

Policy Handbook

(October 24, 2020)

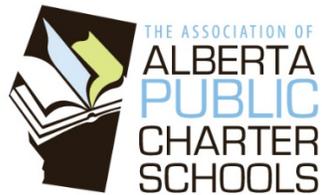


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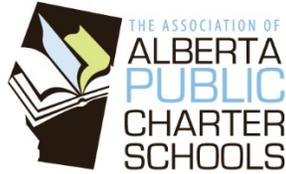
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A. PREAMBLE:

TAAPCS Policy Handbook has been developed to support the governance function of the Association's Board of Governors. The policies reflect the Bylaws and provide direction to the directors, officers and executive director.

TAAPCS Administrative Procedures Manual provides operational information to assist with the day to day actions of the administration. While a standalone manual, the procedures must fulfill the expectations outlined in policy.

The provision of two separate documents reinforces the difference between governance and administration in the Association. Written policy and administrative procedures provide guidance for decisions and actions within TAAPCS and also ensure continuity to the association during periods of growth and transition.

B. FOUNDATIONAL STATEMENTS:

Purpose

Our goal is to meaningfully contribute to distinguishing Alberta Public Education as a global leader delivering innovative

Mission

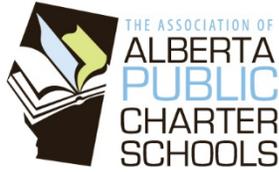
We promote and facilitate public charter school education in Alberta, speak with one voice on behalf of Alberta public charter schools, create a forum for public charter schools to meet in support of common goals and advocate for continuing innovation, diversity and inclusion within public education.

Vision

- Alberta Public Charter Schools work together to powerfully give voice to an Albertan vision of education, through research-informed innovation and responsible choice.
- Alberta public education engages educators, administrators, bureaucrats, institutions and governments, but it belongs equally - to all people of Alberta. We serve their vision.

Values

- What's best for student learning
- What's correct and right
- What strengthens learning communities
- What sustains exemplary public education



Policy 1

TAAPCS Budget Development Process

May 12, 2017

Policy Statement: The procedures set out below are guidelines to allow member schools the opportunity for input to the annual budget.

Implementation:

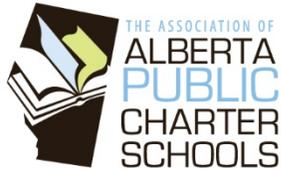
1. Timelines
 - Draft 1: January – a draft budget shall be prepared by the Treasurer to be presented at the January EAC meeting for review and input.
 - Draft 2: February – a draft of the proposed budget shall be distributed to member schools for consideration and comment.
 - Draft 3: March - member schools' comments should be submitted to the Executive Director for consideration.
 - Draft 4: The final draft of the budget shall be sent to officers as information and circulated to the membership prior to the TAAPCS Spring General Meeting.
 - TAAPCS Spring General Meeting: Presentation of the budget for consideration by the Board of Governors.
2. A balanced budget shall be presented to the Board of Governors at the TAAPCS Spring General Meeting.
3. Revenue is derived through the levy of membership fees and government grants. (when available).
4. Membership fees shall be set with a 3-year cycle beginning at the 2018 Spring General Meeting as per Policy 3 Membership Fees.
5. Policy Review

Policy will be reviewed 3 years after ratification date.

References:

Bylaw 3.4 Treasurer
Policy 3 Membership Fees

Ratification Date: Approved May 12, 2017



Policy 2

Elections

May 12, 2017

Background: The Association of Alberta Public Charter Schools (TAAPCS) Bylaws have provision for the election by simple majority of a Chair and Vice Chair for the Board of Governors at the Annual General Meeting (AGM). The Administrative Officers - President, Vice President, Secretary, Treasurer - shall also be elected at the Annual General Meeting. All positions are filled by volunteers.

Policy Statement: The Elections policy provides a procedure with which the Chair and Vice Chair of the Board are elected. The same procedure shall apply to the Administrative Officers of the Board. All positions are to be filled at the Annual General Meeting of the Association.

