



Public Board & Organizational Meeting

Wednesday, January 26, 2022

6:30-9:00 p.m.

Online via Zoom

ATTENDEES

Board and Executive: Chair Jeff Wilson, Vice-chair Jenny Hill, Director Amanda Fisher, Director Naren Makwana, Director Randall Spahl, Director Gopal Saini, Director Sam Jin, Director Shahid Qureshi, Director Ketan Lakhani, CEO Roger Nippard, COO Kurtis Leinweber, incoming CFO Jhamily Estrada, outgoing CFO Reta Morgan, CI Justin Kool, EA Phoebe Greentree

Gallery: Meredith Poole, Paul Bushell, Brad Pfeifer, Hatef Keshvadi, Krish, Amel, Galaxy, Jehn Scantlebury, Rachel Bradley, Macarena Cameron, Olivia & Mia L, Fidan Sagiyeva, Oluwadamilola Awoniyi, Amanda Lomboy, Andre Shoucri, Lillian, Kulbir, Derek L, Chris, Wendy, Vance, ALakusta, Larissa Reichert, 1761002, Rachel.

MINUTES

6:30 p.m. CALL TO ORDER

LAND ACKNOWLEDGEMENT

FFCA acknowledges that our campuses are located on the ancestral and traditional territory of the Blackfoot Confederacy: Kainai, Piikani and Siksika, as well as the Tsuut'ina First Nation and Stoney Nakoda First Nation. We acknowledge this territory is home to the Metis Nation, Region 3 and further acknowledge all Nations – Indigenous and non- who live, work, and play on this land.

1. Oath of Office: performed by Commissioner of Oaths, CEO Roger Nippard
 - 1.1. Ketan Lakhani
 - 1.2. Gopal Saini
2. Review of Meeting Agenda: no updates
3. Consent Agenda

2022-01-26-1CA I MOVE that the Consent Agenda for January 26, 2022, and the Public Board Meeting minutes of November 24, 2021, be approved by the Board as presented; that the Board accept the resignations of Employee 10759, effective November 24, 2021, and employee 10883, effective December 7, 2021; and that the Board receive for information the correspondence from Minister LaGrange on January 24, 2022.
MOVED by Director Wilson and seconded by Director Makwana. CARRIED.

Organizational Agenda:

4. New Director Onboarding: CEO Nippard reported that all paperwork listed below for our new Directors, exclusive of Criminal and Intervention Record Checks (typical processing time is 5-6 weeks), has been received and is on file.
 - 4.1. Advice to Payroll
 - 4.2. Acceptable Internet Usage
 - 4.3. Confidentiality Agreement
 - 4.4. Disclosure of Personal Interests
 - 4.5. Declarations of Key Management Personnel – Financial Reporting
 - 4.6. Criminal Record Check
 - 4.7. Intervention Record Check

5. Election of Board Officers

- 5.1. Chairperson: Director Wilson nominated by Director Hill. Accepted. After two further calls for nominations, none were forthcoming. Director Wilson was acclaimed to the position of Chairperson.
- 5.2. Vice-Chairperson: Director Hill nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Hill was acclaimed to the position of Vice-Chairperson.
- 5.3. Treasurer: Director Qureshi nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Qureshi was acclaimed to the position of Treasurer.

5.3.1. Delegate Role of Treasurer

Background: the FFCA Bylaws state that "The Board may delegate these duties (i.e. Treasurer) to a paid staff member responsible to the Board of Directors. The Treasurer and any such paid staff member shall be bondable."

2022-01-26-10A I MOVE that the duties of Treasurer be delegated by the Board to FFCA's CFO / Secretary-Treasurer.

MOVED by Vice-Chair Hill and seconded by Director Makwana. CARRIED.

- 5.4. Secretary: Director Lakhani nominated by Vice-Chair Hill. Accepted. After two further calls for nominations, none were forthcoming. Director Lakhani was acclaimed to the position of Secretary.

