



Public Board Meeting

Wednesday, February 22, 2023,

6:30-9:00 p.m.

NHS – 2116 MacKay Rd NW

WiFi: FFCA MyDevice, No Pswd

Invited Participants: All Directors, Central Office Executive Team

Invited Attendees: All interested FFCA stakeholders

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 Tsuut'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 January 25, 2023 – attached;
 - Correspondence (attached): Letters sent from Chair Wilson to Mr. Angral, Mr. Brar, Mr. Gill, MLA Sabir, Ms. Al-Guneid regarding FFCA's important role with the Alberta Education system.

Consent Agenda DRAFT MOTION

2023-02-22-1CA I move that the Consent Agenda for February 22, 2023 be approved by the Board as presented above.

MOVED by Director _____ and seconded by Director _____.

3. Campus presentation/report..... NHS Admin
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-101.1.1 Signing Authorities and Spending Limits (attached)
 - 5.1.2. AP-I-602.1 Field trips (attached)
 - 5.2. Standing Item: Strategic/Education Plan Update CEO Nippard
 - 5.3. Standing Item: High School Update CEO Nippard
6. Discussion Items..... Chair Wilson
 - 6.1. Budget Guiding Principles Discussion (attached)

2023-02-22-1RA Budget Guiding Principles DRAFT MOTION

I move that the 2023-2024 Budget Guiding Principles be approved as presented.

MOVED by Director _____ and seconded by Director _____

- 6.2. Resource Fees Discussion

2023-02-22-2RA Resource Fees DRAFT MOTION

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.

I move that the 2023-2024 FFCA Resource Fees be approved as discussed.

MOVED by Director _____ and seconded by Director _____

6.3. Transportation Fees Discussion (attached)

2023-02-22-3RA Transportation Fees DRAFT MOTION

I move that the 2023-2024 FFCA Transportation Fees be approved as discussed.

MOVED by Director _____ and seconded by Director _____

- 7. Committee/Rep Reports Chair Wilson
 - 7.1. Executive Committee..... Chair Wilson
 - 7.2. Governance Committee Director Lakhani
 - 7.3. Audit Committee Director Quershi
 - 7.4. TAAPCS Rep Report..... Vice-Chair Hill
- 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: March 22, 2023

FUTURE AGENDA ITEMS:



Public Board Meeting

Wednesday, January 25, 2023, 6:30-9:00 p.m.

NEE Campus: 1140 Mayland Drive NE

Board of Directors: Jeff Wilson (Chair), Ketan Lakhani, Gopal Saini, Amanda Fisher, Jenny Hill, Sam Jin, Shahid Qureshi, Charles Ifechi, Jenn Widney

Central Office Executive: Roger Nippard, Kurtis Leinweber, Jhamily Estrada, Phoebe Greentree, Justin Kool, Krystal Abrahamowicz

Attendees: Jamie Kung, NEE teacher; Jacqueline Hemmings, NEE teacher; Marja Erkens, NEE teacher; Salima Hudani, NEE AP; John Deines, NEE PE; Gaurav Jain, NEE School Council; Rohit Sood, NEE Council Chair; Tanya Borthwick, SMS School Council; Candice Parno, SMS School Council; Jeannie Dubetz, parent; Amanda Lomboy, parent

MINUTES

CALL TO ORDER: 6:36 p.m.

LAND ACKNOWLEDGEMENT

1. Oath of Office
 - 1.1. Charles Ifechi
 - 1.2. Jenn Widney
2. Review of Meeting Agenda
3. Approval of Consent Agenda
 - Public Board Meeting Minutes of November 30, 2022
 - Resignation of employee 11263, effective January 16, 2023;
 - Resignation of employee 10830, effective January 28, 2023;
 - Resignation of employee 10841, effective January 30, 2023; & 10799

Consent Agenda MOTION

2023-01-25-1CA I move that the Consent Agenda for January 25, 2023 be approved as presented above. **CARRIED**

MOVED by Director WILSON and seconded by Director HILL.