Implementation:

1. The Executive Director of TAAPCS shall serve as the nomination committee and returning officer for the Association.
2. The election is called with notification of the Annual General Meeting.
3. This notification shall name the positions up for election at this particular Annual General Meeting and be named "First Call" for candidates for the upcoming election.
4. "Second call" for nominations will be early in the AGM agenda.
5. "Third and final call" will precede the adjournment, usually mid-point in the agenda.
6. Nominations should indicate agreement by the candidate. If the candidate is absent, their agreement can be in writing.
7. Each Charter School has one vote rendered by their Director on the Board of Governors.
8. At third call, the Executive Director will name candidates for each position. In the case of more than one candidate for a position, voting shall be by secret ballot. The Executive Director will announce and congratulate the successful candidate.
9. Successful candidates may speak to the assembly before adjournment of the meeting.

Chair and Vice Chair

1. These positions are filled by Board directors from a Charter School Board.
2. Nominations are made by a Director on a Charter School Board.
3. The term of office for the Chair and Vice-Chair of the Board shall be up to two years and there shall be no maximum number of successive terms for serving in the position of Chair or Vice-Chair.
4. The Board of Governors may elect Co-Chairs and/or Co-Vice-Chairs.
5. The term of the elected officer begins at the end of the Annual General Meeting.

Administrative Officers of the Board

1. The Officers of the Association shall be the President, Vice-President, Secretary and Treasurer. The Officers shall be nominated by a Director, a Superintendent or Secretary-Treasurer of a Member School and shall be elected by a simple majority vote of the Board at the AGM.
2. Officers are Superintendents or Secretary-Treasurers from Member Boards.

3. A Superintendent from a Member School shall be eligible to serve as President or Vice-President or Secretary of the Association. A Secretary-Treasurer from a Member School shall be eligible to serve as Treasurer or Secretary of the Association.
4. The term of office for all Officers shall be one year and the maximum number of successive terms for all positions as Officers shall be four. An Officer may serve as an Officer for more than four years; however, the Officer shall not serve in the same position for more than four successive years.
5. The Board of Governors may elect Co-positions if the desire to share the duties is expressed.

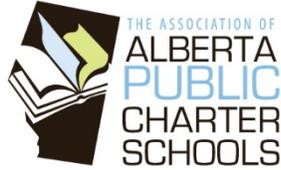
Definitions:

1. Nomination Committee: In TAAPCS, the committee gathering nominations shall be a committee of one, the Executive Director.
2. Returning Officer: An official of the organization who conducts an election and announces the result.
3. First, Second and Third (final) call: Times the assembly is called to nominate candidates.

References:

1. Robert's Rules (excerpts in [Appendix 1](#))
2. Internal and external

Ratification Date: Approved May 12, 2017



Policy 3 Membership Fees

May 5, 2018

Background: This policy is written to provide a foundation for determining the Association of Alberta Public Charter Schools (TAAPCS) membership fees. TAAPCS struck an *ad hoc* committee to review fees before the 2017/2018 fiscal year. A temporary solution was embedded in the 2017/2018 approved budget with a recommendation to resolve this issue during the 2017/2018 fiscal year.

Policy Statement: This policy will provide guidelines and timelines for fees review. It also allows charter board input in advance of any decision. Regular review is embedded in the policy. The goal is to enable full participation of existing and future charter schools.

Implementation:

Member charter school boards wishing input into the review of membership fees may submit membership fee proposals.

- Proposals should be submitted to the Executive Director on or before September 30 of the preceding year.
- Proposals will then be brought forward to the upcoming Annual General Meeting as information and for direction.
- An *ad hoc* Fees Committee may be formed at this time. The Executive Director shall bring its findings into the budget development process.
- In lieu of an *ad hoc* Fees Committee, the Treasurer/Executive Director will develop a draft membership fee recommendation for review by the Executive Advisory Committee.
- The final fees recommendation will be brought forward as part of the proposed budget at the Spring General Meeting for ratification.
- Membership fees shall be reviewed at the Spring General Meeting on a three-year cycle commencing with 2018.

Proposal Guidelines:

1. The school board submitting a proposal must be a current member in good standing of TAAPCS
2. See [Addendum 1](#), Membership Fees Proposals

Policy Review: This cycle may be pre-empted at the direction of the Board of Governors, or due to a legislation or regulations change.

