



## Public Board Meeting

Wednesday, October 4, 2023,

6:30-8:30 p.m.

SWE – 898 Sylvester Cres SW

**Board of Directors:** Chair Jeff Wilson, Co-vice chair Jenny Hill, Co-vice chair Charles Ifechi, Director Ketan Lakhani, Director Jenn Widney, Director Amanda Fisher, Director Sam Jin

**Central Office:** CEO Roger Nippard, CFO Jhamily Estrada, Coordinator of Instruction Denise Budgen, Coordinator of Instruction Justin Kool, Coordinator of Inclusion Krystal Abrahamowicz, Corporate Secretary Sabrina Grover, Executive Assistant Phoebe Greentree

**SWE Attendees/participants:** Lorie - Principal Educator, Pauline – Associate Principal, Sara – teacher, Sandy – teacher, Ariane – teacher, Trista – SWE campus council, Roman – SWE campus council, Matvey P. – SWE student, Zoey V. – SWE student

**Audience:** Katie (NHS), Crystal (NHS), Taira (NHS), Tanya, Julia, Corey, Andrey, George, Arne, Sukhwinder, Dami, Seyi, Genevieve

## MINUTES

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

**LAND ACKNOWLEDGEMENT** (Matvey P. - SWE Student Presenter)

1. Review of Meeting Agenda
2. Approval of Consent Agenda
  - Public Board Meeting Minutes of June 21, 2023

Consent Agenda MOTION

**2023-10-04-1CA** MOVED by Vice-Chair Hill and seconded by Director Lakhani that the Consent Agenda for October 4, 2023, be approved by the Board as presented.

CARRIED.

3. “Have Courage and Live your Adventure” (Zoey V. - SWE Student Presenter)
  - “Have Courage and Live Your Adventure” is the theme which helps coordinate character and wellness learning
  - Theme was shared on organizational day and then connected to character and wellness learning- this year will be an adventure and draw the community together
  - The C&W committee took the inspiration of courage and adventure and looked for
    - The outcomes to be developed
    - Matched with FFCA character outcomes and AB wellness outcomes
    - Mapped out the course of the year
    - Identified critical questions for students to experience
  - Could be an academic adventure or a courage-based adventure
  - Welcome back BBQ, words of inspiration, make a first-day friend
  - Coaching - finding the courage to ask for help – teacher leaders are supporting students in this work
4. Superintendent’s Report
  - Kurtis Leinweber is on leave (Fall 2023)
  - Activities Update:
    - Welcome Back breakfast in September was focused on inclusion, very successful
    - Board Crawl for South Campuses in September – Board and Senior Admin visited 4 campuses and met with students and teachers
  - FFCA Society Update:

- Last year (2022-23 school year), we underwent a complete legal review of the Society's Bylaws and policies. The Bylaws are now approved and official. Policies are still going through the three readings and have been posted for society's feedback.
- FFCA Charter: FFCA is in the 12<sup>th</sup> year of a 15-year Charter. FFCA and Connect were the first to receive a 15-year charter renewal; in year 12, the Minister of Education conducts an evaluation to determine charter renewal. Sr Admin has had two meetings with the Ministry, and an external review will be done November 22 to 24 – this will include a visit to all three campus levels and interviews with staff and students. We have 28 days to complete a self-evaluation, which is due a couple of weeks before the review. The review will likely be complete by February; we are hoping for a continuous charter (which would negate the external review process in the future).
- Audit is underway with new auditors (Grant Thornton)
- Student Update:
  - Enrollment is up by 16 students this year compared to last year
  - Student Information System (SIS) was replaced this year – fairly steep learning curve for implementation of the new system, and there were some technical issues over the last few months, including coordination with the Provincial system. The harmonization and uploading of student enrollment data to the Province was completed by September 30.
  - Increased inclusion funding has resulted in greater ability to hire inclusion coordinators and staff across campuses.
  - We have a NHS Student who has been selected for the Minister's Student Advisory Group.
- ASC Meeting - Sep 11; Board attended first ASC meeting of the year for better coordination between the two groups.
- Transportation continues to be problematic this year - shortage of bus drivers (global problem). Met with contractors in August, and we are off to a better start; however, if a driver is sick or unavailable, there is no replacement.

## 5. Information Items

### 5.1. Standing Item: Administrative Procedures Update

#### 5.1.1. AP-A-203.1 Common HSC Culture and Programming

- Looking to achieve a "one campus" experience across both high school campuses and ensure that the experience and the focus is the same no matter where you go. Consistent programming, consistent staffing formula.

#### 5.1.2. AP-H-103.1 Human Sexuality Education

- The new curriculum was approved last year by the Province for K to 3, AP reflects this update.

