



AP 2.01

Category: Governance and Operations

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.

DEFINITIONS

1. **CAPE Charter Board** - the officials elected through due process as defined by the CAPE bylaws and charged with the operation and management of the CAPE-Centre for Academic and Personal Excellence Institute, a charter school.
2. **Charter** - the document, approved by the Minister of Education, outlining the conditions under which CAPE school may operate, and defining its vision, mission, goals and outcomes of the program it offers to a defined student population.
3. **Vision** - a statement indicating both what the school wants to become and guiding transformational initiatives by setting clear direction for the school's growth.
4. **Mission** - a short statement of the school's purpose, identifying its scope, what kind of program it provides, its target population, and the region it serves.
5. **Majority Rule** - process of decision-making refers to a decision rule that selects alternatives which have a majority, that is, more than half the votes. It is the binary decision rule used most often in influential decision-making bodies.
6. **Micromanage or Micromanagement** - a management style whereby a board (in this context) closely observes and/or controls the work of subordinates or employees. Micromanagement is generally considered to have a negative connotation.
7. **Administrative Team** - employees charged with leadership within a jurisdiction; superintendent, secretary-treasurer, principal, vice-principal, and Director of Student Services, each of which may supervise the work of executive and admin assistants.

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8. **Committee** - a group of people appointed or elected for a specific function, typically consisting of members of a larger group.
9. **Accountability** - the acknowledgment and assumption of responsibility for actions, products, decisions, and policies including the administration, governance, and implementation within the scope of the role; encompasses the obligation to report, explain and be answerable to the Minister of Education, stakeholders, and the tax payer.
10. **Decision-Making** - process of making choices by identifying a decision, gathering information, and assessing alternative resolutions. Using a step-by-step decision-making process can help you make more deliberate, thoughtful decisions by organizing relevant information and defining alternatives.
11. **Transparency** - operating in such a way that it is easy for others to see what actions are performed.
12. **Cooperation** - people working together (co-operate) while working on selfish yet common goals; fuels peer-to-peer systems and distributed networks.
13. **Collaboration** - working or acting together (co-labor) on a single shared goal, for a common purpose or benefit.
14. **Policy** - a deliberate system of principles to guide decisions and achieve rational outcomes; a statement of intent, and is implemented as a procedure or protocol.

PROCEDURE

15. Accountability to Provincial Government
 - 15.1 The Superintendent is responsible for guiding the CAPE Charter Board so that it adheres with all provincial education standards and policies performs all functions required by government legislation.
16. Accountability to the Community
 - 16.1 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;
 - 16.2 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;
 - 16.3 The Superintendent is responsible for developing appeal procedures so that Board can hear appeals as required by statutes and/or Charter Board policy;

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- 16.4 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 via the school website, social media and focus groups;
- 16.5 The Superintendent is responsible for developing and annually reviewing/ revising the CAPE communications plan and present that to the CAPE Charter Board for review and approval.
- 17. Three-Year Education and Strategic Planning
 - 17.1 The CAPE Charter Board provides overall direction for CAPE by reviewing and amending, if necessary, the established mission, vision, goals, and outcomes annually;
 - 17.2 The CAPE Charter Board annually evaluates the effectiveness of the school in achieving student outcomes, established goals and identifies long-term strategic priorities at the outset of the Annual Three Year Education Planning process based on a review of the Annual Education Results Report (AERR), focus group and school annual satisfaction surveys.
 - 17.3 The Superintendent is responsible for developing the CAPE Annual Three Year Education Plan and AERR. The CAPE Charter Board reviews and approves the annual Three Year Education Plan and AERR for submission to Alberta Education by the respective due date;
 - 17.4 The Secretary-Treasurer is responsible for developing the CAPE annual budget and the CAPE Charter Board reviews and approves the annual budget.
- 18. Policy Development
 - 18.1 The CAPE Charter Board develops, reviews and amends, if necessary, policies respecting the provision of educational services and programs in accordance with the *Education Act and the Regulations*;
 - 18.2 The CAPE Charter Board must define the responsibilities of each of its officers, administration and staff.
- 19. Board Superintendent Relations
 - 19.1 The CAPE Charter Board adheres to the criteria defined in the *Education 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;
 - 19.2 The CAPE Charter Board assigns, through written CAPE Charter Board policy, administrative authority to the Superintendent and delegates authority to the Superintendent through policy;