Definitions:

Membership

Ad hoc committee

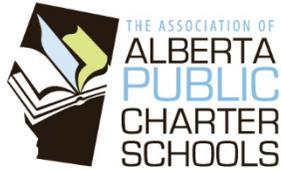
References:

Ad Hoc Committee Policy
Budget Development Policy
Waiver Policy

Ratification Date: Special Meeting Minutes Approved May 5, 2018; Amendments approved February 8, 2018 at Special Board Meeting

Review 2021

See [Appendix 2](#) Fee Structure for 2018 and Beyond



Policy 4

Policy Development and Review

May 12, 2017

Background: The Association of Alberta Public Charter Schools (TAAPCS) Board of Governors accepts the responsibility to develop policies that provide the governance function of the board. Policies will give direction and guidance for the operation of TAAPCS that enable the association to meet its goals. Policies also reflect the values the Directors bring to the board as representatives of their Charter Schools.

Policies provide broad guidelines for the operation of TAAPCS. They provide for and support the professional judgement of the Officers and Executive Director for the administration of the Association.

Adoption of new policies and the revision of existing policies is the responsibility of the Association Board of Governors. The Board of Governors encourages the participation of individuals and groups through the policy development process. The Board of Governors shall be guided in its approach to policy making by ensuring adherence to the Association Bylaws and the requirements of provincial legislation.

Policy Statement: Policies adopted by the Board of Governors are statements that provide direction for governance functions and human resources, as well as assist with specific administration responsibilities.

Implementation:

1. The Officers and Executive Director shall create a Policy Handbook that includes all Board policy that has been approved by the Board of Governors. The Policy Handbook is available to all stakeholders of TAAPCS. ([Appendix 5](#) Policy Handbook)
2. An Administration Procedures Manual will reflect the policies, bylaws and requirements of government regulation. The administration procedures are the responsibility of the Officers of the Association.
3. Policies and policy changes will be considered under the mandate of the Priorities Committee.
4. Policies will be structured so as to comply with the format as described in [Appendix 3](#) Policy Format. The Officers and Executive Director shall follow this development process to prepare policy for Board of Governors' consideration. ([Appendix 4](#) Policy Development Checklist)
 - a. The Executive Director shall keep a list of potential policies of benefit to the Association. This list will have priorities depending on current needs of the Association.
 - b. The Executive Director shall write a policy based on the format provided in Appendix 3. Draft 1 may also arise from charter school administrators', individual or group ideas that are forwarded to the Executive Director.
 - c. The Executive Director shall propose an upcoming policy and call for input from the Priorities Committee (TPC) and the Superintendents and Secretary-Treasurers Committee (SST).

- d. After considering TPC and SST input, the policy may be amended before presentation to the both committees as well as the Executive Committee as Draft 1.
- e. The three committees may recommend further changes. After consideration of these changes, Draft 2 will be forwarded through the Superintendents as stakeholder information.
- f. Draft 2 will then be presented for the Executive Committee's final review, amendments and approval.
- g. The final draft will be presented at a general meeting for approval by the Board of Governors through a board motion.
- h. Approved policies become part of the Policy Manual and are available to all stakeholders.

Policy Review:

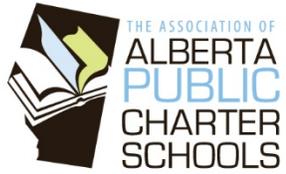
Policies must be reviewed on a 3-year rotation. Recommendations shall come to the Board of Governors after the third year of implementation.

With a motion of the Board of Governors, a policy can be reviewed at any time in the regular review rotation.

Ratification: Approved May 12, 2017

Amended May 2, 2020

Review 2023



Policy 5

Waiver of Membership Fees

May 12, 2017

Background: The Association strives to have all public charter schools in Alberta as members. With this in mind, past practice has been to occasionally waive membership fees for specific schools.

Policy Statement: The TAAPCS Board of Governors believes that to meet the objective *"To speak with one voice on behalf of public charter schools in Alberta"*, consideration for the waiver of fees shall be given. Further, a policy for this action relieves schools of the necessity to make their request at an Association meeting.

Implementation:

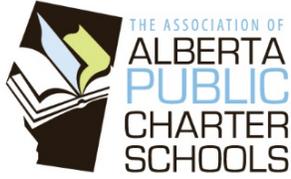
1. The Officers shall consider an application for the waiver or partial waiver of fees upon receipt of a letter explaining the need for this waiver. Schools are asked to attach a copy of their budget and AFS for the year in question.
2. In the case of an Officer having a conflict of interest, the remaining Officers shall render a decision.
3. Schools are encouraged to provide a good faith amount towards the operation of the Association.
4. The application must be forwarded to the Executive Director by October 15 of each fiscal year. The Executive Director shall provide the decision in writing to the charter school.
5. A maximum of 3 waivers shall be granted in a fiscal year.
6. The Treasurer shall show this action in the budget documents provided at the Association's general meetings.

