). CARRIED.
  - 3.4 Secretary: Director Spahl nominated by Director Suleman. Accepted. No further nominations received. Director Spahl acclaimed to the position of Board Secretary.

**3.4.1 20/02/12–2OM**

MOVED by Director Spahl and seconded by Director Diaz that the duties of Secretary be delegated to the Executive Assistant to the Superintendent (FFCA), but specific duties may be recalled or re-delegated at the Secretary's discretion upon notification to the Superintendent. CARRIED.

4. Appointment to Board Committees/Committee Chair Selection
  - 4.1 Executive Committee: Chair Wilson, Vice-Chair Hill, Superintendent Nippard, Deputy Superintendent Leinweber
  - 4.2 Policy and Performance Review (PPR) Committee: Director Bharmal (Chair), Vice-Chair Hill, Director Diaz, Director Makwana
  - 4.3 Communications and Community Relations Committee (CCR) : Director Scantlebury (Chair), Director Suleman, Director Spahl, Director Jin
  - 4.4 Audit Committee: Director Makwana (Chair), Director Diaz, Community Reps Amanda Fisher, Taylor Duffy and Bruce Hibbard
  - 4.5 TAAPCS Committee: Director Suleman
5. Review of Banking Arrangements: Servus Credit Union
6. Review of Audit Arrangements: RSM Canada, Alberta Branch (formerly Collins Barrow)
7. Review of Director Handbook – Review pending.
8. Work Plan – PPR will address at next CoW meeting.

**ADJOURNMENT:** 6:49 p.m.

**NEXT PUBLIC MEETING:** April 15, 2020



## Public Board Meeting Minutes

Feb. 12, 2020

7:00-9:00 p.m.

FFCA North Middle School

211 McKnight Blvd. NE

Calgary, AB

### Attendees:

**Board & Administration:** Chair Jeff Wilson, Vice-Chair Jenny Hill, Director Sumara Diaz, Director Faruq Suleman, Director Naren Makwana, Director Jehn Scantlebury, Director Randall Spahl, Director Sam Jin, Superintendent Roger Nippard, Deputy Superintendent Kurtis Leinweber, Secretary Treasurer Reta Morgan, Coordinator of Instruction Joan Burke, Director of Technology Jeff Cullen, Executive Assistant Meredith Poole

**Presenter:** Jodie DeVries

**Gallery:** John Deines, Josh Symonds, Lee Ann Triska, Andrew Chu, Cindy McGlashan-Beaucage, Rob Zagorsky, Danny Williamson, Cliff Sanderson, Janet Sanderson, Meng Wei, Dan Dan Seth, Rachel Li, Ying Bo Liu

### CALL TO ORDER – 6:50 p.m.

1. Review of Meeting Agenda – Add Item 3.2 School Council Update
2. **20/02/12-1CA** Consent Agenda  
MOVED by Vice-Chair Hill and seconded by Director Scantlebury that the Consent Agenda for Feb. 12, 2020 be approved as presented. CARRIED.
3. Campus Reports
  - 3.1 Reading Resource at NMS - Teacher Jodie DeVries recounted the learning journey which led her to a deeper understanding of the neural networks involved in the acquisition of reading skills, and her ability to help students develop the phonological awareness and decoding skills necessary to be successful.
  - 3.2 School Council Report – NMS SC has been able to update the team uniforms and replace a full cart of iPads; their next casino is scheduled for early 2021. Their goals for the year are:
    1. To improve communication with parents, 2. Increase parental involvement, and 3. Improve community outreach through one event per school term (e.g. Bullying Ends Here). A number of fundraisers have been held, and more planned, but SC is sensitive to the current economic environment. Discretionary funds have been used for a hydration station, the Winter Festival and an Anti-Bullying Poster Contest. Council is down 3 members from 11 to 8.
4. Superintendent's Report –
  1. Planning is underway for the 2020-21 year,
  2. Provincial decisions over the next 3-6 weeks will have a significant impact on FFCA and on education in Alberta generally (i.e. new Funding Framework/*Choice in Education Act*); AE will meet with all jurisdictions individually to walk through implications,
  3. We have just completed a GST audit and are awaiting the report,
  4. We have been reimbursed the overage amount (approx. \$150,000) for the new

portables, 5. The COO and CFO will be visiting each staff on Friday to walk through the budget process, 6. Our revised bylaws have been approved and are on the website, 7. Had a very positive meeting with AE regarding our AERR; they seemed curious as to how we get the results we get, 8. Have a meeting with the new AE Deputy Minister this Friday, 9. The high school MoU is still in the hands of CBE with no indication of progress, 9. Staffing (admin phase) will begin before March break and resume for the remaining positions after the break.

5. Information Items

5.1 Technology Report – Technology Director Jeff Cullen broke down FFCA’s tech “story” into 3 eras: 1. 2009-10 “Adventures in Interactivity, 2. 2011-15 “Device Explosion”, and 3. 2015-18 “Go to the Cloud”, and detailed our current projects and challenges.

5.2 Standing Item: Administrative Procedures Update – The AP’s below have been finalized and are available on the FFCA website.

AP-I-801.1 Responding to Medical Needs

AP-I-804.2 Psychoeducational Assessments

5.3 Standing Item: Strategic/Education Plan Update - No report.

6 Discussion Items

6.1 **20/02/12-1RA** Resource Fees

MOVED by Director Makwana and seconded by Vice-Chair Hill that the 2020-2021 FFCA Resource Fees be approved as presented. CARRIED.

Kindergarten	\$115.00
Grades 1 to 6	\$145.00
Grades 7 to 12	\$195.00
Family Maximum	\$450.00

*Families who qualify for the Resource Fee Subsidy will be expected to pay \$50/student.*

6.2 **20/02/12-2RA** Transportation Fees

MOVED by Vice-Chair Hill and seconded by Director Scantlebury that the 2020-2021 FFCA Transportation Fees be approved at 2019-20 levels as presented. CARRIED.

