



Public Board Meeting

Wednesday, March 16, 2022

6:30-9:00 p.m.

Online via [Zoom](#)

Invited Participants: All Directors, Central Office Executive Team

Invited Attendees: All interested FFCA stakeholders

- To attend the public board meeting, use the above link.
- You may need to install the Zoom app on your device before the meeting.
- You will need to enter your name and a valid email address upon joining the meeting.
- You will be in a virtual waiting room until the host grants entry.
- You will be able to view the meeting and ask questions by voice only or online chat when the Board Chairperson provides the opportunity.

AGENDA

CALL TO ORDER: 6:30 p.m.

LAND ACKNOWLEDGEMENT

We would like to begin by recognizing the Traditional Territory on which we are gathered today. FFCA would like to acknowledge and thank the diverse Indigenous peoples whose footsteps have marked this territory for centuries such as: the Blackfoot Confederacy, the Tsu T'ina, the Stony Nakoda Nations, and the Métis Nation of Alberta, Region III.

1. Review of Meeting Agenda Chair Wilson
2. Approval of Consent Agenda Chair Wilson
 - Public Board Meeting Minutes of February 23, 2022 (attached);
 - Resignations:
 1. Employee 10675, effective February 28, 2022,
 2. Employee 10598, effective March 1, 2022, and
 3. Employee 10699, effective March 10, 2022
 4. Employee 10045, retirement effective June 30, 2022;

2022-03-16-1CA Approve Consent Agenda Draft Motion
I move that the Consent Agenda for March 16, 2022, be approved by the Board as presented.
MOVED by Director _____ and seconded by Director _____.
3. ASC Presentation: 25th Anniversary Event..... Sandi Serr
4. Superintendent's Report CEO Nippard
5. Information Items Chair Wilson
 - 5.1. Standing Item: Administrative Procedures Update COO Leinweber
 - 5.1.1. AP-D-101.1.5 Campus-based Budgeting
 - 5.1.2. AP-G-701.1 Employee First Aid Training and Supplies
 - 5.1.3. AP G-701.1.1 First Aid Kits RESCINDED (Combined with AP G-701.1.)
 - 5.2. Standing Item: Strategic/Education Plan Update..... CEO Nippard
 - 5.3. Standing Item: High School Update..... CEO Nippard
 - 5.4. Standing Item: COVID Response..... COO Leinweber
 - 5.5. Special Meeting Minutes (attached)..... Chair Wilson

2022-03-16-1RA Approve Special Meeting Minutes Draft Motion

I move that the Special Meeting Minutes for March 9, 2022, be approved by the Board as presented.

MOVED by Director _____ and seconded by Director _____.

6. Discussion Items

6.1. Q2 Report (attached) CFO Estrada

2022-03-16-2RA Q2 Report Draft Motion

MOVED by Director _____ and seconded by Director _____ that the Board receive for information the FFCA 2021-2022 Second Quarter Financial Report as presented.

6.2. 2022-2025 Capital Plan CFO Estrada

2022-03-16-3RA 2022-2025 Capital Plan Draft Motion

MOVED by Director _____ and seconded by Director _____ that the 2022-2025 Capital Plan be approved as presented.

7. Committees/Liaison Reports Chair Wilson

7.1. Executive Committee Chair Wilson

7.2. Communications and Community Relations (CCR) Director Fisher

7.3. Policy and Performance Review (PPR) Director Jin

7.4. Audit Committee Director Qureshi

7.5. TAAPCS Board Rep Report Vice-Chair Hill

7.6. ASC Rep Report Director Qureshi

8. Director Highlights Chair Wilson

9. Open to Gallery Chair Wilson

10. Chairperson's Remarks Chair Wilson

ADJOURNMENT: by 9:00 p.m.

NEXT MEETING: May 25, 2022



Public Board Meeting

Wednesday, February 23, 2022

6:30-9:00 p.m.

Online via Zoom

Invited Participants: Chair Wilson, Vice-Chair Hill, Director Makwana, Director Spahl, Director Lakhani, Director Qureshi, Director Fisher, Director Jin, Director Saini, CEO Nippard, COO Leinweber, CFO Estrada, Coordinator of Instruction Justin Kool, Director of Technology Jeff Cullen, EA P. Greentree

Guest Presenter: NEE Principal Educator, Krista Lee

Invited Attendees: RM, Guarav Jain, Michelle Mewell, Wayne Weinheimer, Sandra Cordero, Larissa Reichert, Andre Shoucri, Erkan Unal, Doug Lamb, Macarena Cameron, Tanya, Melissa, Oluwadamilola Awoniyi, Dawn, Marla Schatz, Sally, ~~XXXXXXXXXX~~, Rachel Bradley, Chris, Fred, Angelina An, Sue Boyd

MINUTES

CALL TO ORDER: 6:32 p.m.

LAND ACKNOWLEDGEMENT

We are gathered at this meeting as settlers on Treaty 7 land, the ancestral and traditional territory of the Blackfoot Confederacy: (Siksika, Kainai, Piikani), the Tsuut'ina, the Stony Nakoda First Nation. In the spirit of respect, reconciliation and truth, FFCA acknowledges this territory is home to the Metis Nation, Region 3 and further acknowledges all Nations – Indigenous and non – who live, work, and play on this land.

1. Review of Meeting Agenda - no changes.

2. Approval of Consent Agenda

2022-02-23-1CA Approve Consent Agenda

I MOVE that the Consent Agenda for February 23, 2022, be approved by the Board as presented.

- Public Board Meeting minutes of January 26, 2022 (attached),
- Special Meeting minutes and process notes of January 27, 2022 (Confidential Appeal Hearing),
- Special Meeting minutes of February 9, 2022 (attached),
- Letter sent from Chair Wilson to Minister of Municipal Affairs, February 8, 2022 (attached);

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

3. Staff/Campus Reports

3.1. Primary Literacy & Numeracy Intervention Project – Presented by Justin Kool and Krista Lee

FFCA's approach to Learning Disruption Grant for Grades 2 and 3 in literacy and numeracy due to the COVID pandemic and interruption to classroom learning.