#### 5.1.3. AP-H-105.1 English as an Additional Language

- Updated language/title to reflect new terminology

### 5.2. Standing Item: Strategic/Education Plan Update

#### ● Strategic Plan:

- Last year, engaged Dave McElhanney (ICD), a former FFCA Director, who has expertise in strategic planning. Worked with him last year at the system level. Identified a few themes, including having a more global experience with students and staff and the implications of technology on learning, organizational effectiveness and curriculum
- FFCA will develop two white papers on those topics, have engaged an advanced academic lens/partner as well through MRU
- Strategic plan will also include the charter permanency

#### ● Education Plan

- Annual Education Plan meeting with the Ministry - we are in year 3 of a 3-year plan; when we gather all the results of last year, what are the impacts. Positive meeting
- FFCA has met all provincial requirements

### 5.3. Standing Item: High School Update

- SHS:
  - Renovation work for SHS was complete as of August 2023. Building has been restored for the 2023-24 year. Whole team effort in getting the campus organised and ready. Cost estimate was prepared without overtime, which initially meant a shortfall of \$800k; however, the Province has covered the overrun. Total cost was \$5.6M
  - On Nov 24, Minister Nicolaides will come to SHS to do a formal opening ceremony
- NHS:
  - Still on schedule for NHS substantial completion on Dec 7
  - Working with the city and contractor on amending parking situation at NHS
  - Viewglass, solar and climbing wall is groundbreaking in terms of a school development in Alberta and was recently recognized in [AWARD Design Magazine](#)
  - Had asked the Board of Directors for \$1.8M from FFCA reserves – funding plus a cost contingency in the 2022-23 year. Motions to allocate those funds:

#### NHS Equipment and Technology Funding MOTION

**2023-10-04-1RA** MOVED by Vice-Chair Hill and seconded by Director Fisher that the Board allocates \$690k to fund equipment and technology for the multidisciplinary performance centre at the North High School. CARRIED.

#### NHS Climbing Wall Funding MOTION

**2023-10-04-2RA** MOVED by Vice-Chair Hill and seconded by Director Lakhani that the Board allocates \$310k plus a \$355k contingency to fund the climbing wall at the North High School. CARRIED.

### 6. Discussion Items

#### 6.1. Q4 Financial Report

- FFCA will have a surplus as of Q4

#### Q4 Estimated Financial Report MOTION

**2023-10-04-3RA** MOVED by Director Fisher and seconded by Vice-Chair Hill that the Board receives for information the FFCA Fourth Quarter Estimated Financial Report, as presented. CARRIED.

### 7. Committee/Rep Reports

#### 7.1. Executive Committee

- No decisions taken.

#### 7.2. Governance Committee

- Met on Sep 27. Focused on the professional development training for Board members and developing a gap/skills assessment for the Board of Directors.
- At the June Public Board meeting, policies were presented for first reading and are now presented for second reading. No feedback has been received in the interim.

##### 7.2.1. Policies and Appendices for Second Reading

#### Approval of Policies and Appendices for Second Reading MOTION

**2023-10-04-4RA** MOVED by Director Lakhani and seconded by Co-vice chair Ifechi that the Board approve the following Policies and Appendices for Second Reading as presented.

Policy 3 – Role of the Director SECOND READING

Policy 3 Appendix: Services, Materials, and Equipment Provided to Directors

Policy 7 – Charter Board Operations SECOND READING

Policy 7 Appendix A: Committee Report Template

Policy 7 Appendix B: Ranked Secret Ballot Process

Policy 8 – Charter Board Committees and Representatives SECOND READING

Policy 8 Appendix: Committee/Representative Report Template

Policy 10 – Policy Making SECOND READING

Policy 11 – Charter Board Delegation of Authority SECOND READING

Policy 13 – Appeals and Hearings Regarding Student Matters SECOND READING  
CARRIED.

7.2.2. Election Process

7.2.3. Election Appointments: for each election, Returning Officers must be appointed. They may not be directors or candidates. The Returning Officers will count all ballots, if required, and declare candidates elected whose names appear on the greatest number of ballots.

Chief Returning Officer / Assistant Returning Officer Appointments MOTION  
**2023-10-04-5RA** MOVED by Director Lakhani and seconded by Co-vice chair Ifechi that the Board appoint Roger Nippard as Chief Returning Officer and Jhamily Estrada as Assistant Returning Officer. The Chief Returning Officer may delegate election support duties to one or more other FFCA employees as necessary. CARRIED.

7.3. Audit Committee: met on Sep 26, and recommended that the board approve Q4 financials; Audit committee was satisfied with the Audit plan.

7.4. TAAPCS Rep Report: no new business raised at TAAPCS. TAAPCS has approved its budget for the year. FFCA continues to be the largest public charter school member of TAAPCS.

8. Director Highlights

- Directors shared their highlights and recent Board experiences.

**ADJOURNED** 8:15 p.m.

**NEXT MEETING:** November 22, 2023 at SHS Campus

**FUTURE AGENDA ITEMS:** Appointment of Auditors, Policy 3rd readings, Superintendent and Board Performance Review, Annual Education Results;