Kindergarten	\$425.00
Grades 1 to 12 (2-way)	\$855.00
Grades 1 to 12 (1-way)	\$770.00
Shuttle (1-way)	\$200.00
Family Maximum	\$2285.00

*Families who qualify for the Transportation Fee Subsidy will be expected to pay \$325/student.*

6.3 **20/02/12-3RA** Capital Plan

MOVED by Director Diaz and seconded by Director Suleman that the 2021-2024 Capital Plan be approved as presented. CARRIED.

#### 6.4 **20/02/12-4RA** ADO Elimination Plan

MOVED by Director Suleman and seconded by Director Makwana that the 2019-2020

Accumulated Deficit from Operations Elimination Plan be approved as presented and forwarded to Alberta Education. CARRIED.

### 7. Committees

7.1 Charter Board Committee of the Whole - No report.

7.2 Executive Committee - No report.

7.3 Communications & Community Relations Committee (CCR) – Committee Chair Jehn Scantlebury hosted tours by Ministers Shandro (Health) at SMS & SWE and LaGrange (Education) at HS.

#### 7.3.1 **20/02/12-5RA** CCR Terms of Reference

MOVED by Director Scantlebury and seconded by Director Suleman that the Communications and Community Relations Committee revised Terms of Reference be approved as presented. CARRIED.

7.4 Policy & Performance Review Committee (PPR) – The committee is currently about half way through a review of FFCA policies.

7.5 Audit Committee – No report.

7.6 TAAPCS Board Rep Report – The provincial association is engaging with the current government, and will meet with Minister LaGrange in March to discuss education funding, the Choice in Education Act, and other topics of significance to charter schools.

7.7 Director Highlights – Director Diaz: this evening’s presentation by Ms. DeVries; Director Makwana: this evening’s technology presentation & the number of people in the gallery; Director Spahl: both presentations; Vice-Chair Hill: SWE parent orientation evening, observed evidence of exemplary student character; Director Suleman: FFCA support for Schroh family, fellow Directors; Director Scantlebury: engaging with Ministers, past year as Director, quality of FFCA programs; Director Jin: tonight’s presentation by Ms. DeVries, and the opportunity to learn more about FFCA and serve in the capacity of Director; Chair Wilson: generous contributions to the Shelley Schroh Unsung Hero scholarship, to the point where it is self-sustaining; the past year of service to FFCA in the role of Board Chair.

8. Open to Gallery – Support for AP-I-802.4 Psychoeducational Assessments; concerns on the part of several parents re Kindergarten funding in relation to AE eligibility restrictions.

9. Chairperson’s Remarks

ADJOURNMENT: 9:00 p.m.

NEXT PUBLIC MEETING: April 15, 2020 @ NWE

FUTURE AGENDA ITEMS: 2021-22 Calendars

**Foundations for the Future Charter Academy  
for the six months ending February 29, 2020**

	<b>ORIGINAL Annual Budget</b>	<b>REVISED Annual Budget</b>	<b>September to February</b>	<b>% of REVISED budget</b>	<b>Notes</b>
<b>Income</b>					
AB Grant Revenue	33,269,787	32,039,483	16,084,889	50.20%	
Transportation Fees	1,942,465	1,956,140	1,253,913	64.10%	Fees collected adjusted to closer match expenditures
Resource Fees	525,685	529,890	555,848	104.90%	Fees paid in advance, adjusted to match expenses
Other School Jurisdiction	400,000	400,000	168,567	42.14%	
Admin Bldg Revenue	150,633	150,633	90,168	59.86%	Welltec rent increased due to higher property taxes
Campus Funds	1,485,382	1,334,749	671,913	50.34%	Revenue adjusted to match expenses; as cancelled field trips will need to be refunded
Other Revenue	95,000	95,000	138,617	145.91%	17 Kindergarten pd by parents \$82,200; CIRT \$22,000; Interest \$31,000
<b>Total Income</b>	<b>37,868,952</b>	<b>36,505,895</b>	<b>18,963,915</b>	<b>51.95%</b>	
<b>Expense</b>					
Salaries & Benefits	28,495,105	28,342,649	14,213,058	50.15%	
Inclusion	370,919	36,500	19,927	54.59%	Some annual fees are paid early in the year
Professional Development	142,583	78,090	34,888	44.68%	
Technology	529,000	399,000	235,647	59.06%	Some annual costs paid in Q1
Transportation	3,368,496	3,332,092	1,958,189	58.77%	Sept to Feb was 109 of 174 bus days = 62.64%
Facilities	1,556,351	1,481,351	869,060	58.67%	Snow clearing costs are beyond budget
Board	105,000	105,000	51,306	48.86%	
Admin Building	150,633	150,633	90,420	60.03%	Overage offset by revenue
General & Admin	766,842	473,553	267,340	56.45%	Annual fees paid in September (ie finance system, memberships, etc)
Campus Funds	1,334,749	1,334,749	671,917	50.34%	
Campus Expenditures	867,315	754,260	510,805	67.72%	6/10's of the campus year, some annual costs paid in advance
<b>Total Expense</b>	<b>37,686,993</b>	<b>36,487,877</b>	<b>18,922,557</b>	<b>51.86%</b>	
<b>Surplus(Deficit)</b>	<b>181,959</b>	<b>18,018</b>	<b>41,358</b>		

	<u>Instruction</u>	<u>PO&amp;M</u>	<u>Sys Admin</u>	<u>Transportation</u>	<u>Capital</u>	<u>Total</u>
* Reserve as at Aug. 31, 2019	466,187	58,628	-203,713	-139,709	0	181,393
2019-20 Budget	18,018					18,018
<b>Expected reserve balance</b>	<b>484,205</b>	<b>58,628</b>	<b>-203,713</b>	<b>-139,709</b>	<b>0</b>	<b>199,411</b>