Background: The learning disruption had to be identified by a standardized assessment or screening tool and had to fall outside a support that is typically provided in the classroom in order to qualify for the grant. Supporting 158 students in literacy and numeracy. Grade 2 students had bigger gaps due to impact at end of kindergarten year and throughout grade 1. Hired one Learning Intervention (LI) Teacher per elementary campus, time spent within each campus was dependant on the concentration of students in the campus. All funding dollars went towards resources or staff working directly with the students with learning gaps.

NEE learnings: FFCA's phonogram program has many strengths which helped with gaps. Currently developing background knowledge for students to help reading comprehension. Using informational text with non-fiction to teach concepts/understanding in various topics for more complex comprehension.

Students seem to be gaining understanding faster with numeracy and less have learning gaps.

4. Superintendent's Report

- Highlight that research is important to charter schools; one of the key areas the ministry uses to evaluate charter schools.
 - o Leading Learning Study since 2015 facilitated by Dr David Townsend. Two processes: collaborative inquiry and generative dialogue. Our work was just published in The Canadian Journal of Action Research. Authors: Dr. Marilyn Chaseling, Southern Cross University, Australia, and FFCA Coordinator of Instruction Retiree, Joan Burke! Congrats to you both and to all of FFCA for being involved in bringing that work to fruition.
- Advocating for changes in the funding manual: AB Ed hosted meetings on Feb 1 and 4 highlighting inconsistencies or funding that doesn't apply to charter schools in funding manual. Have been providing support to assist with policy changes to the Board and TAAPCS for charter schools to gain long term access to facilities, etc.
- Specialized Learning Supports (SLS) Grant review – extensive review; we were asked to provide five years of financial information and data on coded students; incredible challenging since we have never coded. As of last week, the report was finalized and provided to the minister.
- Students First Act – to be proclaimed here in AB: improves student safety and parent confidence by addressing gaps etc in AB's system of oversight and discipline for teachers and teacher leaders.
 - o COO Leinweber and CEO Nippard participated in those meetings

5. Information Items

5.1. Standing Item: Administrative Procedures Update

5.1.1. Rescinded AP-B-401.1 Being Heard (replaced by Policy 9 Being Heard)

5.2. Standing Item: Strategic/Education Plan

- In 2017, FFCA adopted a strategic plan to prepare future-ready, globally-competent graduates. Applied for research grant in 2018 to look at cultural diversity in FFCA as an asset. U of Alberta and U of Calgary asked to facilitate the project. 1500 students from FFCA, Golden Hills Division, and International School of Macao have taken the standardized GC assessment. Studied results and developed interventions to improve global competency. Study has concluded; results proved that diversity helps students to live, learn, and work locally and globally. Results shared via webinar, facilitated by Research Branch of AB Ed. Also presented online through a university in Sweden.
- Currently working on a formalized middle school leadership program
- Reporting Review surveys: administrators are compiling those results in a summary to be presented to board in the near future and will follow with recommendations to the board for next steps

5.3. Standing Item: High School Update: moving into demolition shortly. Standardization: working on a specifications manual for our next build!

5.4. Standing Item: COVID Response – following AHS' 3-stage plan to lift restrictions.

6. Discussion Items

6.1. Budget Guiding Principles (attached)

2022-02-23-1RA Budget Guiding Principles

I MOVE that the 2022-2023 Budget Guiding Principles be approved as presented.

MOVED by Vice-chair Hill and seconded by Director Qureshi. **CARRIED**.

6.2. Resource Fees Discussion and Approval:

Underwent full review to ensure compliance with fees regulation.

2022-02-23-2RA Approve Resource Fees

MOVED by Director Spahl that the Resource Fees be approved as discussed. Friendly

AMENDMENT TO MOTION by Vice-Chair Hill to include the year and fee amount in the motion: I

MOVE that the 2022-2023 Resource Fees be approved as discussed and presented below.

Kindergarten . \$115.00

Grades 1-6 \$145.00

Grades 7-12 .. \$150.00

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

Amendment accepted. Motion seconded by Director Lakhani. **CARRIED**.

- 6.3. Resource Fee Family Maximum Discount Elimination Discussion
Background: Families with 3 plus students attending FFCA receive a discount to their Resource Fees. This does not affect families who qualify for the subsidy, only the Family Maximum.

2022-02-23-3RA Resource Fee Family Maximum Discount Elimination

MOVED by Director Qureshi that the Resource Fee Family Maximum Discount, currently \$450.00, be eliminated effective for the 2023-2024 school year. Friendly **AMENDMENT TO MOTION** by Director Spahl to change to the upcoming year in the motion: I MOVE that the Resource Fee Family Maximum Discount, currently \$450.00, be eliminated effective for the 2022-2023 school year. Amendment accepted. Motion seconded by Vice-Chair Hill. The Board requests that affected families are contacted directly regarding the upcoming change. **CARRIED**.

- 6.4. Transportation Fees and Number of Payment Installments Discussion

All transportation fees are recommended to remain the same. Administration recommends moving from three to two installments to manage time spent collecting payment three times a year.

-Members discussed and are not in alignment.

-Installment discussion **TABLED** for further discussion to maintain three installments in 2022-23 and move to two installments in 2023-2024.

-Installment Discussion **POSTPONED** at this time due to members not in alignment.

2022-02-23-4RA Approve Transportation Fees

Kindergarten..... \$425.00

Grades 1 to 12 (2-way).. \$855.00

Grades 1 to 12 (1-way) . \$770.00

Shuttle (1-way) \$200.00

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

MOVED by Vice-Chair Hill and seconded by Director Qureshi that the 2022-2023 FFCA Transportation Fees be held at the same level and approved as discussed and presented above. **CARRIED**.