Definitions:

Good Faith Amount – A partial membership fee payment that shows the school has faith in the Association and wants to support its operation, even though they cannot pay the full membership fee.

References:

Ratification Date: Approved May 12, 2017



Policy 6

Awards and Recognition Program

May 12, 2017

Background: For a number of years, the Association of Alberta Public Charter Schools (TAAPCS) presented the Halvar Jonson Award (Appendix 1) to deserving recipients both internal and external to the Association. During the Bylaw Revision process, it was proposed that the Halvar Jonson Award be given to external candidates and the Awards and Recognition standing committee was charged with responsibility for recommending further awards. The recommendation is included herein.

Policy Statement: The Association of Alberta Public Charter Schools (TAAPCS) will recognize and thank nominees from both within and outside the association who have given their time, energy, influence and expertise to enhance some aspect of the charter school education in Alberta.

Implementation:

Awards will be presented at the Annual General Meeting in October of each fiscal year.

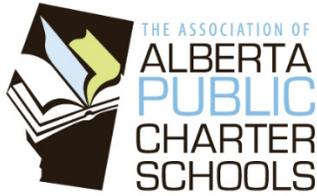
Awards and recognition will fall into three categories:

1. Halvar Jonson Award ([Appendix 6](#))
Mr. Halvar Jonson played a huge role in the creation of charter schools in Alberta. To honour the important contributions of Mr. Jonson and other individuals who champion charter schools in Alberta, our association created an award in his name. This award will be presented to recipients from outside the association.
2. Board of Governors' Award ([Appendix 7](#))
The Association of Alberta Public Charter Schools (TAAPCS) initiated the Board of Governors' Award to recognize and thank those from within the charter school community who have given their time, energy, influence and expertise to enhancing the charter school promise.
3. Certificates of Appreciation
Certificates of appreciation will be given to the following:
 - Members of the Board of Governors
 - Chair and Vice Chair of the Board of Governors
 - Officers of the Association

Other appreciation certificates may be given from time to time at the direction of the Board of Governors.

Policy Review: Policies must be reviewed on a regular basis. This policy is on a 3-year review cycle

Ratification Date: May 5, 2018 approved by Board of Governors.



Policy 7

Committees of the Board

May 12, 2017

Background

Committees of the Board are created to assist the Board of Governors with the work of their governance responsibilities.

Policy Statement

The Board may form standing and ad hoc committees.

Implementation

1. Standing Committees
 - a. Standing committees provide input to the ongoing work of the Association.
 - b. Committees shall be established on approval of a mandate for each.
 - c. The Executive Director shall provide support to each committee.
 - d. Committees shall report in writing to the Board of Governors annually at the Spring General Meeting.
 - e. A verbal report shall be given at the Superintendents and Secretary Treasurers meeting by the Executive Director or designate.
 - f. A committee can be dissolved through a motion of the board at a duly constituted meeting.
2. Ad Hoc Committees
 - a. The Board may find the need for specific information, research or advice.
 - b. Establishment of an ad hoc committee with a mandate to fulfill the Board's needs is by motion of the Board.
 - c. An ad hoc committee is a short-term solution.
 - d. The committee is dissolved at the completion of its task or by the Board at a duly constituted meeting.

Policy Review Policies must be reviewed on a 3-year rotation. Recommendations shall come to the board after the third year of implementation.

With a motion of the Board, a policy can be reviewed at any time in the regular review rotation.

Definitions

1. Standing Committee – A committee of the board that assists with the recurring or ongoing work of the board. The committees remain in place between general meetings unless dissolved by the board. An example of a standing committee is the TAAPCS Priorities Committee (TPC).
2. Ad Hoc Committee – A committee established by the board for the investigation of a specific matter as outlined in the Terms of Reference for the committee. The committee ceases to exist

3. on completion of its task or by a motion of the board at a duly constituted meeting.

Ratification Date

Approved May 12, 2017

Amended May 2, 2020

Review 2023

1. AD HOC COMMITTEE (AHC)

Mandate: Mandate is determined by the Board of Governors or Standing Committee motion.

Composition: The composition of the ad hoc committee should have representation from the diversity of the charter school community.