Prepared by: Reta Morgan  
March 27, 2020



**Elementary & Middle School Calendar (2020-04-08 DRAFT FOR BOARD)**

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				5	0	5

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				20	0	1

August 18-23 Organizational Days  
 August 24 Gr. 1-8 Family Orientation  
 August 24-25 Kindergarten Orientation  
 August 25 First Day of Classes 1-8  
 August 26 First Day of Kindergarten Classes

September 6 School Holiday  
 September 24 PD Day

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				17	0	3

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
				16	0	1

October 7-8 Learning Conferences - No Classes  
 October 11 School Holiday  
 October 29 PD Day

November 8-12 School Holiday  
 November 26 PD Day

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				13	0	0

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31			19	0	2

December 3 Report Cards  
 December 20- December 31 School Holidays

January 27-28 Learning Conferences - No Classes

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
				18	0	1

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
26	28	29	30	31		
				13	0	1

February 18 PD Day  
 February 21 School Holiday (Family Day)

March 11 PD Day  
 March 18 Report Cards  
 March 21 - April 1 School Holiday

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				16	0	3

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				20	0	1

April 15 - Good Friday  
 April 18 PD Day  
 April 28-29 Learning Conferences - No Classes

May 20 Organizational Day  
 May 23 School Holiday

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				19	1	1

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 28 Report Cards (Early Dismissal)  
 June 29 Organizational Day

Instructional Days	176
Regular Days	176
Early Dismissal	1
Non-Instructional Days	19
Organizational Days	6
PD Days	6
Family Orientation	1
Learning Conferences	6
Operational Days	195
Term 1 Days	58
Term 2 Days	58
Term 3 Days	61
Kindergarten	
Mon-Friday Hours (2.91)	175
Total Hours	509.3
Grades 1-4	
Regular Day Hours (5.58)	982.1
Early Dismissal Hours (2.5)	2.5
Total Hours	984.6
Grades 5-8	
Regular Day Hours (5.58)	982.1
Early Dismissal Hours (2.5)	2.5
Total Hours	984.6

**High School Calendar 2021-2022 (2020-04-08 DRAFT FOR BOARD)**

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				5	1	4

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				17	3	1

- August 18-20 Organizational days
- August 23 Family Orientation
- August 24 Classes Start
- September 6 School Holiday
- September 24 PD Day

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				13	5	2

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
				14	3	0

- October 7 Learning Conferences (Early Dismissal)
- October 11 School Holiday
- October 28-29 PD Days
- November 4 Report Cards
- November 8-12 School Holiday

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				9	3	1

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31			18	2	1

- December 2 Learning Conferences (Early Dismissal)
- December 3 PD Day
- December 21-January 2 School Holiday
- January 20-28 Exams
- January 31 Organizational Day

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
				14	3	2

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
26	28	29	30	31		
				10	4	0

- February 1 PD Day
- February 2 Report Cards
- February 18 PD Day
- February 21 School Holiday
- March 17 Learning Conferences (Early Dismissal)
- March 21-April 1 School Holiday

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				15	3	1

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				16	5	0

- April 14 Report Cards
- April 15 School Holiday
- April 18 PD Day
- May 12 Learning Conferences (Early Dismissal)
- May 23 School Holiday

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				18	2	1

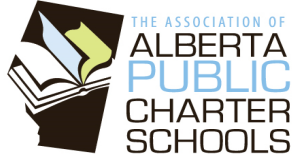
July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- June 17-28 Exams
- June 29 Organizational Day / Report Cards / Graduation

Instructional Days	183
Before Exam Days	168
Regular Days	134
Early Dismissal Days (incl. 4 LC)	34
Exam Days	15
Non-Instructional Days	13
Organizational Days	5
PD Days	7
Family Orientation	1
Operational Days	196
Instructional Hours	1036.8

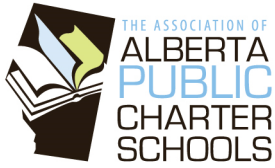
Semester 1	
Instructional Days	93
Before Exam Days	86
Regular Days	69
Early Dismissal Days (incl. 2 LC)	17
Exam Days	7
Non-Instructional Days	9
Organizational Days	4
PD Days	4
Family Orientation	1
Operational Days	102
Instructional Hours	527.3
Regular / Exam Days (5.95)	452.2
Early Dismissal Days (4.42)	75.1

Semester 2	
Instructional Days	90
Before Exam Days	82
Regular Days	65
Early Dismissal Days (incl. 2 LC)	17
Exam Days	8
Non-Instructional Days	4
Organizational Days	1
PD Days	3
Operational Days	94
Instructional Hours	509.5
Regular / Exam Days (5.95)	434.4
Early Dismissal Days (4.42)	75.1



**The Association of Alberta Public Charter Schools (TAAPCS)**  
***Statement of Financial Position DRAFT***  
**At February 29, 2020**

	29-Feb-20
Assets	
Bank - Chequing	\$ 80,881.79
Accounts Receivable	\$ -
<b>Total Assets</b>	<b><u>\$ 80,881.79</u></b>
Liabilities & Equity	
Accounts Payable	\$ 4,237.79
Accrued Expenses (Audit)	-\$ 606.24
Conference Reserve	\$ 16,925.25
Undesignated Reserve	\$ 60,324.99
<b>Total Equity</b>	<b><u>\$ 80,881.79</u></b>
<b>Total Liabilities &amp; Equity</b>	<b><u>\$ 80,881.79</u></b>