- 6.5. Transportation Fees - Family Maximum Discount Elimination Discussion

Background: Family maximum is recommended for elimination effective 2023-24 to more accurately reflect / distribute the actual transportation costs. This would allow us to save approximately \$44,000/yr to reduce our accumulated transportation deficit of \$110,000. 1-year advance notice allows impacted families to prepare for change. This impacts 119 families with 3 or more children accessing the bus.

2022-02-23-5RA Transportation Fees - Family Maximum Discount Elimination

I MOVE that the Transportation Fee Family Maximum, currently \$2285.00, be eliminated effective for the 2023-2024 school year. **MOVED** by Vice-Chair Hill and seconded by Director Qureshi. The Board requests that affected families are contacted directly regarding the upcoming change. **CARRIED**. (1 director opposed)

7. Committees/Board Rep Reports

- 7.1 Executive Committee: has met twice since the last public meeting. 1. Reviewed the fee schedule and tonight's agenda. 2. Met with Premier Kenny and Minister LaGrange regarding the SLS review. Charter schools have been under-funded by approximately \$400.00/student but that is no longer the case! Chair Wilson acknowledges the work of TAAPCS, Vice-Chair Hill, CEO Nippard, COO Leinweber, and those who served on past boards in the work towards equality. The new funding, retroactive for the 2021-2022 academic year, will be tabled on February 24th. It was communicated to be 5.8 million for all charter school students in Alberta. Within that, FFCA has been funded an additional 1.7 million for the current school year in addition to our current 1.3 million, for a total of almost 3 million. Details to be confirmed in the coming weeks.

- 7.2 Communications and Community Relations (CCR) have met once and have begun looking at ways to bring more value to our stakeholders through our communication channels. Press release to be drafted according to budget outcome.
 - 7.3 Policy and Performance Review (PPR) met two times in the last month. Looking at work plan, focus, governance rules. Trying to evolve the committee to be more functional. Will be focusing on governance and a more strategic view of the committee and the board. Also will do some work on the election for better results and professional development.
 - 7.4 Audit Committee: Director Shahid met with CFO Estrada to discuss work plan alignment and logistics.
 - 7.5 TAAPCS Board Rep Report:
SLS funding is for all AB Charter Schools, not just FFCA. TAAPCS will be working toward supporting charter schools across the province as the budget comes out tomorrow in order to combat mis-information. TAAPCS is currently recruiting for the Executive Director role. Looking at upcoming goals now that SLS funding equality has come to fruition for charter schools.
 - 7.6 ASC Rep Report: Director Shahid enjoyed speaking with all the chairs of the councils. Lots of discussion around the 25th Anniversary Celebration. He is looking forward to the meetings and gaining a higher understanding of ASC.
8. Director Highlights
 9. Open to Gallery
 10. Chairperson's Remarks: significant milestones that this group has helped move forward. I take immense pride in the advancement as do the rest of the board members, I know. The wave of push back is coming, we need all the ambassadors we can get to combat the mis-information that will be out on social media. Our best remedy is to share positive facts about what/who charter schools really are. Thank you to the board, administration and staff for your ongoing support

ADJOURNMENT: by 8:42 p.m.

NEXT MEETING: March 16, 2022



AP-D-101.1.5 Campus-based Budgeting Administrative Procedures

BACKGROUND & RATIONALE

Campuses are allocated annual budgets as part of FFCA's annual budget cycle and are expected to operate within their allocated budget each fiscal year. Campuses may carry forward a budgetary surplus or deficit resulting from the current year's operations within the parameters of this Administrative Procedure to support long-range planning.

This AP applies to all expenses for employee recognition and appreciation from all FFCA-managed funds, regardless of the method of payment, including campus budget allocations, staff development funds, campus decentralized budgets, and campus generated funds. This AP does not apply to gifts, celebrations, or recognitions that are funded by employees.

PROCEDURES

The Principal Educator is responsible for ensuring that all campus budgeting and expenditures are managed in accordance with FFCA's financial management APs. This includes, but is not limited to:

1. Budgeting & Expenditures

- 1.1. Establishing a campus-based annual budget in advance of the fiscal year:
 - 1.1.1. Ensuring that budget allocations reflect the strategic and educational priorities of FFCA as approved by the Board and central administration,
 - 1.1.2. Ensuring that staff discretionary allocations (instructional expenses not requiring administrative pre-authorization) do not exceed \$200 per teacher,
 - 1.1.3. Ensuring that staff reward and/or recognition allocations (and subsequent expenditures) do not exceed \$30 per teacher,
 - 1.1.4. Ensuring that student reward and/or recognition allocations (and subsequent expenditures) do not exceed an average of \$5 per enrolled student.
- 1.2. Ensuring that all budgeted revenue and expense categories within the campus-based budget align to those required by the Secretary-Treasurer / CFO to support system-wide accounting coherence.
- 1.3. Ensuring that all revenues and expenditures are accurately coded to their applicable budget categories / expense codes:
- 1.4. All expenditures on non-consumable items will be budgeted, and subsequently coded, as an expense in the school year in which the item is purchased with the exception of items purchased in the preceding spring / summer for use the following year which will be budgeted for and coded accordingly.
- 1.5. All expenditures on consumable items will be budgeted, and subsequently coded, as an expense in the school year in which the item is projected to be used.

2. Annual Surpluses & Deficits

- 2.1. During the year-end audit process, the Secretary Treasurer / CFO will determine the budgetary surplus or deficit for each campus in two categories:
 - 2.1.1. Overall
 - 2.1.2. Professional Development
- 2.2. The maximum surplus that any campus may carryforward in one year is 10% of their current year's operating budget.
- 2.3. The deficit carryforward is the actual deficit for the operational year as of year-end.

