



POLICY 2 – ROLE OF THE CHARTER BOARD

PREAMBLE

As the body entrusted by The Foundations for the Future Charter Academy (FFCA) Charter School Society to act on behalf of the Society in the governance of the School, as set out in Article III of the Society bylaws, the Charter Board will manage the business of the Society.

The FFCA Board (the “Board”) shall provide an education system that is organized and operated to best meet the needs of the students it serves. The Board exercises this responsibility through the setting of clear strategic direction and the wise use of resources. The Board will be innovative in its practices.

The Board is accountable to the membership of the Society as outlined in the Society Bylaws and to the Minister of Education for the performance of FFCA.

SPECIFIC AREAS OF RESPONSIBILITY

1. Accountability for Student Learning
 - 1.1 Provide overall direction for FFCA by establishing the vision, mission, values, and guiding principles.
 - 1.2 Annually approve process and timelines for Three-Year Education Plan refinement.
 - 1.3 Identify Board priorities at the outset of the annual three-year education planning process.
 - 1.4 Initiate School and program reviews as necessary to monitor the achievement of outcomes.
 - 1.5 Annually evaluate the effectiveness of FFCA in achieving established priorities, desired results, and key performance indicators.
 - 1.6 Annually approve the “rolling” Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
2. Community Assurance
 - 2.1 Make informed decisions that consider community values and represent the interests of FFCA.
 - 2.2 Inform community about Charter obligations and School programs, needs, and desires.
 - 2.3 Establish processes and provide opportunities for parental involvement and community engagement.
 - 2.4 Report school outcomes to the community at least annually.
 - 2.5 Assign representative to attend the Association of School Councils (ASC) meetings.
 - 2.6 Develop appeal procedures and hold hearings as required by statute and/or Board Policy.
 - 2.7 Model a culture of respect and integrity.
 - 2.8 Maintain transparency in all fiduciary aspects.
 - 2.9 Provide assurance to the Society regarding the performance of FFCA.
 - 2.10 Apply equally and fairly to each member of the Board all applicable disqualification and disclosure of pecuniary interest provisions required by the *Education Act* and Board Policy.

3. Accountability to the Provincial Government
 - 3.1 Act in accordance with all statutory requirements to implement provincial standards and policies.
 - 3.2 Perform Board functions required by governing legislation and existing Board Policy.
 - 3.3 Ensure adherence to the Charter Mandate.
4. Political Advocacy
 - 4.1 Act as an advocate for FFCA.
 - 4.2 Identify issues for advocacy on an ongoing basis.
 - 4.3 Develop a plan for advocacy, including focus, key messages, relationships, and mechanisms.
 - 4.4 Promote regular meetings and maintain timely, frank, and constructive communication with locally elected officials.
 - 4.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.
 - 4.6 Work with The Association of Alberta Public Charter Schools (TAAPCS) to cooperatively advocate for public charter schools.
5. Policy
 - 5.1 Review and establish policies to identify how the Board is to function.
 - 5.2 Develop/revise policies using a generative engagement process subject to the requirements and restrictions in the *Education Act*.
 - 5.3 Review Board Policy regularly for currency and relevancy.
6. Board/Superintendent Relations (“First Team”)
 - 6.1 Appoint the Superintendent in accordance with section 222 of the *Education Act* and section 6 of the *Charter Schools Regulation*, AR 85/2019;
 - 6.2 Engage in succession planning.
 - 6.3 Provide the Superintendent with clear corporate direction.
 - 6.4 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act*.
 - 6.5 Respect the authority of the Superintendent to carry out executive action and support the Superintendent’s actions which are exercised within the delegated discretionary powers of the position.
 - 6.6 Demonstrate respect, integrity, and support, which is then conveyed to the staff and the community.
 - 6.7 Provide oversight of the Superintendent, including through annual evaluations of the Superintendent.
 - 6.8 Develop pre-established performance expectations and appraisal tools for evaluating and overseeing the Superintendent.
 - 6.9 Annually review the compensation of the Superintendent.
7. Board Development
 - 7.1 Create a Board development plan for governance excellence considering the fiduciary, strategic and generative engagement modes.
 - 7.2 Annually evaluate Board effectiveness in meeting strategic plan performance indicators and determine future expectations.
 - 7.3 Engage in Board member recruitment and succession planning.
 - 7.4 Appoint an individual to fulfill the role of the Secretary (FFCA Bylaws, Article VIII, 8.4 & *Education Act*, section 68). This individual may also be appointed as Treasurer of

the Board. The Board may direct the Superintendent to appoint an appropriate employee of the Society to serve in the role of Secretary.

8. Fiscal Accountability

- 8.1 Appoint an individual to fulfill the role of the Treasurer (FFCA Bylaws, Article VIII, 8.5 & *Education Act*, section 68). This individual may also be appointed as Secretary of the Board. The Board may direct the Superintendent to appoint an appropriate employee of the Society to serve in the role of Secretary.
- 8.2 Approve budget principles and establish priorities at the outset of the budget process.
- 8.3 Approve the annual budget and allocation of resources to achieve the preferred future.
- 8.4 Approve substantive budget adjustments when necessary.
- 8.5 Monitor the fiscal management of FFCA through receipt of, at minimum quarterly variance analyses and year-end projections.
- 8.6 Establish an Audit Committee, receive the Audit Report and ensure the management letter recommendations are addressed.
- 8.7 Approve the Three-Year Capital Plan annually for submission to Alberta Education.
- 8.8 Set the parameters for negotiations after soliciting advice from the Superintendent and others.
- 8.9 Approve borrowing for material expenditures and investment parameters.
- 8.10 Approve transfer of funds to/from reserves.
- 8.11 Ensure all expenditures are regularly reviewed to test their relevancy, effectiveness, and efficiency against desired outcomes.
- 8.12 Explore fund development opportunities.

SELECTED RESPONSIBILITIES

Subject to the requirements and limitations of the *Education Act* and related regulations, including the *Disposition of Property Regulation*, and *Charter Schools Exemption and Application Regulation*, the Board shall:

1. Acquire and dispose of land and buildings; ensure appropriate permits and enforceable long-term interests in land are in place prior to capital project construction.
2. Approve transportation service areas.
3. Name campuses and other FFCA-owned or leased facilities.
4. Approve the School calendar.
5. Provide for recognition of staff and parents.
6. Make a recommendation to the Minister for the dissolution of a School Council.
7. Approve the Superintendent's contract.
8. Approve Board scholarship(s) recipient(s).
9. Approve acquired and locally developed courses.
10. Approve annual fees for School instructional resources and transportation.
11. Approve expense reimbursement rates.

Original Approval Date: March 16, 2016

Revision Dates: June 21, 2023

References: Education Act Sections 25, 26, 27, 33, 52, 53, 60, 67, 68, 87, 88 139, 222
Disposition of Property Regulation, AR 86/2019
Charter Schools Exemption and Application Regulation, AR 76/2019
Charter Schools Regulation, AR 85/2019
FFCA Society Bylaws