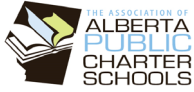


**The Association of Alberta Public Charter Schools (TAAPCS)**

***Operating Statement DRAFT***

**September 1, 2019 through February 29, 2020**

		<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>
		Sept/19-Feb/20	Sept/19 - Aug/20	31-Aug-20
<b>Income</b>				
	Regular Member Dues	68,230.00	68,230.00	0.00
	Regular Member Dues not collected	0.00	0.00	0.00
	Extra Attendee Fees	2,100.00	3,000.00	-900.00
	Interest Revenue	82.91	0.00	82.91
	Conference Fees	12,025.00	10,000.00	2,025.00
	<b>Total Income</b>	<b>82,437.91</b>	<b>81,230.00</b>	<b>1,207.91</b>
<b>Expenses</b>				
	Awards and Recognition	147.95	500.00	-3,000.00
	Audit Fees	0.00	3,000.00	3,000.00
	Bank Charges	0.00	200.00	200.00
	Conference	16,520.75	20,000.00	3,479.25
	Communication Plan	4,950.00	9,650.00	4,700.00
	Travel	1,775.65	2,500.00	724.35
	Insurance	1,925.00	1,850.00	-75.00
	Misc (Postage, Printing)	361.83	1,500.00	1,138.17
	Professional Fees	31,226.76	40,000.00	8,773.24
	CAAS Membership	425.25	0.00	-425.25
	Regular Meeting Costs	8,218.89	16,000.00	7,781.11
	Committees	0.00	1,530.00	1,530.00
	Website & Publications	0.00	2,000.00	2,000.00
	<b>Total Expenses</b>	<b>65,552.08</b>	<b>98,730.00</b>	<b>29,825.87</b>
	<b>Surplus / -Deficit</b>	<b>16,885.83</b>	<b>-17,500.00</b>	<b>31,033.78</b>



<b>The Association of Alberta Public Charter Schools (TAAPCS)</b>						
<b>2018-20 Operating Budget</b>						
DRAFT March 2020						
	<b>DRAFT Mar/20 Budget</b>	<b>DRAFT Feb/20 Budget</b>	<b>DRAFT Jan/20 Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
	Sept/20 - Aug/21	Sept/20 - Aug/21	Sept/20 - Aug/21	Sept/19 - Aug/20	Sept/18 - Aug/19	Sept/18 - Aug/19
Regular Member Dues	68,980.00	68,980.00	68,980.00	68,230.00	67,861.00	67,861.00
Regular Member Dues not collected	0.00	0.00	0.00	0.00	0.00	0.00
Extra Attendee Fees	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	4,200.00
Other Revenue	75.00	75.00	75.00	0.00	0.00	45.00
Conference	0.00	0.00	0.00	10,000.00	0.00	0.00
	<b>72,055.00</b>	<b>72,055.00</b>	<b>72,055.00</b>	<b>81,230.00</b>	<b>70,861.00</b>	<b>72,106.00</b>
Awards and Recognition	400.00	400.00	400.00	500.00	250.00	270.00
Audit Fees	3,500.00	3,500.00	3,000.00	3,000.00	0.00	3,000.00
Bank Charges	50.00	50.00	50.00	200.00	200.00	107.00
Conference	0.00	0.00	0.00	20,000.00	0.00	0.00
Communication & Website Development	0.00	0.00	0.00	9,650.00	5,000.00	345.00
Executive Director Travel	2,750.00	2,750.00	3,250.00	2,500.00	2,500.00	2,508.00
TAAPCS Chair Travel	2,000.00	2,000.00				
Insurance	1,925.00	1,925.00	1,925.00	1,850.00	1,850.00	1,750.00
Misc (Postage, Printing, CASS)	1,900.00	1,900.00	1,900.00	1,500.00	1,500.00	498.00
Professional Fees	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,397.00
Regular Meeting Costs	16,000.00	16,000.00	16,500.00	16,000.00	15,000.00	14,219.00
Committees	1,530.00	1,530.00	2,530.00	1,530.00	1,000.00	0.00
Website & Publications	2,000.00	2,000.00	2,000.00	2,000.00	1,000.00	1,120.00
	<b>72,055.00</b>	<b>72,055.00</b>	<b>71,555.00</b>	<b>98,730.00</b>	<b>68,300.00</b>	<b>64,214.00</b>
	0.00	0.00	500.00	-17,500.00	2,561.00	7,892.00

## **EXECUTIVE COMMITTEE (Draft 04/06/2020)**

### **Mandate:**

The Executive Committee will:

- Support operation of the Board of Governors (Board), Officers of the Association and all Board Committees, as defined in Bylaw Articles 2, 3 & 12, such that decisions and actions necessary for successful conduct of the Association are executed as required, within the framework of TAAPCS bylaws, policies and administrative procedures, and reported to the Board at regular or special meetings.
- Consider urgent matters on behalf of the Board, between scheduled meetings of the Board, which cannot be deferred until the next scheduled meeting of the Board, and report to The Board on matters the Executive Committee has considered and any decisions undertaken on the Board's behalf.

### **Composition:**

TAAPCS Chair, Vice-Chair, Secretary, Treasurer, President, Vice-President, and Executive Director, including such co-positions as declared who may attend together or as alternates.

### **Chair and Recorder:**

- Chair rotates between the Chair of the Board of Governors and President, deferring to the person calling the meeting.
- Recorder chosen from committee member volunteers

### **Term:**

- 2 years to maximum of 4 years for committee members
- Chair reviewed every year

### **Meetings:**

- Bi-Monthly - September to June and/or as required
- Meetings to be called by President or Board Chair

### **Quorum**

- A quorum consists of all members of the Executive Committee.
- Executive Committee should not meet without quorum.
- Co-positions will each hold ½ vote if both are present, or a full vote if only one is present.
- The Committee will strive for consensus; in the event of a deadlocked vote the Board Chair shall cast 2 votes.

### **Notes or Minutes**

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

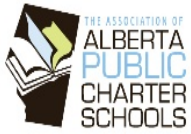
### **Budget:**

Annual budget will be determined during budget approval process.