3. Accumulated Surpluses & Deficits

- 3.1. Accumulated campus surpluses are not permitted to exceed 10% of the current year's campus operating budget unless:
 - 3.1.1. The Secretary-Treasurer / CFO has provided prior approval for a campus to accumulate savings for a significant and specific planned future investment at the campus (e.g., capital expense such as bleachers, laboratory equipment, etc.)
 - 3.1.2. Surpluses in excess of 10% of the current year's operating budget without prior approval will be re-allocated to other FFCA priorities at the discretion of the Superintendent or designate.
- 3.2. Campuses are prohibited from carrying forward an accumulated net deficit.
 - 3.2.1. Should a campus' net carryforward be in a deficit position at the conclusion of a fiscal year, the campus' Principal Educator will immediately provide the Superintendent or designate & Secretary-Treasurer / CFO with a plan to operate the following year at a surplus sufficient to eliminate the net accumulated deficit within 12 months.

4. Food & Meal Expenses

- 4.1. Food service expenses may be incurred for:
 - 4.1.1. Staff meetings / working sessions in accordance with the following parameters:
 - 4.1.1.1. Greater than 2.5 hours: light snacks and/or beverages may be made available to the maximum of the approved breakfast limit.
 - 4.1.1.2. Due to operational limitations, are required to occur early morning, (greater than 45 minutes before the regular start of the workday), over the lunch hour, or after the participants' regular workday creating a workday in excess of 10 hours (e.g., learning conferences), a meal or snacks may be provided up to the maximum of the approved meal limit.
 - 4.1.2. Protocol events (e.g., facility openings, hosting dignitaries, etc.) up to the maximum of the approved breakfast limit per official FFCA participant and/or guest.
 - 4.1.3. Campus whole-community or corporate events (e.g., welcome breakfast or BBQ, volunteer tea, etc.) up to 50% of the maximum of the approved breakfast limit per participant.
 - 4.1.4. Other events with advance approval of the Superintendent or designate.
- 4.2. Food service expenses will not exceed the applicable maximum allowance per person (AP-D-101.1.2.1 Schedule A Meal Reimbursement Rates).
- 4.3. Claims for food service that exceed the maximum meal allowance may be submitted to the Superintendent or designate for approval in limited and exceptional circumstances.

5. Gifts and Acknowledgments

- 5.1. FFCA managed funds may be used for gifts to acknowledge or reward the contributions or achievements of staff and/or students in accordance with the limits identified in the Budgeting and Expenditures section of this administrative procedure. See section 6 - cash or near-cash gifts.
- 5.2. FFCA managed funds may be used for gifts to acknowledge the contributions to the campus of external partners to FFCA up to a limit of \$45 per gift
- 5.3. FFCA managed funds shall NOT be used for gifts to individuals for:

- 5.3.1. Service recognition awards, with the exception of the service recognition program managed by Central Office
- 5.3.2. Cultural and life events, such as birthdays, marriage, seasonal holidays, etc.
- 5.3.3. Employee resignation/retirement/transferring/relocating
- 5.3.4. Administrative Professionals' Day, Bosses' Day, etc.
- 5.3.5. Raffles, prizes, etc.

6. Cash or Near-Cash Gifts

- 6.1. Due to tax implications imposed by Canada Revenue Agency, gifts to employees and other agents of FFCA (e.g. Board Directors, School Council members, and other volunteers) of cash or near-cash (such as gift cards) are prohibited in any amount. This excludes contractors (e.g. Bus drivers).

Original Approval Date: October 18, 2018
Revision Dates: September 1, 2021; March 2, 2022
References: Canada Revenue Agency
AP-D-101.1.2.1 Schedule A Meal Reimbursement Rates



AP-G-701.1 Employee First Aid Training and Supplies

Administrative Procedures

BACKGROUND & RATIONALE

According to Occupational Health and Safety (OHS) Guidelines, all schools must maintain a certain standard of first aid support within their building. This Administrative Procedure is directed towards FFCA employees. The practices and procedures below outline the details of that support in terms of equipment and trained personnel.

PROCEDURES

1. All FFCA campuses must have the following First Aid Trained Personnel:

- 1.1 All FFCA sites must always have the higher of a) one (1) Standard First Aid certified personnel per every 100-person occupancy or b) five (5) Standard First Aid certified personnel on-site as per OH&S requirements.
- 1.2 For isolated, offsite locations, one (1) additional Standard First Aid certified person is required.
- 1.3 Effective August 15, 2024, all campus staff must be either Emergency or Standard First Aid certified as a basic requirement of employment.
 - 1.3.1 First Aid certificates are valid for three years
- 1.4 Any staff supervising off-site activities outside the range of City of Calgary EMS (Emergency Medical Services) must be Standard First Aid certified.
- 1.5 Emergency First Aider: holds a certificate in Emergency First Aid
- 1.6 Standard First Aider: holds a certificate in Standard First Aid

2. FFCA may, at its discretion, coordinate staff first aid training at its cost, for some or all employees to ensure minimum OH&S requirements are met at all sites.

3. All FFCA campuses must have the following First Aid Supplies:

- 3.1 Designated First Aid Area: keep one of the building's Type 3 first aid kits here. Location is indicated by highly visible signage.
- 3.2 Signage indicating the location of first aid area and first aid kits
- 3.3 Two blankets – at least one should be of a woven fabric such as wool, polyester, or other material. In addition to providing warmth, blankets can be used for positioning or immobilizing the limbs or head during care and treatment.
- 3.4 Eyewash Stations must be:
 - 3.4.1 unobstructed and accessible at all times,
 - 3.4.2 located wherever chemicals are used, and hazards are present (e.g., boiler rooms, science labs and CTS shops), and
 - 3.4.3 identified with a highly visible sign
- 3.5 See First Aid Kit Number/Location Requirements section for the number of required first aid kits and what to include in each kit.