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- 19.3 The CAPE Charter Board evaluates the Superintendent in regards to the Superintendent's job description and any additional Board direction based on contractual agreement;
- 19.4 Based upon Superintendent evaluations, the CAPE Charter Board addresses its contractual obligations with the Superintendent.
- 20. Board/Secretary-Treasurer Relations
 - 20.1 The CAPE Charter Board adheres to the criteria defined in the *Education Act* and to CAPE Board established procedures for the selection of the Secretary-Treasurer;
 - 20.2 The CAPE Charter Board assigns, through written CAPE Charter Board policy, and delegates authority to the Superintendent through policy authority to the Secretary-Treasurer;
 - 20.3 The CAPE Charter Board evaluates the Secretary-Treasurer in regards to the Secretary-Treasurer's job description and any additional Board direction based on contractual agreement;
 - 20.4 Based upon Secretary-Treasurer evaluations, the CAPE Charter Board addresses its contractual obligations with the Secretary-Treasurer.
- 21. Advocacy
 - 21.1 The CAPE Charter Board ensures that advocacy is based on one clear message based on one shared vision, mission, and goal.
 - 22.2 The CAPE Charter Board as a member of The Association of Alberta Public Charter Schools (TAAPCS), engages in advocacy practices; the CAPE Charter Board Chair or delegate is charged with representing CAPE on TAAPCS and committees.
 - 22.3 The Superintendent represents CAPE on the Superintendent group while the Secretary-Treasurer represents CAPRE on the Secretary-Treasurer group.
- 23. Board Development
 - 23.1 The CAPE Charter Board engages in an annual review the Charter Board's effectiveness through established criteria;
 - 23.2 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.

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- 23.3 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.
24. Fiscal
- 24.1 The CAPE Charter Board has established the Finance Committee to monitor, review, and make recommendations to the CAPE Charter Board on any financial matter.
- 24.2 The CAPE Charter Board reviews budget assumptions at the outset of the budget process;
- 24.3 The CAPE Charter Board determines the basis for annual resource allocations;
- 24.4 The CAPE Charter Board reviews annual draft budget proposals through its Finance Committee, reviews and approves final annual budgets for submission to Alberta Education by the due date;
- 24.5 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;
- 24.6 The CAPE Charter Board reviews annual Three-Year Capital and Facilities Plans through its Finance Committee and other committees, reviews and approves final annual Three-Year Capitals and Facilities Plans for submission to Alberta Education by the due date;
- 24.7 The CAPE Charter Board reviews the annual draft Audit Report through its Finance 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.
- 24.8 The CAPE Charter Board reviews fiscal accountability reports brought forth by its Finance Committee, to ensure the fiscal management of the school;
- 24.9 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.
- 24.10 The CAPE Charter Board adheres to the criteria defined in the *Education Act* and to CAPE Board established procedures for the selection and appointment of an Auditor for the school annually;
- 24.11 The CAPE Charter Board ensures that signing authority is delegated according to Policy and bank requirements;

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- 24.12 The CAPE Charter Board reviews and approves instructional/general fees for all students;
 - 24.13 The CAPE Charter Board reviews and approves joint use agreements and those partnership agreements that require a financial obligation of the Charter Board;
 - 24.14 The CAPE Charter Board makes any banking arrangements necessary for the carrying out of its duties and powers, in accordance with the *Education Act* and *Regulations*.
25. Staffing
- 25.1 The CAPE Charter Board delegates to the Superintendent or delegate the responsibility of certificated and non-certificated certificated staffing and delegates to the Superintendent the responsibility for termination of employment;
 - 25.2 The CAPE Charter Board hears all appeals, if an issue cannot be resolved at the administration or Superintendent level, in accordance with Policy.
26. Courses and Programs
- 26.1 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.
 - 26.2 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

Education Act

CAPE charter

CAPE Bylaws

Revised: August 2022