### **Responsibilities:**

- To deliver to the Officers of the Association such support and guidance as required for the successful execution of their roles as described in The Association Bylaws.
- Consider items and policy directions from the Priorities Committee, the SST Committee and Alberta Education for decisions and recommendations to the Board of Governors;
- Make executive decisions as necessary on behalf of the TAAPCS Board of Governors
- Adequately document any consideration made and decisions taken by the Committee for report to the Board.
- To support the Chair in providing leadership, facilitate discussion at Board meetings and contribute to the Board's agenda by advising the Board on strategic and operational matters.
- To advise the Board on any other matters referred to the Executive Committee by the Board.





## THE ASSOCIATION OF ALBERTA PUBLIC CHARTER SCHOOLS

### SPRING GENERAL MEETING Saturday, May 2, 2020 Conference Call / 9 AM to 12 PM

#### Draft Agenda

#### 1. Call to Order

- 1.1. Introductions
- 1.2. Consideration of Agenda
- 1.3. 02/04/20 - 1SGM Approval of Agenda
- 1.4. 02/04/20 - 2SGM Approval of AGM Minutes as circulated.

#### 2. Reports (circulated)

- |                                       |                  |
|---------------------------------------|------------------|
| 2.1. Charter Board Directors Report   | Ron Koper        |
| 2.2. Officers and EAC/SST Report      | Dale Erickson    |
| 2.3. Correspondence                   | Deborah Huff     |
| 2.4. Communication Committee Report   | Dan Hansen       |
| 2.5. Alberta Education Field Services | Maurice Trottier |

#### 3. Business Arising

- 3.1. Response from Government re: Superintendent Compensation (letter attached)
- 3.2. Financial Report Cole Jordan

#### 4. New Business (& Discussion)

- 4.1. Budget 2020-2021
  - 4.1.1. 02/05/20 - 3SGM Moved that the 2020-2021 budget (Appendix 1) be approved as presented.
- 4.2. Committee / Policy Amendments (Streamlining Proposals)
  - 4.2.1. 02/05/20 - 4SGM Moved that the Policy changes (Appendix 2) be approved as presented for implementation of the Streamlining Proposals (Appendix 3).
- 4.3. Speaking with One Voice
  - 4.3.1. 02/05/20 - 5SGM Moved that the Speaking with One Voice documents be approved as presented (Appendix 4).
- 4.4. Charter School Conference 2021
  - 4.4.1. 02/05/20 - 6SGM Moved that \_\_\_\_\_ Charter be approved as host of the 2021 Charter School Conference, to be held at \_\_\_\_\_ on (date) \_\_\_\_\_.
- 4.5. Meeting Dates 2020 and 2021.
  - 4.5.1. 02/05/20 - 7SGM Moved that the following meeting dates and locations be approved.
    - 4.5.1.1. TAAPCS AGM for fall 2020 be held at \_\_\_\_\_ on (dates) \_\_\_\_\_
    - 4.5.1.2. TAAPCS SGM for spring 2020 be held at \_\_\_\_\_ on (dates) \_\_\_\_\_
    - 4.5.1.3. TAAPCS AGM for fall 2021 be held at \_\_\_\_\_ on (dates) \_\_\_\_\_

#### Attachments / Appendices

- 1: 2020/2021 draft budget
2. Policy Amendments
3. Streamlining Proposal
4. Speaking with One Voice document
5. (New) Committees terms of reference (Executive Committee, Priorities Committee, SST Committee, School Leadership Committee)

## **TAAPCS PRIORITIES COMMITTEE (TPC) (Draft/April 2, 2020)**

### **GENERAL MANDATE:**

The Priorities Committee will:

- Oversee and provide input regarding the internal and external communication for TAAPCS;
- Consider new policies and existing policies at the time of regular reviews. They will provide a stakeholder view to the process of policy Development. (Note: The adoption of new policies and the revision of existing policies are the responsibility of the Board of Governors. The Board encourages the participation of individuals and groups through the policy development process.)
- Organize governance and leadership professional development activities for the charter association board specifically and all directors generally.
- Develop and oversee an internal annual awards and recognition policy and provide oversight for Association Awards. See *Awards and Recognition Program*.

### **Composition:**

- One representative (Superintendent, Secretary-Treasurer, or Board Director) from each charter school;
- TAAPCS Chairman
- TAAPCS President
- Executive Director

### **Chair and Recorder:**

- Chair chosen from committee member volunteers
- Recorder chosen from committee member volunteers

### **Term:**

- 2 years to maximum of 4 years for committee members
- Chair reviewed every year

### **Meetings:**

- Monthly - September to June
- Initial meeting called by President or Chair

### **Notes or Minutes**

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

### **Budget:**

Annual budget will be determined during budget approval process.

## **Responsibilities:**

### With regard to Communications

- Receive reports on communications between TAAPCS stakeholders
- Receive reports on TAAPCS external communications
- Discuss and advance current and future communication items, both internal and external, and refer the communication related recommendations to SST committee, the Executive committee and to Boards for eventual AGM and SGM motions.

### With regard to Policy

- Review policies as per scheduled review process approved in principle from 2017 Spring General Meeting
- Suggest revisions if necessary
- Recommend policies for consideration to Executive Director
- Review and suggest revisions for new policies brought forward to the committee
- Review and suggest revisions for existing policies during the 3-year review
- Recommend policy changes to Boards for considerations for AGM and SGM

### With regard to Board Development

- Survey board directors, charter school directors and superintendents for PD topics
- Develop a short and long range PD plan
- Determine viable options, i.e. association needs, level of interest, availability of speakers, time, and location
- Provide input to association budget development
- Communicate with stakeholders
- Implement, review and update plan

### With regard to Awards

- Develop an internal annual awards and recognition plan
- Put in place a process for consulting all schools
- Provide input into budgeting process
- Review plan annually
- Assume responsibility for the external Halvar Jonson Award. (Appendix 1)
- Make recommendations on same

## **(APPENDIX)**

### **PRESENT COMMITTEE FORMATS to be replaced by Priorities Committee**

#### **AWARDS AND RECOGNITION COMMITTEE (ARC)**

##### Mandate:

The Awards and Recognition Committee will develop and oversee an internal annual awards and recognition policy and provide oversight for Association Awards. See *Awards and Recognition Program*.