Chair: Chair chosen from committee member volunteers. A Committee Vice Chair is at the discretion of the committee members. (Note - recorder chosen from committee member volunteers.)

Term: The ad hoc committee has a specific term deemed adequate to meet the mandate.

Meetings: The initial meeting will be determined by the Executive Director on advice from known committee members.

Responsibilities: The responsibilities representing the mandate will be set by the membership at the initial meeting.

(Note: see [Appendix 1](#))

2. EXECUTIVE COMMITTEE

Mandate: The Executive Committee will:

- Support operation of the Board of Governors (Board), Officers of the Association and all Board Committees, as defined in Bylaw Articles 2, 3 &12, such that decisions and actions necessary for successful conduct of the Association are executed as required, within the framework of TAAPCS bylaws, policies and administrative procedures, and reported to the Board at regular or special meetings.
- Consider urgent matters on behalf of the Board, between scheduled meetings of the Board, which cannot be deferred until the next scheduled meeting of the Board, and report to The Board on matters the Executive Committee has considered and any decisions undertaken on the Board's behalf.

Composition:

- TAAPCS Chair, Vice-Chair, Secretary, Treasurer, President, and Vice-President (including such compositions as declared who may attend together or as alternates).
- TAAPCS Priorities Committee Chair (ex officio)
- Executive Director (ex officio)
- Chair and Recorder:
- Chair rotates between the Chair of the Board of Governors and President, deferring to the person calling the meeting.
- Recorder chosen from committee member volunteers

Term:

- 2 years to maximum of 4 years for committee members
- Chair reviewed every year

Meetings:

- Bi-Monthly - September to June and/or as required
- Meetings to be called by President or Board Chair

Quorum

- A quorum consists of all members of the Executive Committee.
- Executive Committee should not meet without quorum.
- Co-positions will each hold ½ vote if both are present, or a full vote if only one is present.
- The Committee will strive for consensus; in the event of a deadlocked vote the Board Chair shall cast 2 votes.
- Notes or Minutes
- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

Budget:

- Annual budget will be determined during budget approval process.

Responsibilities:

- To deliver to the Officers of the Association such support and guidance as required for the successful execution of their roles as described in The Association Bylaws.
- Consider items and policy directions from the Priorities Committee, the SST Committee and Alberta Education for decisions and recommendations to the Board of Governors;
- Make executive decisions as necessary on behalf of the TAAPCS Board of Governors
- Adequately document any consideration made and decisions taken by the Committee for report to the Board.
- To support the Chair in providing leadership, facilitate discussion at Board meetings and contribute to the Board's agenda by advising the Board on strategic and operational matters.
- To advise the Board on any other matters referred to the Executive Committee by the Board.

3. PRIORITIES COMMITTEE (TPC)

Mandate: The Priorities Committee will, with approval and support of the Executive Committee:

- plan, execute and assess internal and external communication on behalf of TAAPCS;
- plan, execute and assess stakeholder engagement and advocacy initiatives for TAAPCS;
- consider and develop new policies and consider and review existing policies at the time of regular reviews with the intent of providing policy recommendations to the TAAPCS Executive Committee;
- lead development and implementation of governance and leadership professional development activities for the TAAPCS Board of Governors (Board) specifically and all directors generally; and,
- lead development, execution and oversight of an annual awards and recognition program, including the Halvar Johnson Award.

Governance:

- The TAAPCS Priorities Committee reports through the Committee Chair to the TAAPCS Executive Committee.
- Decisions will be made by voting with each voting eligible member of the Committee having one vote.
- Quorum shall be 50 per cent of Committee members, whether in person, via email or video/teleconference.
- The Committee will not represent the Association in any matter relating to or concerning the Association unless authorized to do so by the TAAPCS Executive Committee.

Composition:

- One representative (Superintendent, Secretary-Treasurer, or Board Director) from each charter school
- TAAPCS Chairman (ex officio)
- TAAPCS President (ex officio)
- Executive Director (ex officio)
- Other individuals approved by the Executive Director to provide advice and assistance considered necessary (non-voting members)

Chair and Recorder:

- Chair chosen from committee member volunteers
- Recorder chosen from committee member volunteers

Term:

- 2 years to maximum of 4 years for committee members
- Chair reviewed every year

Meetings:

- Monthly - September to June, or as required
- Meetings called by TPC Chair

Notes or Minutes

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

Budget:

Annual budget will be determined during budget approval process.