4. NEE Campus presentation: Indigenous Perspectives / Science Games
 - Presented by John Deines (Principal) & Salima Hudani (Assistant Principal)
 - Indigenous Perspectives Committee (Presented by Jackie Hemmings & Jamie Kung)
 - Goal of IP Committee to provide meaningful, reflective and relevant for students – including Orange Shirt Day/week long learning
 - Curriculum included variety of instruction – virtual, grade school level books & discussion in classrooms
 - Students were invited to think about something that summarized their learning experience
 - Put meaning behind the land acknowledgement that students and teachers recite – Children's Treaty 7 Land Acknowledgement by CPL
 - Urban Society For Aboriginal Youth (USAY) – have been doing a lot of work with indigenous Youth; did a PD Day for teachers focused on the story of a Sixties Scoop survivor

- Games in the Classroom (Marja Erkens)
 - Provide practice, allow for differentiation, teach study strategies, teach critical/creative thinking

Organizational Agenda

5. New Director Onboarding
 - 5.1. Advice to Payroll
 - 5.2. Acceptable Internet Usage
 - 5.3. Confidentiality Agreement
 - 5.4. Disclosure of Personal Interests
 - 5.5. Declarations of Key Management Personnel – Financial Reporting
 - 5.6. Criminal Record Check

- Information provided virtually to new Directors as part of onboarding.

6. Election of Board Officers
 - 6.1. Chairperson

- Jeff Wilson nominated, no opposition raised, Director Wilson is acclaimed as Chair. **CARRIED**

- 6.2. Vice-Chair

- Jenny Hill nominated, no opposition raised, Director Hill is acclaimed as Vice-Chair. **CARRIED**

- 6.3. Treasurer

- Shahid Qureshi nominated, no opposition raised, Director Qureshi is acclaimed as Treasurer. **CARRIED**

Delegate Role of Treasurer MOTION

2023-01-25-10A I move that the duties of Treasurer be delegated by the Board to FFCA's CFO / Secretary-Treasurer. **CARRIED.**

MOVED by Director QURESHI and seconded by Director HILL.

- 6.4. Secretary Chair Wilson

- Jenn Widney nominated, no opposition raised, Director Widney is acclaimed as Secretary. **CARRIED**

Delegate Role of Secretary MOTION

2023-01-25-20A I move that the duties of Secretary be delegated by the Board to FFCA's Executive Assistant, but specific duties may be recalled or re-delegated at the Secretary's discretion upon notification to the Superintendent.

MOVED by Director WIDNEY and seconded by Director FISHER.

7. Appointment to Representative Roles/Board Committees/Committee Chair Selection

- 7.1. Executive Committee

- Chair, Vice Chair, CEO and Superintendant compose executive committee – no discussion raised.

- 7.2. Governance Committee

- Board nominates Ketan Lakhani as Chair, no opposition, Director Lakhani acclaimed as Governance Committee Chair– **CARRIED**

7.3. Audit Committee

- Board nominates Shahid Qureshi as Chair, no opposition, Director Qureshi acclaimed as Audit Committee Chair- **CARRIED**

7.3.1. Jan 17, 2023 Audit Committee Report Presented

7.4. TAAPCS Representative

- Board nominates Director Hill and Director Ifechi as Representatives, no opposition, Directors Hill and Ifechi appointed to TAAPCS - **CARRIED**

8. Review of Banking Arrangements

Banking Arrangements MOTION

2023-01-25-30A I move that the Board approve the removal of the following officials authorization to sign bank documents:

- Jeff Wilson, Chairperson
- Jenny Hill, Vice-Chairperson

MOVED by Director LAKHANI and seconded by Director QURESHI.

9. Review of Audit Arrangements

- Accepted a new Auditor for Sept 2022/23 – Grant Thornton
- Audit review starting shortly to begin new term

10. Review of Director Handbook

- Will be covered on Saturday January 28, 2023 for New Director Orientation

11. Work Plan

- Will be covered on Saturday January 28, 2023 for New Director Orientation

Regular Agenda

12. Superintendent's Report

General Update:

- Contract for the Charter School Crisis Committee MOU has been renewed for three years
- For 2023-24: Kindergarten orientation and February registration; projection for a slight increase in enrollment; waitlist at 12,500
- Leadership and Inclusion has been very successful; received SLS funding in 2021/22 school year; Feb 17 – PD Day with a focus on Inclusion; finalized the secondment of 2 staff members and 1 numeracy specialist for SLS
- HR Updates: hired a second behavioural specialist out of Central Office, additional hiring ongoing for high school
- Challenging year in terms of substitute teachers; prioritized PD at campus level vs system wide – two new teacher working groups established
- Transportation issues have been challenging for this year given the overall shortage of drivers; 2 routes right now do not have a dedicated driver
- Charter School Hub – TAPCCS initiative – now 19 charter schools in Alberta and some work being done by GoA to find a Charter School Hub for Calgary

