

Procedures 2.01

Category: Governance and Operations

Role of the Charter Board

BACKGROUND & RATIONALE

The CAPE Society charges the CAPE Charter, as the governance body of the charter school, to provide overall policy direction and leadership for the School. As such, the CAPE Charter Board is responsible for the operation of the school through its officers, the Superintendent and the Secretary-Treasurer. The CAPE Charter Board is committed to the principles of accountability and transparency.

PROCEDURE

1. Accountability to Provincial Government
 - 1.1 The Superintendent is responsible for guiding the CAPE Charter Board to that it adheres with all provincial education standards and policies;
 - 1.2 The Superintendent is responsible for guiding the CAPE Charter Board to that it performs all functions required by government legislation.
2. Accountability to the Community
 - 2.1 The Superintendent is responsible for providing the CAPE Charter Board with data so that it can make evidence-based decisions, which reflect the CAPE Charter and represent the interests of all students served;
 - 2.2 The CAPE Charter Board, in co-operation with the School Council via the School Council Representative on the Board, will ensure that the parental and community voices and input are heard and part of the decision-making process;
 - 2.3 The Superintendent is responsible for developing appeal procedures so that Board can hear appeals as required by statutes and/or Charter Board policy;
 - 2.4 The CAPE Charter Board will report annually the successes and challenges of the school's goals and desired outcomes to all stakeholders and the community;
 - 2.5 The Superintendent is responsible for developing the CAPE communications plan and the CAPE Charter Board will review and approve the communications plan annually.
3. Three-Year Education and Strategic Planning
 - 3.1 The CAPE Charter Board provides overall direction for CAPE by reviewing and amending if necessary the established mission, vision, goals, and outcomes annually;
 - 3.2 The CAPE Charter Board identifies Board priorities at the outset of the Annual Three Year Education Planning process.

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- 3.3 The Superintendent is responsible for developing the CAPE annual Combined Three Year Education Plan and AERR. The CAPE Charter Board reviews and approves the annual Combined Three Year Education Plan and AERR for submission to Alberta Education by the respective due date;
- 3.4 The Secretary-Treasurer is responsible for developing the CAPE annual budget and the CAPE Charter Board reviews and approves the annual budget.
- 3.5 The CAPE Charter Board annually evaluates the effectiveness of the school in achieving student outcomes and established goals and identifies long-term strategic priorities.
- 4. Policy Development
 - 4.1 The CAPE Charter Board develops, reviews and amends, if necessary respecting, policies respecting the provision of educational services and programs in accordance with the *School Act and the Regulations*;
 - 4.2 The CAPE Charter Board must define the responsibilities of each of its officers, administration and staff.
- 5. Board/Superintendent Relations
 - 5.1 The CAPE Charter Board adheres to the criteria defined in the *School Act* and to CAPE Board established procedures for the selection of the Superintendent of Schools who is the Chief Executive Officer (CEO) and Chief Education Officer of the Board;
 - 5.2 The CAPE Charter Board assigns, through written CAPE Charter Board policy, administrative authority to the Superintendent;
 - 5.3 The CAPE Charter Board evaluates annually the Superintendent in regards to the Superintendent's job description and any additional Board direction;
 - 5.4 Based upon Superintendent evaluations, the CAPE Charter Board addresses its contractual obligations with the Superintendent.
- 6. Board/Secretary-Treasurer Relations
 - 6.1 The CAPE Charter Board adheres to the criteria defined in the *School Act* and to CAPE Board established procedures for the selection of the Secretary-Treasurer;
 - 6.2 The CAPE Charter Board assigns, through written CAPE Charter Board policy, administrative authority to the Secretary-Treasurer;
 - 6.3 The CAPE Charter Board evaluates annually the Secretary-Treasurer in regards to the Secretary-Treasurer's job description and any additional Board direction;