Responsibilities:

With regard to Communication, Stakeholder Engagement & Advocacy,

- Conduct internal and external communication, stakeholder engagement and advocacy planning and execution on behalf of the association, meeting the following criteria:
 - Approvals as appropriate on the basis of advice from the Executive Committee are utilized to guide communication

- Activities are executed within an annual budget envelope approved by the Board of Governors
- Activities directly support association objectives and strategies
- Development of work underlying activities unites and aligns the membership

With regard to Policy

- Policies are updated according to need as directed by membership, using approval and development practices which ensure policies are current, effective, well communicated, easily accessible.
- provide a view that considers all Charter Schools for the process of policy development. (Note: The adoption of new policies and the revision of existing policies are the responsibility of the Board of Governors. The Board encourages the participation of individuals and groups through the policy development process through the TAAPCS Priorities Committee.);

With regard to Board Development (for work on school Boards of Directors as well as the TAAPCS Board of Governors)

- Board Development is conducted on a regular basis and is viewed by members as being an effective source of board development experiences, which also creates an effective network to assist governance learning of directors.

With regard to Awards

- Awards & recognition, including the Halvar Johnson Award, are conducted effectively on an annual basis, with appropriate budget and optimal member engagement.

4. SUPERINTENDENTS AND SECRETARY TREASURERS COMMITTEE

Mandate: The SST Committee will provide administrative advice and support to the Executive Committee, the Officers of the Association and the Executive Director.

Composition:

The committee includes all TAAPCS Superintendents and Secretary-Treasurers. The Executive Director is an ex-officio member of the committee.

Chair:

The President or Vice President of the Officers chairs the meetings. Association Secretary shall keep meeting notes.

Term: N/A

Meetings:

Meetings are held quarterly, with additional meeting determined by the President and Vice-President.

Notes or Minutes:

The Association Secretary shall keep meeting notes and forward them to the Executive Director within one week of the meeting.

Budget:

Expenses for committee members are paid by Member Schools. Conference call and Executive Director expenses are paid by the Association.

Responsibilities: The Officers are a liaison between SST committee members and the Board of Governors. The committee will:

- Receive a regular report from the TAAPCS/Alberta Education contact person/seek explanations and understanding on Alberta Education items arising;
- Respond to requests for input/advice/feedback from governance committees (Executive and Priorities Committees), particularly:
 - review of the budget and fees
 - review of the committee structures and terms of reference
- Share and discuss operational concerns/items arising that are of common interest to Superintendents and Secretary-Treasurers;
- Direct, through the President/Vice-President, questions to governance committees and requests to consider action items;
- Receive reports and discuss items from the Research Committee, Conference Committee and School Leadership Learning Committees as required;
- Discuss any items deemed relevant to the committee and not covered by the mandate items above.

5. CONFERENCE COMMITTEE (CONFERENCE C)

Mandate: The conference committee shall plan the TAAPCS bi annual conference for the charter school community. Other potential events may be planned if so requested.

Composition:

- Superintendent or designated chair
- 2 members from hosting school
- 2 members from previous conference school
- Director from hosting school (optional)
- Executive Director ex officio

Chair:

- Chair is superintendent or designate from hosting school.
- Hosting school or delegate shall provide note recorder.

Term:

- 18 months (year leading to conference and first 6 months of conference school year)
- At the end of each conference the position of chair moves to future conference appointee

Meetings:

- Minimum of 2 meetings in year leading up to conference
- Additional meetings determined by planning needs
- Initial meeting called by Chair
- Meetings can be face to face or by electronic means

Minutes:

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director following the meeting

Budget:

- Conference budget will be determined at Educational Advisory Committee based on conference committee request.

Responsibilities:

- Liaise with organizing committee from previous conference
- Plan conference including:
 - Time and date
 - Venue
 - Theme
 - Keynote speaker
 - Sessions
 - Session presenters
 - Charter school members to introduce speakers
 - Food and accommodations
 - Conference communication items
 - Evaluation
 - Other actions that may arise from time to time
- Report to Board of Governors at Spring General Meeting
- Consider other events as they may be requested.

6. DIRECTORS' COMMITTEE (DC)

Mandate: The Member Schools Directors' committee is intended to create a forum, in which individual Member Schools Directors' can share information and discuss issues relevant to directorship. Individuals on this committee represent themselves as individual directors. Information or issues arising that are relevant to Member Schools or the entire Association will be brought forward by the Committee Chair to the Executive Advisory Committee or the TAAPCS Board of Governors as appropriate.