North High School Update

- Currently under construction; date for substantial completion is Dec 2023 – we are on schedule for completion; north side of building now under demolition
- One of the major features is the development of a climbing wall

South High School Update

- Alberta Education and Infrastructure Branch has been working with us since August to find a location
- Admin has reiterated a need to get a solution ASAP and that this cannot wait until Spring; ADM came and did a tour of MRU 'Campus' of SHS
- CBE is facing enrollment challenges of their own, they underestimated the increase of their student body by about 4000 students and options are limited
- Options –
 - Province has a few different options they are exploring including working through a commercial brokerage to see what buildings are available that may be retrofitted as a school.
 - Working with the Minister's office to narrow down the options, looking to have a concrete plan before registration opens (February).
- Questions from Attendees:
 - What is the option to provide all programming (Elective/Core) as the HS is split?
 - CORE programming yes, meeting all requirements; electives, challenging we don't have economies of scale at this time; the new HS is being built for 1000 capacity – don't yet have the CTS spaces focused on academic spaces first and from an infrastructure perspective – there are some challenges in bridging elective programming

13. Information Items

13.1. Standing Item: Administrative Procedures Update

- None

13.2. Standing Item: Strategic/Education Plan Update

13.3. Standing Item: High School Update

- Presented in Item 12

14. Discussion Items

Delegation of Authority MOTION

2023-01-25-1RA I move that the authority for the hiring, contract signing, suspension, or termination of all FFCA certificated and non-certificated employees be delegated to the Superintendent or designate.

MOVED by Director LAKHANI and seconded by Director HILL.

14.1. Annual Education Results Report (AERR)

- Highlights – 25th anniversary & responding/adapting after the SHS fire
- Receipt of the SLS funding has been very important and will reflect increased excellence in the school;
- Of the seven indicators that the province collects data on, FFCA has either maintained or improved; we are presently in the 95th percentile of achievement on those standards
- Some room for growth in approach to integrating and working with staff however staff satisfaction is overall very high
- Digital Citizenship is an opportunity for future expansion/growth
- Academic excellence –
 - Diploma exams FFCA exceeded provincial norms but faced an internal drop; however we don't have comparative data; for Provincial Achievement Tests FFCA was 4% lower year over year which indicates some learning loss; ESL Students hit harder than others

- Student self-reported level of engagement in their learning is still lower – need to work with whole system to evaluate how to rectify this coming out of COVID
- Continuing to grow inclusion work as the diversity of students and staff grows; has been a major PD focus for this year

AERR MOTION

2023-01-25-2RA I move that the Board approve the 2021-2022 Annual Education Results Report as presented. **CARRIED**

MOVED by Director LAKHANI and seconded by Director HILL

14.2. Q1 Financial Report

- Tracking close to budget; income for adding Classical Academy as shared services
- This year similar to last year did a re-forecast given budgeting timeline
- MRU Lease expense wasn't accounted for originally

Q1 Report MOTION

2023-01-25-3RA I move that the Board receive for information the FFCA 2022-23 First Quarter Financial Report as presented. **CARRIED**

MOVED by Director HILL and seconded by Director IFECHI

7. Director Highlights

- Directors roundtable on key highlights from the last month

8. Open to Gallery

- Questions presented in item 12, no further comments from Gallery

ADJOURNMENT: 8:44 p.m.

NEXT MEETING: February 22, 2023 at NHS Campus



Dear Mr. Angral,

Foundations for the Future Charter Academy (FFCA) is a public charter school dedicated to providing a safe and caring environment where academic excellence, parental involvement, and staff leadership are valued and fostered. As Alberta's largest public charter school, FFCA educates over 3,700 K-12 students across eight Calgary campuses with more than 14,000 students on a waiting list.

In fact, 1164 students in the Calgary-North riding currently attend or are waitlisted for FFCA.

Not only does FFCA instill character development and leadership into the next generation of artists, educators, engineers, doctors, and business executives, but it has one of the most diverse student populations in the city. FFCA is a cultural mosaic with a focus on excellence, appealing to a wide array of distinct communities. In fact, 39.6% of all students speak a different language at home.