5.4.1. Delegate Role of Secretary

Background: the FFCA Bylaws state that "The Board can vote to delegate the duties of the Secretary to a staff member."

2022-01-26-20A I MOVE that the duties of Secretary be delegated by the Board to FFCA's Executive Assistant to the Superintendent, but specific duties may be recalled or re-delegated at the Secretary's discretion upon notification to the Superintendent.

MOVED by Director Fisher and seconded by Director Qureshi. CARRIED.

6. Appointment to Board Committees/Committee Chair Selection

- 6.1. Executive Committee: Chair Wilson, Vice-Chair Hill.
- 6.2. Policy & Performance Review Committee (PPR): Director Jin nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Jin was acclaimed to the position of PPR Chair. The remaining committee seats will be comprised of Director Qureshi, Director Spahl, and Director Lakhani.
- 6.3. Communications & Community Relations Committee (CCR): Director Fisher nominated by Vice-Chair Hill. Accepted. After two further calls for nominations, none were forthcoming. Director Fisher was acclaimed to the position of CCR Chair. The remaining committee seats will be comprised of Director Makwana, Director Saini, and Vice-Chair Hill.
- 6.4. Audit Committee: Director Qureshi nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Qureshi was acclaimed to the position of Audit Committee Chair.
- 6.5. TAAPCS Committee Representative: Vice-Chair Hill nominated by Director Jin. Accepted. After two further calls for nominations, none were forthcoming. Vice-Chair Hill was acclaimed to the position of TAAPCS Committee Representative.

7. Review of Banking Arrangements:

2022-01-26-30A I MOVE that the Board approve the following officials to sign bank documents:

- Chairperson
- Vice-Chairperson
- CEO / Superintendent (administrator)
- CFO / Secretary-Treasurer (administrator)
- COO / Deputy Superintendent (administrator)

Further, that each bank document is to be signed by two officials, with at least one of the two officials being an administrator. And finally, that those payments (cheques and EFTs) with a value of \$2,000 and less require only one signature of an authorized official.

MOVED by Director Makwana and seconded by Director Fisher. CARRIED.

8. Review of Audit Arrangements: Year four of a five-year contract with RSM. No discussion.
9. Review of Director Handbook: New Directors were oriented prior to tonight regarding key points. Director Qureshi has endeavoured to review the handbook in the coming year through the PPR committee.
10. Work Plan: approved and in the Board's Sharepoint folder.

Regular Agenda:

11. Superintendent's Report:
 - Welcome to our new CFO, Jhamily Estrada. Jhamily has an impeccable background as the former CFO of YMCA, Calgary and has worked with Ontario Infrastructure. Jhamily is outgoing, very engaging and a great addition to our staff!
 - Delay in the hazmat at the NHS; but the project, managed by AB Infrastructure, is moving forward. There will be some items that will come at a cost to FFCA; we will approach the board regarding those in the coming months.
 - ERM Framework and Risk Register: work in progress. One of two in education who are heavily engaged. We meet quarterly with MNP to assess any change in priorities and risks, developing risk mitigation plans for the highest six areas of risk. One item has been elevated, Health and Wellness, due to the state of the pandemic.
 - Pandemic: Delay to in-school learning due to the case numbers was announced December 30, 2021. It has been challenging to have our buildings cleaned due to our contractor being short-staffed. Busses have been running, but not without delays! Fortunately, we have not had to cancel any routes. Last week, there were about 28 teachers absent with no available substitutes to provide coverage. Normally we see about 20 absences, last week, there were between 80-87. Teachers/Admin and others have been relocated to alternate work sites to maintain coverage. We have not adopted a hard threshold for moving online, dealing with situations on a case-by-case basis. Come February, our students aged 5 through 12 will be eligible to be fully vaccinated, and hopefully, we can get back to being fully operational!
 - Charter School Partners: Classical Academy has reached out to request a partnership with us, similar to our recent partnership with STEM.
 - Specialized Learning Supports (SLS) fund review: the consultant has been named. FFCA must provide support to students who require them; we are only provided 1/3 of the SLS funding that other public school students receive. Single biggest variance in our funding in relation to other boards.
 - Waitlist: our Board made the decision to move to a full lottery five years ago so that everyone would have an opportunity to gain admission. The upcoming Kindergarten classes (22/23) will be filled by the lottery process after accepting any students with sibling status.