Composition:

- Calgary (and area) charter school directors
- Edmonton (and area) charter school directors
- Executive Director ex officio
- Superintendents ex officio

Chair and Recorder:

- The TAAPCS Vice-Chair will chair the committee.
- A meeting note recorder will be chosen from committee member volunteers.

Meetings:

- Minimum of 2 meetings per year

- Committee Chair may call additional meetings if needed
- Meetings can be face-to-face or by electronic means
- Sub-committees, chaired by a committee member, may be formed to address a specific topic or to facilitate ease of access to meeting venues based on geography.

Minutes:

- Meeting Notes Template is available
- Notes will be forwarded to Executive Director within 2 work weeks following the meeting.

Budget: Annual association budget will be determined in consideration of Member Schools Directors' Committee recommendation.

Responsibilities:

- Fostering Effective Relationships (internal and external)
- Encouraging Collaborative Performance towards shared success in achieving TAAPCS goals and objectives
- Capitalizing on Professional Body of Knowledge
- Promoting Inclusive Collaborative Environments
- Promoting Foundational Knowledge about First Nations, Métis, and Inuit
- Apprising Directors of Relevant and Relevant Changes to Legal Frameworks and Policies
- Maintain updated contact information for all Member Schools Directors
- Maintain coordination and communication with other committees
- Report at all TAAPCS General Meetings

7. RESEARCH SUPPORT AND PROMOTION COMMITTEE (RSPC)

Mandate: The Research Support and Promotion Committee will provide support to charter schools endeavoring to do high calibre educational research. The committee shall review and assist with the dissemination of charter school research within the educational community. The committee shall share external research with charter schools.

Composition:

- 2 Calgary and area members
- 2 Edmonton and area members
- Post-secondary institution volunteer
- Alberta Education volunteer
- Superintendent
- Director (optional)
- Executive Director ex officio

Chair and Recorder:

- Chair chosen from committee member volunteers
- Note recorder chosen from committee member volunteers

Term:

- 2 years to maximum of 4 years for committee members
- Co-chairs reviewed every 2 years

Meetings:

- Minimum of 2 meetings per year
- Initial meeting called by Co-chairs
- Second mandated meeting set by committee
- Co-chairs may call additional meetings if needed.
- Meetings can be face to face or by electronic means
- Meeting Notes Template is available

- Notes to be forwarded to Executive Director within 1 week of the meeting

Budget:

- Annual association budget will be determined with consideration of committee recommendation.

Responsibilities:

- On-line search for appropriate educational research handbook
- Budget for handbook(s) if needed
- PD for research techniques covered in the handbook
- Develop a research template for voluntary use (Model?)
- Facilitate partnerships with post-secondary, Alberta Education and community organizations
- Review internal research on behalf of school
- Review external research that may be useful to the charter school community
- Disseminate external research
- Report at Spring General Meeting

8. SCHOOL LEADERSHIP LEARNING COMMITTEE (SLLC)

Mandate: The School Leadership Committee will provide leadership learning opportunities to senior, school and aspiring leaders within the Charter School Community.

Composition:

- All interested TAAPCS Principals, with a minimum of one Principal from the North and one Principal from the South
- Superintendent representative
- The Executive Director is an ex-officio member of the committee

Chair and Recorder:

- Chair chosen from committee member volunteers
- Recorder chosen from committee member volunteers

Term:

- 2 years to maximum of 4 years for committee members

- Co-chairs reviewed every 2 years

Meetings:

- Minimum of 2 meetings per year
- Initial meeting called by previous Committee President
- Second mandated meeting set by committee
- Co-chairs may call additional meetings if needed.
- Meetings can be face to face or by electronic means

Minutes:

- Meeting Notes Template is available
- Notes to be forwarded to Executive Director within 1 week following the meeting

Budget: Expenses for Committee meetings and school and system leader professional development are paid by Member Schools.