Prior to the 2019 election, the NDP publicly supported FFCA's years-long struggle to replace our aging high school in northwest Calgary. FFCA remains grateful for the commitment that was made, and I am pleased to share that we broke ground on the new build this past spring.

As politically engaged educators, parents, and students in the charter school community, FFCA is aware of comments made by individuals within and organizations close to the Alberta New Democratic Party, questioning the role of charter schools in Alberta's public education system. I would appreciate an opportunity for members of FFCA's leadership team to meet with you to share our successes and foster understanding around charter schools in our province.

FFCA is deeply passionate about providing a successful learning experience to our students, and about seeing each unique student achieve personal excellence. I look forward to speaking with you about our role in the Alberta education system.

We will be in touch in the coming days with the hopes of finding a time to meet. In the meantime, please do not hesitate to reach out directly if you have any initial questions.

Warm regards,

Jeff Wilson
Board Chair
Foundations for the Future Charter Academy

Jeff.wilson@ffca-calgary.com



Dear Mr. Brar,

Foundations for the Future Charter Academy (FFCA) is a public charter school dedicated to providing a safe and caring environment where academic excellence, parental involvement, and staff leadership are valued and fostered. As Alberta's largest public charter school, FFCA educates over 3,700 K-12 students across eight Calgary campuses with more than 14,000 students on a waiting list.

In fact, 2294 students in the Calgary-North East riding currently attend or are waitlisted for FFCA.

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Board Chair
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Dear MLA Sabir,

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In fact, 1870 students in the Calgary-Bhullar-McCall riding currently attend or are waitlisted for FFCA.

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Jeff Wilson
Board Chair
Foundations for the Future Charter Academy

Jeff.wilson@ffca-calgary.com



Dear Ms. Al-Guneid,

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In fact, 269 students in the Calgary-Glenmore riding currently attend or are waitlisted for FFCA.

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Warm regards,

Jeff Wilson
Board Chair
Foundations for the Future Charter Academy

Jeff.wilson@ffca-calgary.com



Dear Mr. Gill,

Foundations for the Future Charter Academy (FFCA) is a public charter school dedicated to providing a safe and caring environment where academic excellence, parental involvement, and staff leadership are valued and fostered. As Alberta's largest public charter school, FFCA educates over 3,700 K-12 students across eight Calgary campuses with more than 14,000 students on a waiting list.

In fact, 384 students in the Calgary-Cross riding currently attend or are waitlisted for FFCA.

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Warm regards,

Jeff Wilson
Board Chair
Foundations for the Future Charter Academy

Jeff.wilson@ffca-calgary.com



AP-D-101.1.1 Signing Authorities and Spending Limits Administrative Procedures

BACKGROUND

All Board authority delegated to the staff of FFCA is delegated through the CEO/Superintendent. The CEO/Superintendent may delegate the authority to purchase goods and services to designated staff positions. The CEO/Superintendent has delegated the responsibility to the CFO/Secretary-Treasurer to ensure that financial controls for purchases are in place, adhered to and reflect FFCA's budget priorities and plans.

All practices must comply with relevant FFCA Policies, Administrative Procedures, and all government regulations, legislation, and trade agreement obligations.

Signing Authority or Authorized Signatory is a person who has been appointed with the powers to commit FFCA to a binding agreement.

Approval Authorities are responsible for ensuring the requirements of this AP have been followed prior to authorizing an expenditure.

PROCEDURES

1. Invoices or receipts must support all purchases.
2. All purchases shall reflect FFCA's budget priorities and plans
3. The purchase of goods and services between \$10,000 and \$75,000 requires a minimum of two competitive quotes.
4. The purchase of goods and services exceeding \$75,000 will be made in compliance with the TILMA (Trade, Investment and Labour Mobility Agreement).
5. For construction expenditures, competitive quotes must be obtained for goods and services less than \$200,000 and for those exceeding \$200,000 TILMA rules must be applied.
6. Approval Authorities:
 - a. Authorized Signatories for FFCA based on thresholds determined by categories below:

i. CEO/Superintendent	iv. Director of Facilities
ii. CFO/Secretary-Treasurer	v. Director of Technology
iii. COO/Deputy Superintendent	vi. Principal Educators (or designate)
 - b. Purchases including financial contracts and agreements¹
 - i. All Employee contracts must be approved and signed by CEO or designate
 - ii. All contracts over \$10,000 will require two signors in the agreement