##### Composition:

- 2 Calgary and area members
- 2 Edmonton and area members
- President or delegate
- Superintendent (optional)
- Director (optional)
- Executive Director ex officio

##### Chair and Recorder:

- Chair chosen from committee member volunteers
- Recorder chosen from committee member volunteers

##### Term:

- 2 years to maximum of 4 years for committee members
- Co-chairs reviewed every 2 years

##### Meetings:

- Minimum of 2 meetings per year
- Initial meeting called by President
- Second mandated meeting set by committee
- Co-chairs may call additional meetings if needed.
- Meetings can be face to face or by electronic means

##### Minutes:

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

##### Budget:

Annual budget will be determined during budget approval process.

##### Responsibilities:

- Develop an internal annual awards and recognition plan
- Put in place a process for consulting all schools
- Provide input into budgeting process
- Review plan annually
- Assume responsibility for the external Halvar Jonson Award. (Appendix 1)
- Make recommendations on same
- Report at Spring General Meeting

### **3. GOVERNANCE/ BOARD DEVELOPMENT COMMITTEE (GBDC)**

Mandate: The board development committee will organize governance and leadership professional development activities for the charter association board specifically and all directors generally.

Composition:

- 2 Association board members including Chair or designate.
- 2 school board members, one from Calgary and area, one from Edmonton and area
- President and vice president
- Executive Director ex officio

Chair and Recorder:

- Chair chosen from committee member volunteers
- Recorder chosen from committee member volunteers

Term:

- 2 years to maximum of 4 years for committee members
- Co-chairs reviewed every 2 years

Meetings:

- Minimum of 2 meetings per year
- Initial meeting called by President
- Second mandated meeting set by committee
- Co-chairs may call additional meetings if needed.
- Meetings can be face to face or by electronic means

Minutes:

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

Budget:

Annual budget will be determined during budget approval process.

Responsibilities

- Survey board directors, charter school directors and superintendents for PD topics
- Develop a short and long range PD plan
- Determine viable options, i.e. association needs, level of interest, availability of speakers, time, and location
- Provide input to association budget development
- Communicate with stakeholders
- Implement plan
- Review and update
- Report at Spring General Meeting

### **4. COMMUNICATIONS COMMITTEE (CC)**

Mandate: The communications committee will oversee and provide input regarding the internal and external communication for TAAPCS.

Composition:

- 2 Calgary and area members
- 2 Edmonton and area members
- President or designate
- Board Chair or designate
- Superintendent (optional)
- Director (optional)
- Executive Director ex officio

Chair and Recorder:

- Chair chosen from committee member volunteers
- A meeting note recorder chosen from committee member volunteers

Term:

- 2 years to maximum of 4 years for committee members
- Co-chairs reviewed every 2 years

Meetings:

- Minimum of 2 meetings per year
- Initial meeting called by President
- Second mandated meeting set by committee
- Co-chairs may call additional meetings if needed.
- Meetings can be face to face or by electronic means

Minutes:

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

Budget:

Annual association budget will be determined in consideration of committee recommendation.

Responsibilities:

- Review the 2017 work of the Communications Ad Hoc Committee
- Further develop this plan, short range for the 2017-2018 fiscal year
- Continue with long range planning into next three years 2018-19, 2019-20. 2020-21
- Provide updates on government actions during pre-election year to committee through Executive Director
- Assess communication actions and fine tune
- Report at Spring General Meeting

**1. POLICY ADVISORY COMMITTEE (PAC)**

Mandate: The Policy Advisory Committee will consider new policies and existing policies at the time of regular reviews. They will provide a stakeholder view to the process of policy Development.

The adoption of new policies and the revision of existing policies are the responsibility of the Board of Governors. The Board encourages the participation of individuals and groups through the policy development process.

Composition:

- 1 Calgary and area member
- 1 Edmonton and area member

- Vice President or designate
- Board Vice Chair or designate
- Superintendent (optional)
- Director (optional)
- Executive Director ex officio

Chair and Recorder:

- Chair chosen from committee member volunteers
- The Executive Director shall be the meeting note recorder

Term:

- 2 years to maximum of 4 years for committee members
- Chair or Co-chairs reviewed every 2 years

Meetings:

- Minimum of 2 meetings per year preceding the general meetings
- Initial meeting called by Executive Director
- Second mandated meeting set by committee
- Co-chairs may call additional meetings if needed
  
- Meetings can be face-to-face or by electronic means

Minutes:

- Meeting Notes Template is available
- Notes to be forwarded to Committee Members within 1 week following the meeting

Responsibilities:

- Review policies approved in principle from 2017 Spring General Meeting
- Suggest revisions if necessary
- Recommend policies for consideration to Executive Director
- Review and suggest revisions for new policies brought forward to the committee
- Review and suggest revisions for existing policies during the 3-year review

## **SCHOOL LEADERSHIP LEARNING COMMITTEE (SLLC) – (draft 200402)**

**Mandate:** The School Leadership Committee will provide leadership learning opportunities to senior, school and aspiring leaders within the Charter School Community.

### **Composition:**

- All interested TAAPCS Principals, with a minimum of one Principal from the North and one Principal from the South
- Superintendent representative
- The Executive Director is an ex-officio member of the committee

### **Chair and Recorder:**

- Chair chosen from committee member volunteers
- Recorder chosen from committee member volunteers

### **Term:**

- 2 years to maximum of 4 years for committee members
- Co-chairs reviewed every 2 years

### **Meetings:**

- Minimum of 2 meetings per year
- Initial meeting called by previous Committee President
- Second mandated meeting set by committee
- Co-chairs may call additional meetings if needed.
- Meetings can be face to face or by electronic means

### **Minutes:**

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

**Budget:** Expenses for Committee meetings and school and system leader professional development are paid by Member Schools.