4. Central Office/Maintenance work areas must have the following:

- 4.1 Signage indicating first aid area, kits, and who trained first aiders are.

- 4.2 One Eyewash Station in the workshop *mandatory*
- 4.3 First Aid Trained Personnel: minimum of one trained employee.
- 4.4 See First Aid Kit Number/Location Requirements section for the number of required first aid kits and what to include in each kit.
- 4.5 Maintenance staff must always have a Type 1 first aid kit in their vehicle or available to them.

FIRST AID KIT NUMBER/LOCATION REQUIREMENTS

5. **Campuses:** The campus Administrative Assistant is to ensure:
 - 5.1 all first aid kits are adequately stocked at all times. Supplies may be purchased at <https://products.redcross.ca/category/176/alberta> or other reputable suppliers.
 - 5.2 the number of first aid kits are maintained according to specific campus course offerings, building layout, and off-campus trips with the following minimum requirements.

Type 3 First Aid Kit (minimum of three plus additional according to the following):

- One in the designated first aid area *mandatory*
- One in a nylon sack for high-risk off-campus trips (for coinciding trips, have one for each trip) *where applicable*

Type 2 First Aid Kit (minimum of two plus additional according to the following):

- One in each gymnasium *mandatory*
- One in each boiler room *mandatory*
- One in each Outdoor Education classroom *where applicable*
- One in each science lab *where applicable*

Type 1 First Aid Kit (minimum of one plus additional according to the following):

- One in a nylon sack for low-risk off-campus trips (for coinciding trips, have one for each trip) *where applicable*

6. **Central Office (CO):** The CO Administrative Assistant is to ensure all first aid kits are adequately stocked at all times with the following minimum.

Type 3 kit (two)

- One in the copy room *mandatory*
- One in the workshop *mandatory*

Original Approval Date: June 14, 2017
Revision Dates: March 2, 2022
References: OHS Act
OHS Code

APPENDIX: FIRST AID KIT CONTENT REQUIREMENTS

1. Type 1 First Aid Kit

- 10 antiseptic cleansing towelettes, individually packaged
- 25 sterile adhesive dressings, individually packaged
- 10 10 cm x 10 cm sterile gauze pads, individually packaged
- 2 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 2 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- 2 conform gauze bandages — 75 mm wide
- 3 cotton triangular bandages
- 5 safety pins — assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 1 25 mm x 4.5 m of adhesive tape
- 1 crepe tension bandage — 75 mm wide
- 1 resuscitation barrier device with a one-way valve
- 4 pairs of disposable non-latex gloves
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 1 waterproof “biohazard” waste bag
- 1 first aid record book

2. Type 2 First Aid Kit

- 10 antiseptic cleansing towelettes, individually packaged
- 50 sterile adhesive dressings, individually packaged
- 20 10 cm x 10 cm sterile gauze pads individually packaged
- 3 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 3 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- 1 20 cm x 25 cm sterile abdominal dressing
- 2 conform gauze bandages — 75 mm wide
- 4 cotton triangular bandages
- 8 safety pins — assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 1 25 mm x 4.5 m roll of adhesive tape
- 2 crepe tension bandages — 75 mm wide
- 1 resuscitation barrier device with a one-way valve
- 6 pairs of disposable non-latex gloves
- 1 sterile, dry eye dressing
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 1 waterproof “biohazard” waste bag
- 1 first aid record book

3. **Type 3 First Aid Kit**

- 24 antiseptic cleansing towelettes, individually packaged
- 100 .. sterile adhesive dressings, individually packaged
- 50 10 cm x 10 cm sterile gauze pads individually packaged
- 6 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 6 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- 4 20 cm x 25 cm sterile abdominal dressings, individually packaged
- 6 conform gauze bandages — 75 mm wide
- 12 cotton triangular bandages
- 12 safety pins — assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 2 25 mm x 4.5 m rolls of adhesive tape
- 4 crepe tension bandages — 75 mm wide
- 1 resuscitation barrier device with a one-way valve
- 12 pairs of disposable non-latex gloves
- 2 sterile, dry eye dressings, individually packaged
- 1 tubular finger bandage with applicator
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 2 waterproof “biohazard” waste bags
- 1 first aid record book



AP-G-701.1.1 First Aid Kits

Administrative Procedures

Revised: November 4, 2021

Type P First Aid Kit

- 10...sterile adhesive dressings, assorted sizes, individually packaged;
- 510 cm x 10 cm sterile gauze pads, individually packaged;
- 110 cm x 10 cm sterile compress dressing, with ties;
- 5.....antiseptic cleansing towelettes, individually packaged;
- 1.....cotton triangular bandage;
- 1.....waterproof waste bag;
- 1.....pair disposable non-latex gloves

Number 1 First Aid Kit

- 10...antiseptic cleansing towelettes, individually packaged;
- 25...sterile adhesive dressings, individually packaged;
- 10...10 cm x 10 cm sterile gauze pads, individually packaged;
- 2.....10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- 2.....15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- 2.....conform gauze bandages — 75 mm wide;
- 3.....cotton triangular bandages;
- 5.....safety pins — assorted sizes;
- 1.....pair of scissors;
- 1.....pair of tweezers;
- 1.....25 mm x 4.5 m of adhesive tape;
- 1.....crepe tension bandage — 75 mm wide;
- 1.....resuscitation barrier device with a one-way valve;
- 4.....pairs of disposable non-latex gloves;
- 1.....first aid instruction manual (condensed);
- 1.....inventory of kit contents;
- 1.....waterproof “biohazard” waste bag.
- 1.....first aid record book

Number 2 First Aid Kit

- 10...antiseptic cleansing towelettes, individually packaged;
- 50...sterile adhesive dressings, individually packaged;
- 20...10 cm x 10 cm sterile gauze pads individually packaged;
- 3.....10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- 3.....15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- 1.....20 cm x 25 cm sterile abdominal dressing;
- 2.....conform gauze bandages — 75 mm wide;
- 4.....cotton triangular bandages;
- 8.....safety pins — assorted sizes;