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- 6.4 Based upon Secretary-Treasurer evaluations, the CAPE Charter Board addresses its contractual obligations with the Secretary-Treasurer.
- 7. Advocacy
 - 7.1 The CAPE Charter Board ensures that advocacy is based on one clear message based on one shared vision, mission, and goal.
- 8. Board Development
 - 8.1 The CAPE Charter Board engages in an annual review the Charter Board's effectiveness through established criteria;
 - 8.2 The CAPE Charter Board is committed to the professional development of its members through Board professional development initiatives, interaction with other charter schools boards and directors, attendance at TAAPCS meetings, intra-charter schools visits, and any other initiative that presents itself.
 - 8.3 The CAPE Charter Board is committed to membership into The Alberta Association Public Charter Schools if deemed beneficial to the achievement of CAPE's goals, priorities, and desired outcomes.
- 9. Fiscal
 - 9.1 The CAPE Charter Board has established the Finance Committee to monitor, review and make recommendations to the CAPE Charter Board on any financial matter, and the Planning Committee committees to investigate long term plans re facility, enrolment, and any other issue that affect CAPE's long term viability.
 - 9.2 The CAPE Charter Board reviews budget assumptions at the outset of the budget process;
 - 9.3 The CAPE Charter Board determines the basis for annual resource allocations;
 - 9.4 The CAPE Charter Board reviews annual draft budget proposals through its Finance Committee and Planning Committee, reviews and approves final annual budgets for submission to Alberta Education by the due date;
 - 9.5 The CAPE Charter Board ensure that appropriate resources are allocated to achieve the goals, priorities, and desired outcomes in the school's Three-Year Education Plan through budget allocations;
 - 9.6 The CAPE Charter Board reviews annual Three-Year Capital and Facilities Plans through its Finance Committee and Planning Committee, reviews and approves final annual Three-Year Capital and Facilities Plans for submission to Alberta Education by the due date;

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- 9.7 The CAPE Charter Board reviews the annual draft Audit Report through its Finance Committee and Planning Committee, reviews and approves final annual Audit Report for submission to Alberta Education by the due date, and receives and reviews the annual Management Letter and takes appropriate compliance actions if required.
- 9.8 The CAPE Charter Board reviews fiscal accountability reports brought forth by its Finance Committee, to ensure the fiscal management of the school;
- 9.9 The CAPE Charter Board reviews salary schedules annually through its Finance Committee, to ensure proper fiscal management of the school and equitable staff remuneration, and enter into contractual agreements.
- 9.10 The CAPE Charter Board adheres to the criteria defined in the *School Act* and to CAPE Board established procedures for the selection and appointment of an Auditor for the school annually;
- 9.11 The CAPE Charter Board ensures that signing authority is delegated according to Policy and bank requirements;
- 9.12 The CAPE Charter Board reviews and approves instructional/general fees for all students;
- 9.13 The CAPE Charter Board reviews and approves joint use agreements and those partnership agreements that require a financial obligation of the Charter Board;
- 9.14 The CAPE Charter Board makes any banking arrangements necessary for the carrying out of its duties and powers, in accordance with the School Act and Regulations.
- 10. Staffing
 - 10.1 The CAPE Charter Board reviews Superintendent recommendations re all perspective new staff, certificated and non-certificated certificated staff and for termination of employment;
 - 10.2 The CAPE Charter Board hears all appeals, if an issue cannot be resolved at the administration or Superintendent level, in accordance with Policy.
- 11. Courses and Programs
 - 11.1 The CAPE Charter Board reviews and approves the annual school-year calendar, and charges the Superintendent with reporting to Alberta Education operational dates for the year prior to May 31.

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11.2 The CAPE Charter Board charges the Superintendent with the implementation of existing courses and/or programs, the development on locally developed courses and/or programs, and the supervision assessment of all courses and/or programs. Reporting on the implementation and effectiveness of all courses and/or programs is required monthly.

References:

CAPE Policy 2.01

School Act, Part 2, Division 3

CAPE charter

CAPE Bylaws

Adopted: March 14, 2013

Motion: #2013-3-14-37