### **Responsibilities:**

- Survey members for suggested leadership professional development needs within their organization.
- Consider a balanced approach of theory and practice-informed alternative learning opportunities.
- Consider government goals and strategies in their three-year plan.
- Consider educational issues as they arise
- Consider introductory leadership learning for aspiring leaders within the association
- Produce a short-range plan for each school year and evaluate the plan annually
- Liaise with the Conference Committee to share events.
- Seek opportunities to invite external educators to TAAPCS events. (Priorities Committee)



## **TAAPCS**

### ***Speaking with One Voice 7 (February 2020)***

There are three parts to this exercise.

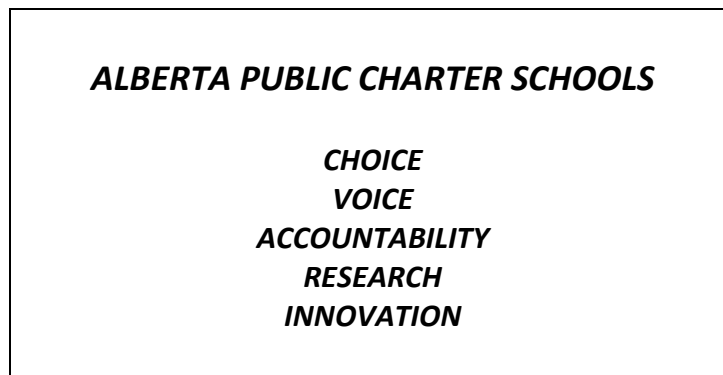
---

1. **One** is the notion of an “Elevator Speech”. This is comprised of a few main points we want to make when having a brief opportunity to talk about Charter Schools. An ongoing idea is that should fit on the back of a business card, and that it would be printed as such with TAAPCS basic information on one side and the elevator speech points on the other. This could also be printed on the back of individual charter school cards.

One main point, for example, is that our schools are **public**. It seems like, 25 years later, this is still misunderstood.

After a long series of discussions at the Communication Committee and the Superintendent / Secretary Treasurer table, the consensus iteration is as follows:

#### ***BACK OF A BUSINESS CARD***



2. **Second** is some information that is *connected to* the business card idea, but not published. It is strictly for the purposes of informing any conversation that you may have, connected to the business card. A draft of this is below:

### ***ALBERTA PUBLIC CHARTER SCHOOLS***

Charter schools in Alberta are public schools. They have essentially the same per student funding and cannot charge tuition or be religiously affiliated. Teachers are certified in the same manner as all other public school teachers in the province, and students follow the mandated provincial Programs of Study.

### ***CHOICE***

Charter schools are an important element of the strength and quality of educational in Alberta, one of many options providing choice to parents in the province. Parents who choose charter schools subscribe to the mission and educational approach of the charter school their children attend.

### ***VOICE***

Charter schools are autonomous from other educational jurisdictions, and are governed by non-profit societies with boards elected by members of the society. Charter schools provide for the opportunity for parents to participate in a unique way in the education of their children, including voting for board directors as members of the society. Parents have a strong voice in charter schools and the overall engagement of the various stakeholders in a charter school community is exemplary.

### ***ACCOUNTABILITY***

Charter schools are accountable directly to the Minister of Education through their mandated model of governance. Each charter school has an elected Board of Directors, teaches to the regular Programs of Study of the province, and reports annually to the Minister through their Annual Education Plan and their Annual Educational Results Report. Finances are subject to an annual audit, which is posted on the Alberta Education website. In addition, charter schools are subject to regular and rigorous evaluations by researchers from the Minister of Education.

### ***RESEARCH***

Charter schools have a particular mandate to do research on the educational strategies employed with their students. Supported by partners in Alberta Education as well as Universities, Charter schools undertake various forms of research and cooperate together to share their findings.

### ***INNOVATION***

Charter schools are innovative by definition and by their very nature. Charter schools are approved by the Minister of Education on the basis of an innovative approach to teaching and learning. In addition, charter schools, due to their level of autonomy, tend to be nimble and responsive to improved ways of delivering education to their students based on both action research and formal research done at the school.

3. **Third** is a complete set of Charter School Facts for posting on the website as well as for distribution. This is also in progress. Some draft ideas are below.

## **CHARTER SCHOOL FACTS**

### ***Alberta Charter Schools are Public***

Charter schools in Alberta are public schools. We receive slightly less per student funding and cannot charge tuition or be religiously affiliated. Teachers are certified in the same manner as all other public school teachers in the province, and students follow the mandated provincial Programs of Study.

### ***Alberta Charter Schools give parents a Choice***

Charter schools are an important element of the strength and quality of educational in Alberta, one of many options providing choice to parents in the province. Parents who choose charter schools subscribe to the mission and educational approach of the charter school their children attend.

### ***Alberta Charter Schools give parents a Voice***

Charter schools are autonomous from other educational jurisdictions, and are governed by non-profit societies with boards elected by members of the society. Charter schools provide for the opportunity for parents to participate in a unique way in the education of their children, including voting for board directors as members of the society. Parents have a strong voice in charter schools and the overall engagement of the various stakeholders in a charter school community is exemplary.

### ***Alberta Charter Schools are Accountable***

Charter schools are accountable directly to the Minister of Education through their mandated model of governance. Each charter school has an elected Board of Directors, teaches to the regular Programs of Study of the province, and reports annually to the Minister through their Annual Education Plan and their Annual Educational Results Report. Finances are subject to an annual audit, which is posted on the Alberta Education website. In addition, charter schools are subject to regular and rigorous evaluations by researchers from the Minister of Education.