Level	Description	Signing Policy Guideline
1	\$1 <=\$4,999.99	Principal Educators (or designate)
2	\$5,000 <=\$9,999	Director + use of preferred vendor or 2 quotes ²
3	\$10,000 <= \$74,999	Director + CFO + use of preferred vendor or 3 quotes ³
4	\$75,000 to \$249,999	CEO or designate + one Director signatory (After CFO & Legal review)
5	>\$250,000	CEO or designate + CFO (after Legal review)

1. Contracts: legally binding documents that commit FFCA to expenditures

2. If unbudgeted, next level signatures are required; if no preferred vendor, 3 quotes are mandatory

3. If unbudgeted and >=\$75,000, must go to RFP

- c. Four methods of purchasing goods and services at FFCA:
- i. Purchase orders
 - ii. Vendors issuing an invoice
 - iii. FFCA Issued Credit Card – See AP-D-101.1.3 FFCA Credit Cards
 - iv. Employee reimbursement – See AP-D-101.1.2 Expense Reimbursement

NOTE: For one-time vendors, using an FFCA-issued credit card is the preferred method of payment (See AP-D-101.1.3 FFCA Credit Cards.). Where a long-term relationship exists with a vendor, vendors should be encouraged to send a credit application to the Accounting Assistant to establish credit. Prospective vendors will be advised that payments will be made via electronic fund transfer (EFT).

- d. Invoice approval for payment

Level	Description	Signing Policy Guideline
1	<= \$5,000 for budgeted amounts*	Budget Owner
2	<= \$10,000 for budgeted amounts*	Director/CFO
3	<=\$75,000 for budgeted amounts*	COO or CFO
4, 5	>\$100,001 for budgeted amounts*	CEO or designate

*If unbudgeted, a next level signature is required

- e. Banking –Cheque signing (Cheques, EFT transfers, etc.)
 The following positions are granted signing authority by Board Motion (February 10, 2021) for payments made from the FFCA main bank account:
- CEO\Superintendent (administrator)
 - COO\Deputy Superintendent (administrator)
 - CFO\Secretary-Treasurer (administrator)

Level	Description	Signing Policy Guideline
	Transfers between operating accounts	CFO
1	Cheques \$1 up to \$4,999.99	Any one signatory
2,3	Cheques \$5,000 up to \$249,999.99	CFO + one signatory
4	Cheques >= \$250,000	CEO or designate + CFO

Each campus will maintain a chequing account petty cash fund (\$2,500) that will be replenished after verifying expenditures (receipts). Two signatures (Principal Educator, Associate Principal and/or Administrative Assistant) are required on all campus-based cheques. CFO reviews monthly bank reconciliations for each campus.

Original Approval Date: October 18, 2018
 Revision Dates: March 11, 2021
 September 24, 2022
 January 16, 2023
 References: Education Act
 Trade, Investment and Labour Mobility Agreement (TILMA)
 FFCA AP-D-101.1.2 Expense Reimbursement
 FFCA AP-D-101.1.3 FFCA Credit Cards



AP-I-602.1 Field Trips Administrative Procedures

PROCEDURES

1. Field Trips Requirements - All

NOTE: The following forms MUST be completed:

- AP-I-602.1.1 *Field Trip Request and Approval Form*
- AP-I-602.1.2 *Field Trip Consent and Permission Form*

In developing campus-based administrative procedures which govern field trips, provincial statutory, regulatory, and policy expectations (e.g. [Safety Guidelines for Physical Activities in Alberta Schools](#) publication) must be considered. For all field trips, Principal Educators will be attentive to the following:

1.1 Trip Planning

- 1.1.1. risk classification of activities: see AP-I-603.1 Managing Risk of Physical Activity Programs for a list of activities and their risk level
- 1.1.2. curricular fit
- 1.1.3. applications and approvals
- 1.1.4. student authorization
- 1.1.5. parent/guardian notification

1.2 Supervision

Campus administration is responsible for ensuring adequate supervision for all field trips and that there is a designated teacher in charge with overall authority and responsibility on the trip. Administration will pay particular attention to the following:

1.2.1. student/volunteer supervisor ratio:

- 1.2.1.1. at least two children per volunteer at all times
- 1.2.1.2. at least two volunteer supervisors per group of children unless a police information check is on file, as per section 1.4.