Question: Will the Government of Alberta continue to provide masks and rapid tests for the remaining of the school year? The current plan is one more shipment of rapid tests (2.5 week supply) and an eight-week supply of masks. Check Amazon, Costco and medical supply stores for child-sized masks, if you require them. Was an eight-week plan to get staff and students through this wave.

Question: Parents are asking about the waitlist and what we are working on to help the large numbers waiting. What can we tell them? Board has passed the Managed Growth Plan intended to double FFCA's capacity. Parents can contact their MLA to advocate for facilities for Charter Schools.

Question: If the Bus app isn't showing an accurate location of the bus, who should parents contact? Please get in touch with the Director of Transportation.

12. Information Items

- 12.1 Standing Item: Administrative Procedures (All attached. Approved, & Posted)
 - 12.1.1. AP-C-201.1 Critical Response Plan
 - 12.1.1.1. AP-C-201.1.1 Critical Incident Reporting Form
 - 12.1.1.2. AP-C-201.1.2 Student/Volunteer Accident Injury Reporting Form
 - 12.1.2. AP-C-201.2 Emergency School Closure

12.1.2.1. AP-C-201.1.1 Emergency School Closure Contact Info
SECURE ACCESS ONLY

12.1.3. AP-C-202.1 Pandemic Planning

12.1.4. AP-G-301.2 Local Authorities Pension Plan (LAPP)

12.1.5. AP-I-603.1 Managing Risk of Physical Activities: directed towards high-risk activities at the campus rather than on a field trip

12.2 Standing Item: Strategic/Education Plan Update: Involved in a study with the Universities of Calgary and Alberta looking at Global Competence. The study findings are being presented via Webinar on February 18 to an AB audience.

12.3 Standing Item: High School Update: see Superintendent's Report

12.4 Standing Item: COVID Response: see Superintendent's Report

13. Discussion Items

13.1. Q1 Report for information: for the period ending November 30, 2021

2022-01-26-1RA I MOVE that the Board receive for information the FFCA 2021-22 First Quarter Financial Report as presented.

MOVED by Vice-Chair Hill and seconded by Director Spahl. CARRIED.

13.2. Calendar 2022-23 Approval: worked towards aligning FFCA calendar to other boards as much as possible, later start date, and includes September 30 - National Day for Truth and Reconciliation.

2022-01-26-2RA I MOVE that the 2022-23 Calendars be approved by the Board as presented.

MOVED by Director Lakhani and seconded by Director Qureshi. CARRIED.

14. Committees/Liaison Reports

14.1. Executive Committee: met once since the AGM. Discussed tonight's agenda and aligned with a third party to provide Governance Training for our Board.

14.2. Communications and Community Relations (CCR): will be connecting next month and formulating a plan for the next year.

14.3. Policy and Performance Review (PPR): will be looking at the policies up for review in the coming months.

14.3.1. Policy 09 Being Heard – THIRD READING

2022-01-26-3RA I MOVE that Policy 09 Being Heard be approved by the Board for Third Reading as presented.

MOVED by Director Jin and seconded by Director Makwana. CARRIED.

14.3.2. Policy 18 Parental Partnership – THIRD READING

2022-01-26-4RA I MOVE that Policy 18 Parental Partnership be approved by the Board for Third Reading as presented.

MOVED by Director Jin and seconded by Director Makwana. CARRIED.

14.4. Audit Committee: Director Qureshi will be reaching out to stakeholders for feedback to align the committee with best practices in the education sector as well as the private sector.