- 1.....pair of scissors;
- 1.....pair of tweezers;
- 1.....25 mm x 4.5 m roll of adhesive tape;
- 2.....crepe tension bandages — 75 mm wide;
- 1.....resuscitation barrier device with a one-way valve;
- 6.....pairs of disposable non-latex gloves;
- 1.....sterile, dry eye dressing;
- 1.....first aid instruction manual (condensed);
- 1.....inventory of kit contents;
- 1.....waterproof “biohazard” waste bag
- 1.....first aid record book

Number 3 First Aid Kit

- 24 antiseptic cleansing towelettes, individually packaged;
- 100.sterile adhesive dressings, individually packaged;
- 50...10 cm x 10 cm sterile gauze pads individually packaged;
- 6.....10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- 6.....15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- 4.....20 cm x 25 cm sterile abdominal dressings, individually packaged;
- 6.....conform gauze bandages — 75 mms wide;
- 12...cotton triangular bandages;
- 12...safety pins — assorted sizes;
- 1.....pair of scissors;
- 1.....pair of tweezers;
- 2.....25 mm x 4.5 m rolls of adhesive tape;
- 4.....crepe tension bandages — 75 mm wide;
- 1.....resuscitation barrier device with a one-way valve;
- 12...pairs of disposable non-latex gloves;
- 2.....sterile, dry eye dressings, individually packaged;
- 1.....tubular finger bandage with applicator;
- 1.....first aid instruction manual (condensed);
- 1.....inventory of kit contents;
- 2.....waterproof “biohazard” waste bags.
- 1.....first aid record book

Reference: Occupational Health and Safety Code: Schedule 2 First Aid & Table 5 First aid requirement for low hazard work



Emergency Meeting Minutes

Wednesday, March 9, 2022

9:00 – 10:00 p.m.

FFCA Central Office Boardroom

ATTENDEES: 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

BACKGROUND & RATIONALE

The NHS Campus replacement project is under way. Administrators have thoroughly researched electrochromic glass and solar panels pros/cons/cost effectiveness, etc. Due to current economic times and supply chain issues, approval for the funds to be used from the FFCA reserve dollars needed to happen as soon as possible after receiving the quotes to allow the project to remain on schedule. The Board and Administrators called this meeting to review the most up-to-date information for these two enhancements and authorize the capital investments.

MINUTES

CALL TO ORDER: 9:02 p.m.

LAND ACKNOWLEDGEMENT

1. **2022-03-09-10A** Motion to Waive Notice of Public Meeting
MOVED by Director Qureshi and seconded by Director Spahl that the Board waive notice of the March 9, 2022, Emergency Meeting as permitted in Article 5.1 (c) of the FFCA Bylaws (2020). CARRIED.
2. Plant Operations & Maintenance (POM) Reserves Investment
 - a. **2022-03-09-20A** Motion
MOVED by Director Spahl and seconded by Director Qureshi that the Board authorize FFCA Administration to invest up to \$600,000 for the capital costs required to upgrade windows from standard glazing with blinds to electrochromic glass on the FFCA North High School campus replacement project. CARRIED.
 - b. **2022-03-09-30A** Motion
MOVED by Director Makwana and seconded by Director Spahl that the Board authorize FFCA Administration to invest up to \$240,000 for the capital costs required to install a 250kW rooftop solar PV panel array on the FFCA North High School campus replacement project. CARRIED.
3. **2022-03-09-40A** Motion to Adjourn
MOVED by Vice-chair Hill and seconded by Director Spahl that the Emergency Meeting be adjourned. CARRIED.

ADJOURNMENT: 9:54 p.m.

**NHS Campus Replacement Supplemental POM Investment
& Request to Access Plant Operations and Maintenance Accumulated Reserves**

**Recommendation to Board of Directors
Special Meeting 2022-03-09**

BACKGROUND

- FFCA has accumulated reserves in the Plant Operations and Maintenance envelope of \$1,001,301 as of Aug. 31, 2021.
- The total funding for our NHS Replacement project is \$42,356,442.
 - \$39,781,222 covers all basic building requirements of Alberta Infrastructure (AI) for a 1000-student grade 9-12 school.
 - \$2,575,220 covers the cost of Furniture and Equipment including all ICT, audio-video, classroom, office, specialty, CTS, and operational furniture and equipment.
- Any additions or customizations, including some program-specific elements, beyond the basic building requirements of AI can be considered / included but must be funded by the jurisdiction.
 - Many jurisdictions set aside a portion of IMR funding for these investments. (FFCA does not receive IMR funding)
 - Typical investments of jurisdictions on a new school build range from 3-5% of project costs.
- The NHS Replacement project currently includes 5 building and site enhancements that are beyond the AI project scope:
 - Glazing upgrade to electrochromic glass,
 - Addition of a solar panel array on the building roof,
 - Inclusion of a climbing wall to support the distinctive Leadership, Physical Education, and Outdoor Education programming at FFCA,
 - Inclusion of a custom theatre tech platform and retractable seating for the multipurpose and performing arts area,
 - Addition of goal posts (and consideration of irrigation system) for physical education and athletics fields.
- The climbing wall, theatre platform/seating, and goal posts are currently being considered as part of the project furniture and equipment budget, but alternative means of funding these enhancements may be considered as that budget is finalized.
- The electrochromic glass and solar panel array are integrated into the building project and their approval, if to proceed, is required as soon as possible to permit the project to remain on schedule.