1.2.2. students never left alone – always in pairs or larger groups

1.2.3. volunteer supervisors take direction from the teacher-in-charge and must be suitably qualified (nature and demands of the trip)

1.2.4. staff supervisors, and volunteer supervisors under their direction, are responsible for ensuring the welfare and safety of the students from the initiation to the completion of the field trip

1.2.5. gender balance (for situations that require a change of attire, one staff member must be present to supervise. For example, female staff member in female change rooms and male staff member in male change rooms)

1.2.6. students are responsible to their supervisor(s) for conduct and behaviour

1.2.7. student medication (ensure all supervisors are aware of any student medical conditions and are provided with written procedures)

1.2.8. First aid requirements will be met as per AP-G-701.1.

1.2.9. discipline procedures

1.3 Cancellation or Termination of Field Trip

The teacher-in-charge, in consultation with the Principal Educator, may shorten, cancel or terminate an off-site activity at any time if activity cannot proceed or be completed in a safe or satisfactory manner

1.4 Police Information Check / Criminal Record Check

Police information checks (PIC), including a vulnerable sector verification, must be completed and current within 12 months for any field trip where a non-staff supervisor may be the sole supervisor of students, including driving. A PIC is required if you live within Calgary city limits. If you live outside Calgary city limits, volunteers will require a Criminal Record Check from the RCMP in their city/town of residence.

1.5 Insurance

If a proposed activity has received proper authorization and a copy of the proposal is filed with the Principal Educator, all students, teachers, and volunteer supervisors are insured for the duration of the activity. The Secretary-Treasurer should be contacted for clarification of insurance issued related to field trips (see AP-I-603.1 Managing Risk of Physical Activity Programs for a list of activities and their risk level).

1.6 Transportation

Transportation Charter bus service is the preferred mode of transportation to be used for field trips. The use of private vehicles, or rental passenger vehicles driven by a staff member or volunteer, is allowed, when necessary, if the proper documentation has been completed as per AP-E-101.1.1 Volunteer Driver Form. Supplemental insurance is recommended for rental vehicles. 15-passenger vans are prohibited.

1.7 Trip Finances

When determining the appropriate fee to charge parents\guardians, Administration will ensure that costs for substitutes, admission, transportation, food and accommodation (if needed) have been included. Administration will be responsible for ensuring that the fee is collected and/or fundraising is done to cover the costs.

NOTE: No student will be denied participation because of an inability to pay.

1.8 Communications

In the event that a campus plans an off-campus activity which will occur in a location without cell phone and/or regular phone service, a functioning satellite communication device (e.g. satellite phone, Garmin InReach, etc.) must be carried with the group in the remote location at all times. The contact information will be provided to campus administration at least 24 hours prior to the trip departure.

1.9 Substance Use

The use of alcohol, cannabis or illegal drugs by all FFCA participants is strictly prohibited during off-site activities and applies to all off-site activities regardless of the circumstances, the age of the FFCA participants* or local laws, customs, and culture.

**FFCA participant means a student, a volunteer, a teacher or another FFCA staff member who travels on the off-site activity.*

2. Field Trips and Other Travel Programs within Alberta – High Risk and/or Overnight within Alberta

NOTE: The following forms MUST be completed:

- AP-I-602.1.1 *Field Trip Request and Approval Form*
- AP-I-602.1.2 *Field Trip Consent and Permission Form*
- AP-I-602.1.3 *Field Trip Medical Information Form*
- AP-I-602.1.4 *High-risk Field Trip Questionnaire (IF NOT OVERNIGHT)*
- AP-I-602.1.5 *Overnight, Out-of-Province and High-risk Field Trip Questionnaire (IF OVERNIGHT)*

2.1 An AP-I-602.1.1 *Field Trip Request and Approval Form* along with a copy of a parent/guardian information letter, customized AP-I-602.1.2 *Field Trip Consent and Permission* form highlighting the specifics of the activity, and a completed AP-I-602.1.4 *High-risk Field Trip Questionnaire* or AP-I-602.1.5 *Overnight, Out-of-Province and High-risk Field Trip Questionnaire* must be submitted via the campus Principal Educator to the Superintendent or designate for review prior to any commitment being made to students, parents/guardians, etc. These forms must be submitted a minimum of 6 weeks prior to the date of the trip. If a future trip is possible but uncertain, these forms should still be completed 6 weeks prior for administrative review and approval in case it proceeds. If an opportunity for a trip arises within six weeks of the trip start date, a request for an exception to these procedures may be made to the Superintendent or designate via the Principal Educator.