### ***Alberta Charter Schools are Innovative***

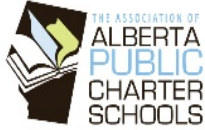
Charter schools are innovative by definition and by their very nature. Charter schools are approved by the Minister of Education on the basis of an innovative approach to teaching and learning. In addition, charter schools, due to their level of autonomy, tend to be nimble and responsive to improved ways of delivering education to their students based on both action research and formal research done at the school.

### ***Alberta Charter Schools have a Research Mandate***

Charter schools have a particular mandate to do research on the educational strategies employed with their students. Supported by partners in Alberta Education as well as Universities, Charter schools undertake various forms of research and cooperate together to share their findings.

### ***Alberta Charter Schools are Diverse***

Charter schools meet diverse educational needs. Due to the variety of programming offered in the different charters, charter schools offer specialized programming that supports all types of learners. These range from learning challenged to gifted, and from second language to mature learners, as well as offering specialized programming for the arts, the sciences, and gender specific approaches to teaching and learning.



## THE ASSOCIATION OF ALBERTA PUBLIC CHARTER SCHOOLS

### **SUPERINTENDENTS/SECRETARY-TREASURERS (SST) COMMITTEE (DRAFT)**

**Mandate:**

The SST Committee will provide administrative advice and support to the Executive Committee, the Officers of the Association and the Executive Director.

**Composition:**

The committee includes all TAAPCS Superintendents and Secretary-Treasurers. The Executive Director is an ex-officio member of the committee.

**Chair:** The President or Vice President of the Officers chairs the meetings. Association Secretary shall keep meeting notes.

**Term:** N/A

**Meetings:** Meetings are held quarterly.

**Notes or Minutes:** The Association Secretary shall keep meeting notes and forward them to the Executive Director within one week of the meeting.

**Budget:** Expenses for committee members are paid by Member Schools. Conference call and Executive Director expenses are paid by the Association.

**Responsibilities:**

The Officers are a liaison between SST committee members and the Board of Governors. The committee will:

- Receive a regular report from the TAAPCS/Alberta Education contact person/seek explanations and understanding on Alberta Education items arising;
- Respond to requests for input/advice/feedback from governance committees (Executive and Priorities Committees), particularly:
  - review of the budget and fees
  - review of the committee structures and terms of reference
- Share and discuss operational concerns/items arising that are of common interest to Superintendents and Secretary-Treasurers;
- Direct, through the President/Vice-President, questions to governance committees and requests to consider action items;
- Receive reports and discuss items from the Research Committee, Conference Committee and School Leadership Learning Committees as required;
- Discuss any items deemed relevant to the committee and not covered by the mandate items above.

## STREAMLINING TAAPCS STRUCTURES AND PROCEDURES

### Background

At the November 2019 AGM, recommendations were approved in principle with the goal of streamlining TAAPCS structures and procedures. The recommendations were to:

- Better utilize the Officers for advice to the Board of Governors
- Eliminate the EAC as the officers can get input through the Superintendent/Secretary Treasurer meetings (inherent redundancy).
- Restructure the Communications Committee to include a representative from every school.
- Review the committee organization under the Communications Committee to better utilize the volunteer aspect of our Association

### Why?

The rationale for these recommendations is as follows:

- Cannot get volunteers for the various committees
- Will get more forward momentum with a smaller group of more highly involved people
- Producing more momentum will create more energy to be involved with ad-hoc projects
- Produce association leadership grounded in educational experience

### Development and Considerations

The present Communications Committee, the Executive and the EAC/SST group have all reviewed the following proposals and they have received general support. An item for further discussion by Superintendents would be the School Leadership Learning component/committee, as this has some historical background including funding, but is currently facilitated in an ad hoc manner by a group of Calgary Principals.

## Proposal:

Streamline the operations of the TAAPCS Committee structure, as suggested and approved in principle at the 2019 AGM. The proposal described will move from 10 formal entities to 6.

<u>From</u>	<u>To</u>
Executive	Executive Committee
Communications Committee	TAAPCS Priorities Committee
Awards and Recognition Committee	TAAPCS Priorities Committee
Governance/ Board Development Committee	(Ad Hoc Committee; TPC strikes)
Policy Advisory Committee	S/ST Committee
Conference Committee	Research, Supports and Promotion Committee
Executive Advisory Committee (EAC)	SLL Committee
Research Support and Promotion Committee	SLL Committee
School Leadership Learning Committee	SLL Committee
TAAPCS Directors' Committee	Use for bi-annual meetings prior to SGM & AGM

### Proposed that\*:

1. The current “Communications Committee” be renamed the “TAAPCS Priorities Committee” as a Standing Committee.
  2. The current membership of the “TPC” be expanded to have at least one representative from all charter schools.
  3. The mandate of the “TPC” be expanded to include making recommendations and responding to the mandates of the following:
    - a. Communications
    - b. Policy Advisory
    - c. Awards and Recognition
    - d. Board Professional Learning
  4. The EAC become the S/ST (Superintendents/Secretary Treasurers) group with the goals of discussing items that are strictly operational between Superintendents and Secretary Treasurers as well as providing advice and feedback to the Board of Governors Executive Committee and the TP Committee as required.
  5. An “Executive Committee” be formed as a Standing Committee being composed of the Board of Governors Chair and Vice-Chair, the President, Vice-President, Treasurer and Secretary of the S/ST, and the Executive Director.
  6. The Research Supports and Promotion Committee be maintained as a Standing Committee
  7. The Conference Committee be struck as an Ad Hoc committee to plan each biannual Charter School conference.
  8. The School Leadership Learning Committee be a Standing Committee of Charter School Administrators and the Executive Director.
- These proposals would be activated with amendments to TAAPCS policies with details of each committee.