- Electrochromic glass (smart windows):
 - is a specialized glazing and control system that allows smart, programmable, controlled tinting to maintain optimal light and thermal energy management in response to variable outdoor environmental conditions eliminating the need for blinds.
 - Passed ASTM E2141 standard for 30-year weathering, but projected to last longer
 - Initial cost (\$544,428) confirmed through vendor and general contractor negotiations as of Feb. 18, 2022.
- Rooftop solar panel array
 - Will allow the building to produce 250kW of power on site.
 - Will be eligible for a subsidy of up to 50% of the costs of product and installation through 'Solar for Schools' (required for project approval as part of RFP).
 - Initial cost (\$217,742) is based on quotes obtained through a competitive RFP as of March 4, 2022.
- Baseline Estimated Annual Energy Consumption (modelled based on 2021-08-09 Building Permit Energy Analysis using NECB 2017 reference standard) is:
 - Electricity: 588,454 kWh
 - Natural gas: 4,837 GJ
- The net capital investment required for these two enhancements is \$762,170 as of March 4, 2022, but could include slight changes in response to market changes prior to signing of agreements.

NHS Campus Replacement Supplemental POM Investment

Recommendation to Board of Directors

March 2022

Notes

All numbers below are based on firm quotes obtained through RFP (solar) and direct vendor and GC negotiations.

Given that outflows are based on quotes and will be paid in cash (available reserves if approved), a risk free rate has been used to determine the net present value of the savings this project is expected to produce.

Given the long timeline, numbers past year 2 can only be administration's best estimates

We tested the energy savings assumptions to our current public purchase agreement for electricity costs

| | Initial Capital | Total Savings (30-yr) | Assumptions/Comments: |
|---|-------------------|-----------------------|---|
| Electrochromic Glass | | | |
| Direct Contract (View Glass) | | | |
| System Design & Configuration | \$ (50,796) | | Based on quotes |
| System Software & Intelligence | (210,283) | | Based on quotes |
| System Commissioning | (47,621) | | Based on quotes |
| Contract Billed (Lear) | | | |
| Contractor Direct Costs & Markup | (13,334) | | Based on quotes |
| View - Controls | (179,760) | | Based on quotes |
| View - Service | (62,875) | | Based on quotes |
| DGD - Glass | (23,135) | | Based on quotes |
| Trimen - Power | (2,769) | | Based on quotes |
| Sub contractor Markup | (26,854) | | Based on quotes |
| Savings | | | |
| Elimination of Manual Blinds (Project F&E) | 70,000 | | Based on project budget - specs |
| Elimination of Blind Magic (Electric Blinds) - Delete Auto Window Coverings | 73,000 | | Based on quotes |
| Energy Savings (\$7,500 annually) | | 367,520 | Modelled cost savings based on 15% electricity-use reductions |
| Blind Cleaning (\$6,200-\$6,500 annually) | | 303,817 | Lower of expected cost savings |
| Blind Maintenance & Repair (\$1,500-\$2,000 annually) | | 73,504 | Lower of expected cost savings |
| Manual Blind Replacement (\$70,000 every 15-20 years) | | 126,428 | assumed every 20 years |
| Electric Blind Replacement (\$73,000 every 15-20 years) | | 131,846 | assumed every 20 years |
| Net Savings (Costs) | \$ (474,428) | \$ 1,003,115 | |
| Disc Rate* | 2.13% | | |
| Net Present Value | \$ 211,974 | | |

NOTE: Request (\$544,428) includes net cost (\$474,428) PLUS manual blind costs (\$70,000) as manual blind savings will be realized in a separate envelope near the end of the project.

NOTE: Non-discounted NPR = ~\$530,000

NHS Campus Replacement Supplemental POM Investment

Recommendation to Board of Directors

March 2022

Notes

All numbers below are based on firm quotes obtained through RFP (solar) and direct vendor and GC negotiations.

Given that outflows are based on quotes and will be paid in cash (available reserves if approved), a risk free rate has been used to determine the net present value of the savings this project is expected to produce.

Given the long timeline, numbers past year 2 can only be administration's best estimates

We tested the energy savings assumptions to our current public purchase agreement for electricity costs

| | Initial Capital | Total Savings (30-yr) | Assumptions/Comments: |
|---|-----------------|-----------------------|--|
| Rooftop Solar Panel Array (PV) | | | |
| PV System Design Costs | (12,521) | | Based on quotes |
| Supplemental Structural Costs | (7,560) | | Based on quotes |
| Supply and Installation of 250kW PV System | (377,352) | | Based on quotes |
| Savings | | | |
| Solar for Schools Grant | 179,691 | | grant will be received year after exp. incurred - based on previous experience |
| Energy Savings (\$20,000 - \$25,000 annually) | | 980,054 | Lower of expected cost savings - provided by View Glass as part of financing discussions |
| Net Savings (Costs) | \$ (217,742) | \$ 980,054 | |
| Disc Rate* | 2.13% | | |
| Net Present Value | \$ 458,642 | | |
| Total NPV for Request | \$ 798,266 | | |

NOTE: Non-discounted NPR = ~\$760,000

RECOMMENDATION

FFCA Administration recommends that the Board approve the use of up to \$840,000 to fund the capital costs of adding electrochromic glass and a rooftop solar panel array to the NHS campus replacement project.

RATIONALE

The investment in electrochromic glass will significantly enhance the student and staff experience, and potentially health and well-being, by providing consistent natural light in the instructional, and some non-instructional, areas of the building, particularly in the classrooms and in the high-profile learning commons area. A secondary benefit is that it will improve FFCA's environmental stewardship by reducing energy (POM) costs for the building.

The investment in a 250kW solar array will provide a net savings of approximately \$230,000 to \$750,000 over their life span freeing POM resources to be used for other needs as well as improve FFCA's environmental stewardship by reducing energy costs for the building, and contributing to LEED certification, at the new replacement high school.

Both requested investments will allow FFCA to use funds which are designated for (must be spent on) plant operations and maintenance on what will be an **FFCA-controlled asset**.