2.2 The Superintendent or designate shall advise FFCA's insurers of details of the trip, including dates, destination, and the name(s) of supervisor(s) if insurance approval is necessary OR if the activity's risk is not identified on the Schedule of this AP.

2.3 Police Information Checks (PIC), including a vulnerable sector verification, must be completed and current within 12 months for all staff and non-staff volunteers for any field trip that extends overnight. A PIC is required if you live within Calgary city limits. If you live outside Calgary city limits, volunteers

will require a Criminal Record Check, including a vulnerable sector verification from the RCMP in their city/town of residence.

- 2.4 Once approval with respect to insurance (if required) is received from FFCA's insurers, the trip request will be reviewed by the Superintendent or designate and if approved, the campus will then be authorized to proceed with planning. As part of the planning process, the campus will ensure that:
 - 2.4.1. the experience is of curricular value to students;
 - 2.4.2. parent/guardian consent, including an acknowledgement of all the risks involved in the trip, has been obtained using the "Informed Consent/Permission" form approved by FFCA;
 - 2.4.3. adequate supervision is provided;
 - 2.4.4. alternative meaningful educational experiences are provided for those students not participating
 - 2.4.5. parent/guardian involvement is provided for in the planning; to what extent?
 - 2.4.6. participation is not a requisite for successful completion of the related course;
 - 2.4.7. maximum use is made of weekends and regular school holidays;
 - 2.4.8. cost of substitutes required is calculated into the fee charged for the field trip.
- 2.5 For overnight or longer trips, the teacher-in-charge, in consultation with the principal, will prepare a written set of expectations for student conduct and behaviour and the consequences for their violation. This will be distributed and reviewed with the parents/guardians at the parent/guardian meeting.

3. Athletics - Competitions Within Alberta

In developing campus-based procedures which govern athletic sports tournaments, Principal Educators should be attentive to the following:

- 3.1 *AP-I-602.1.1 Field Trip Request and Approval form* must include a detailed schedule (including all tournaments) which will also be prepared and distributed to athletes and parents/guardians at the start of the season. Should a possible late registration for an event be made available, an updated or supplemental *AP-I-602.1.1 Field Trip Request and Approval form* needs to be submitted, and if/when approved, the updated schedule will be provided to athletes and parents/guardians as soon as possible. If overnight, section 2.1 still applies.
- 3.2 Any additional competitions added after the start of the season requires a separate *AP-I-602.1.1 Field Trip Request and Approval form* to be completed.
- 3.3 An *AP-I-602.1.2 Field Trip Consent and Permission form* is required for all participants. This can be a blanket form for all scheduled athletic tournaments/trips; this is generally completed online in the re-registration process, but if not, one must be completed prior to the event.
- 3.4 For additional in-season scheduled sports trips or tournaments, Section 1 Field Trip criteria apply.
 - 3.4.1 In such instances, the timeline in Section 2.1 is waived.
 - 3.4.2 If this is an overnight trip, Section 2 must be adhered to.

4. Field Trips and Other Travel Programs Outside of Alberta

NOTE: The following forms MUST be completed:

- AP-I-602.1.1 Field Trip Request and Approval Form*
 - AP-I-602.1.2 Field Trip Consent and Permission Form*
 - AP-I-602.1.3 Field Trip Medical Information Form*
 - AP-I-602.1.4 High-risk Field Trip Questionnaire (IF NOT OVERNIGHT)*
 - AP-I-602.1.5 Overnight, Out-of-Province and High-risk Field Trip Questionnaire (IF OVERNIGHT)*
- 4.1 An *AP-I-602.1.1 Field Trip Request and Approval Form* along with a copy of a parent/guardian information letter, customized *AP-I-602.1.2 Field Trip Consent and Permission form* highlighting that the specifics of the high-risk activity, and a completed *AP-I-602.1.5 Overnight, Out-of-Province and High-risk Field Trip Questionnaire* must be submitted via the campus Principal Educator to the Superintendent or designate for review prior to any commitment being made to students, parents/guardians, airlines, travel agencies, etc. This form must be submitted a minimum of 6 months prior to the trip date.
 - 4.2 The Superintendent or designate shall advise FFCA's insurers of details of the trip, including dates, destination, and the name(s) of supervisor(s), and will request approval in principle with respect to insurance coverage.