14.5. TAAPCS Board Rep Report: the Calgary Classical Academy is planning to open its doors in September. The TAAPCS Executive Director, John Picard, has resigned and will be the new Superintendent for the Calgary Classical Academy this fall! TAAPCS is still forging ahead with equitable funding for all AB students, specifically in regards to SLS funding.

14.6. ASC Rep Report: No ASC meeting in January.

15. Director Highlights:

- Director Makwana: welcome to the new Directors! Change is good and welcomed. Congratulations to the new CFO Estrada.
- Director Qureshi: really happy and excited to see the new Directors and hear their unique mindset! Thank you to outgoing CFO Morgan, and welcome to incoming CFO Estrada!
- Director Fisher: Appreciation to the staff and admin for all they are doing throughout the pandemic. Received notice of a bus disruption with plenty of time to make alternate arrangements. Kudos to everyone for keeping all the balls in the air!
- Director Spahl: Would like to acknowledge the health care and education staff and all the people working/keeping us going during the last two years of COVID.

- Director Jin: Appreciate the support and effort of administration through this fifth wave. All the work behind the scenes is very important and appreciated!
- Vice-Chair Hill: highlight was Governance training on Saturday. The morning was an orientation session for the new Directors. She learned a lot at orientation, even after 10 years of being involved with FFCA. We are celebrating our 25th year, and it's neat to hear where we came from (basement of a church!).
- Director Lakhani: orientation was much appreciated. He is excited to be part of the team and is hoping to learn from all the experience around the table. Looking forward to working with everyone.
- Director Saini: thanks for the contributions of our outgoing Directors. Looking forward to making contributions to FFCA and our children's future.
- Chair Wilson: took a trip to the NHS to see the heavy equipment and the work going on there. It's a real, tangible demonstration that this is actually happening; I got chills!! It's been a long haul since 2014, when this project was announced! The first capital-built project for a charter school in our province's history! We should all be immensely proud!!

16. Open to Gallery:

- Icy roads for NMS pick up and drop off in the alley: We encourage parents to avoid the back alley and instead drop students off on the North side of McKnight and have the students cross on the overpass.
- What is the Board's stance on student vaccinations? We are in alignment with the province – this is up to the parents of the child.
- When will Kindergarten students be receiving their offers for September? Siblings will be offered first, then moving to the seats filled via the lottery from March through June.
- Any idea when vaccinated parents can resume volunteering in the campuses? With the influx of cases, this is delayed, but as soon as circumstances change, we will revisit this. Will this depend on individual campus Principal Educators? The expectation will be consistent across all campuses.
- Will the SHS close when the NHS campus is complete? Our hope is that we will find an alternate location for our SHS. Our new building will not accommodate the student numbers from both campuses.
- French/Spanish/STEM course availability? We already integrate STEM into our K to grade 8 academics and have some elective options in grade 9 to 12. We struggle to maintain a second language in grades 9 to 12 due to lack of interest. We haven't had more than eight grades 10 to 12 students show interest in a second language in recent years.
- Why are AP courses no longer offered? Will they be offered in the future? We need enough demand to have a sustainable program. Recently, there have not been enough students requesting AP classes.

17. Chairperson's Remarks: Thank you, fellow Directors for the confidence in me as Chair. I want to acknowledge the significant heavy lifting by our Administrators. It has been an immense challenge for staff, parents, and students to maintain operation of our campuses and keep the doors open. Forward-looking: SLS funding has created significant budget challenges since 2012. The Board is actively pursuing engagement with the Minister of Education. I'm confident that we are close to change that will have a major impact on our budget. Your Board is doing everything possible to rectify this inequality. I'm overjoyed to see Meredith's name in the chat, one of FFCA's founding parents! Thank you all for your ongoing commitment to everything that FFCA stands for. We look forward to celebrating our 25th anniversary in June!!

ADJOURNMENT: 8:04 p.m.

NEXT MEETING: February 23, 2022