**Foundations for the Future Charter Academy
for the three months ending February 28, 2022**

| | Annual Budget | September to February | % of budget | Notes |
|--------------------------------------|----------------------|------------------------------|--------------------|--|
| Income | | | | |
| AB Grant Revenue | 32,638,889 | 17,029,241 | 52.17% | |
| Transportation Fees | 2,138,100 | 1,172,785 | 54.85% | Fees collected in advance, adjusted to match expenditures (60.8% of collected) |
| Resource Fees | 543,020 | 289,333 | 53.28% | Fees collected in advance, adjusted to match expenditures |
| Other School Jurisdiction | 400,000 | 306,074 | 76.52% | Now includes STEM which was not budgeted |
| Campus Funds | 1,359,635 | 761,736 | 56.03% | Electives & activity fees collected in advance; Casino Revenue (\$25,000) |
| Other Revenue | 1,057,350 | 1,249,088 | 118.13% | |
| Total Income | 38,136,994 | 20,808,257 | 54.56% | |
| Expense | | | | |
| Salaries & Benefits | 27,834,964 | 13,358,591 | 47.99% | Some positions not yet filled (O&M, payroll, school development) |
| Inclusion | 144,500 | 92,216 | 63.82% | Annual costs paid in Q1 (Providence) |
| Professional Development | 70,074 | 18,576 | 26.51% | |
| Technology | 566,794 | 274,032 | 48.35% | |
| Transportation | 3,760,735 | 2,191,391 | 58.27% | Sept to Feb was 107 of 176 bus days = 60.8% |
| Facilities | 2,901,884 | 1,200,183 | 41.36% | |
| Facilities - CMR Amortization | | 918,795 | | Offset revenue in AB ED Revenue |
| Board | 105,000 | 54,474 | 51.88% | |
| Admin Building | 144,817 | 81,955 | 56.59% | |
| General & Admin | 328,553 | 170,443 | 51.88% | |
| Campus Funds | 1,359,635 | 380,430 | 27.98% | Field trip activity much lower than in previous years |
| Campus Expenditures | 920,038 | 553,585 | 60.17% | Sept to Feb is 60% of school year (SHS star up costs removed) |
| Total Expense | 38,136,994 | 19,294,671 | 50.59% | |
| Surplus(Deficit) | 0 | 1,513,586 | | |

| | <u>Instruction</u> | <u>PO&M</u> | <u>Sys Admin</u> | <u>Transportation</u> | <u>Total</u> |
|---------------------------------|--------------------|------------------|------------------|-----------------------|------------------|
| * Reserve as at Aug. 31, 2021 | 328,673 | 1,001,301 | 614,040 | (110,569) | 1,833,445 |
| 2021-22 Budget | 0 | 0 | 0 | 0 | 0 |
| Expected reserve balance | 328,673 | 1,001,301 | 614,040 | (110,569) | 1,833,445 |

Prepared by: Reta Morgan
March 3, 2022

CAPITAL PLAN - 2022 to 2025

Board Meeting: March 16, 2022

Estimated Costs

| | Elementary | | | | Middle | | K - 8 | High School | | Totals |
|------------------------------------|------------------------------------|---------------------------------|----------------------------------|-------------------------------|--------------------------------|---------------------------|------------------------------|------------------------------|----------------------------|--------------------------|
| | Southeast <u>Alice M Curtis</u> | Northeast <u>St. Clement</u> | Northwest <u>St. Lawrence</u> | Southwest <u>Southwood</u> | South <u>Andrew Davison</u> | North <u>Greenview</u> | North <u>New Location</u> | South <u>New Location</u> | North <u>Montgomery</u> | |
| **HS Replacement - Approved | | | | | | | | | <u>43,000,000</u> | <u>43,000,000</u> |
| 2022-23 | | | | | | | | | | |
| New Location & Building | | | | | | | | 43,000,000 | | |
| New Location & Building | | | | | | | <u>38,500,000</u> | | | |
| Totals | | | | | | | <u>38,500,000</u> | <u>43,000,000</u> | | <u>81,500,000</u> |
| 2023-24 | | | | | | | | | | |
| Modernization | 5,768,800 | | | | 8,078,320 | 7,825,250 | | | | |
| Portable Replacement | | | 750,000 | | | | | | | |
| Portable Addition | | | | | <u>300,000</u> | | | | | |
| Totals | <u>5,768,800</u> | | <u>750,000</u> | | <u>8,378,320</u> | <u>7,825,250</u> | | | | <u>22,722,370</u> |
| 2024-25 | | | | | | | | | | |
| New Location & Building | | | 19,182,080 | | | | | | | |
| Modernization | | <u>4,699,500</u> | | <u>7,025,800</u> | | | | | | |
| Totals | | <u>4,699,500</u> | <u>19,182,080</u> | <u>7,025,800</u> | | | | | | <u>30,907,380</u> |

Notes to the Capital Plan:

FFCA leases buildings that are on average 60+ years old and have had no modernizations.

New Construction - New 1,000 student high school facility in South Calgary, lease at Dr Norman Bethune expires in 2024. New 900 student K - 8 facility in North Calgary to begin to address the high demand for the FFCA program. Northwest Elementary (St. Lawrence) needs to be replaced with a larger more functional facility.

Modernizations - All estimated at 50% of building replacement which is calculated at m2 times \$3,352 - North Middle School (Greenview) Audit done in September 2011; Southeast Elementary (Alice M Curtis) Audit done in September 2012; South Middle School (Andrew Davison) Audit done in December 2010; Northeast Elementary (St. Clement) Audit done in September 2018; and Southwest Elementary (Southwood) Audit done in November 2010

Portable Replacement - New modular request submitted in the Fall 2019 to replace five old portables with new modular units at Northwest Elementary (St. Lawrence)

Portable Addition - Two additional portables required at South Middle School (Andrew Davison) for the progression of students up through Southwest Elementary.

If further information please contact:

Jhamily Estrada

P:ext. 8150

E: jhamily.estrada@ffca-calgary.com