- 4.3 Police Information Checks (PIC), including a vulnerable sector verification, must be completed and current within 12 months for all staff and non-staff volunteers for any field trip that extends overnight. A PIC is required if you live within Calgary city limits. If you live outside Calgary city limits, volunteers will require a Criminal Record Check, including a vulnerable sector verification from the RCMP in their city/town of residence.
- 4.4 Once approval in principle with respect to insurance is received from FFCA's insurers, the trip request shall be reviewed by the Superintendent or designate, and if approved, the campus will then be authorized to proceed with planning. As part of the planning process, the campus will ensure that:
 - 4.4.1. the experience is of curricular value and limited to students at the Middle/High School levels;
 - 4.4.2. parent/guardian consent, including an acknowledgement of all the risks involved in the trip, has been obtained using the "Informed Consent/Permission" form (see AP-I-602.1.2)
 - 4.4.3. adequate supervision is provided;
 - 4.4.4. alternative meaningful educational experiences are provided for those students not participating;
 - 4.4.5. parent/guardian involvement is provided for in the planning, including at least one meeting with all parents/guardians of students involved in the trip;
 - 4.4.6. participation is not a requisite for successful completion of the related course;
 - 4.4.7. maximum use is made of weekends and regular school holidays;
 - 4.4.8. the cost of substitutes required is calculated into the fee charged for the field trip;
 - 4.4.9. default protection insurance for the carrier and hotels is provided for all students (on an individual or group basis.) The travel agency serving the students in national or international tour projects must be a member of a certified professional travel association.
- 4.5 FFCA assumes no responsibility for any financial loss incurred as a result of the cancellation of any field trip or excursion program.
- 4.6 The Superintendent or designate shall notify the Board of Directors of all trips approved pursuant to this section of the policy.

Original Approval Date: March 1, 2017

Revision Dates: June 18, 2021,
January 16, 2023

References: [Safety Guidelines for Physical Activities in Alberta Schools](#) publication
AP-G-701.1. Employee First Aid Training and Supplies
AP-I-603.1 Managing Risk of Physical Activity Programs
AP-E-101.1.1 Volunteer Driver Form



2023-24 PROPOSED Guiding Principles for FFCA Financial Planning

- Ensure sustainability, i.e. deficit-free budget
- Maintain fair and equitable compensation for staff
- Target total reserves equal to 2.5-4.2% of the annual budget
- Continue to build internal capacity that provides a learning environment that supports diversity, equity and inclusion.
- Re-establish preferred preparation time for high school teaching staff
- Support advancement of strategic plan priorities
- Support staff professional and leadership development opportunities with an emphasis on fostering diversity, equity and inclusion
- Include allocations to address issues identified by the Enterprise Risk Management group
- Align the operating model of the organization to anticipate future needs, increase efficiencies and reduce fixed costs



2023-24 PROPOSED Transportation Fee Schedule

Background

The Society is looking at ways of addressing bussing and transportation issues which have arisen over the recent school year as a result of strained school bus operations across the city. The Society has not increased bus fees since the 2017-18 school year, which at the time had been intended to hold for three years, and has now been held for five years. To address the rising costs of transportation associated with inflation, and to increase competitiveness with bussing contracts in Calgary, the Board is considering options for a transportation fee increase for 2023-24, while maintaining payment flexibility for families allowing for a 3-payment installment.

Proposals

Status Quo (approved 2022-23, has been maintained since 2017-18)

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

Mid-level increase (proposed)

Rationale:

- Would cover a reasonably expected service contract increase from bussing service provider while additionally providing budget support for rising costs including fuel.

		Percent Change from existing fees
Kindergarten	\$475.00	12%
Grades 1 to 12 (2-way)	\$950.00	11%
Grades 1 to 12 (1-way)	\$850.00	10%
Shuttle (1-way)	\$250.00	25%

Higher-level increase (proposed)

Rationale:

- Would cover all potential options for a service contract increase from bussing service provider while additionally providing budget support for rising costs including fuel.

		Percent Change from existing fees
Kindergarten	\$525.00	24%
Grades 1 to 12 (2-way)	\$1050.00	23%
Grades 1 to 12 (1-way)	\$950.00	23%
Shuttle (1-way)	\$300.00	50%