Responsibilities:

- Survey members for suggested leadership professional development needs within their organization.
- Consider a balanced approach of theory and practice-informed alternative learning opportunities.
- Consider government goals and strategies in their three-year plan.
- Consider educational issues as they arise
- Consider introductory leadership learning for aspiring leaders within the association
- Produce a short-range plan for each school year and evaluate the plan annually
- Liaise with the Conference Committee to share events.
- Seek opportunities to invite external educators to TAAPCS events. (Priorities Committee)

ADDENDUM 1 - MEMBERSHIP FEES PROPOSALS

1. The goals of setting three-year membership fees are:
 - To keep current members of TAAPCS,
 - To allow for expansion if more schools are approved by Alberta Education,
 - To cover the operating costs of the association,
 - To provide stability to the budgeting process
2. The following factors should guide the proposal:
 - Impact of per pupil base funding considering different student populations, staffing levels, costs for each charter school board
 - Alignment with budget revenues for annual operations with adequate operating revenues to engage an Executive Director for the association
 - Stability of proposal over three-year period may be provided through use of percentages rather than set amounts
 - Maximum or minimum fees.
 - Exceptions
3. Financial work sheets showing consideration of the most current approved budget
4. A final recommendation for consideration

66. Nominations and Elections. Before proceeding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is *viva voce* or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. Sometimes a nominating ballot is taken in order to ascertain the preferences of the members.

But in the election of the officers of a society it is more usual to have the nominations made by a committee.

(Committee of 1 – Executive Director)

When the committee makes its report, which consists of a ticket, the chair asks if there are any other nominations, when they may be made from the floor. The committee's nominations are treated just as if made by members from the floor, no vote being taken on accepting them.

When the nominations are completed the assembly proceeds to the election, the voting being by any of the methods mentioned under Voting,

46. Excerpt

The usual method of taking a vote is *viva voce* (by the voice). The rules require this method to be used in Congress. In small assemblies the vote is often taken by "show of hands," or by "raising the right hand" as it is also called. The other methods of voting are by rising; by ballot; by roll call, or "yeas and nays," as it is also called; by general consent; and by mail. In voting by any of the first three methods, the affirmative answer *aye*, or raise the right hand, or rise, as the case may be: then the negative answer *no*, or raise the right hand, or rise, unless the by-laws prescribe a method.

(Rising or secret ballot if so requested by member in good standing.)

The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline immediately. After the election has taken effect and the officer or member has learned the fact, it is too late to reconsider the vote on the election. An officer-elect takes possession of his office immediately, unless the rules specify the time. In most societies it is necessary that this time be clearly designated.

APPENDIX 2 - FEE STRUCTURE FOR 2018 AND BEYOND

1. A base fee of \$5000.00 for each school with an additional levy of \$2.50/FTE student, calculated on the FTE students from the previous year.
2. Further, that the base fee amount shall be optional for those member schools which comprise the 1/3 of the membership which has the lowest FTE student enrolment.
3. Example for the 2018-2019 School Year:

School	Student Count	Reserve per Student	Flat Fee	Per Student	\$ per Student	Total
FFCA	3,299	1146.48	5000	2.5	8,248	13,248
Westmount	1,241	1059.12	5000	2.5	3,103	8,103
Almadina	1,039	2553.05	5000	2.5	2,598	7,598
Aurora	648	10163.43	5000	2.5	1,620	6,620
Connect	605	1387.32	5000	2.5	1,513	6,513
Calgary Girls	588	4821.61	5000	2.5	1,470	6,470
Calgary Arts	504	2009.81	5000	2.5	1,260	6,260
Suzuki	294	2713.9	5000	2.5	735	5,735
New Horizons	232	4296.03	5000	2.5	580	5,580
CAPE	202	1206.22	0	2.5	505	505
Boyle Street	145	14139.34	0	2.5	363	363
Valhalla	90	2180.56	0	2.5	225	225
Mother Earth	65	4947.38	0	2.5	163	163
Total	8,952				Total	67,380

APPENDIX 3 - POLICY FORMAT

Policy Name _____

Policy Number _____

1. Background: The rationale or purpose statement explains “why” the policy is being written. The rationale may also contain or refer to background materials or more explanatory details regarding educational, environmental, legal, regulatory, or other factors that led to the development of the policy.

2. Policy Statement: The policy statement should be a brief statement of “what” the policy is intended to accomplish. That is, the aim(s) of the policy. The policy should only be one or two sentences describing the general intent with respect to the specific topic of the policy. The policy statement should be general enough to provide some flexibility in implementation and to allow periodic changes as it is reviewed.

3. Implementation: The implementation section details “how” the policy statement will be attained. It may set differing requirements for different parts of the school population (for example, staff, students at different year levels, parents, visitors) as well as outlining who will be responsible for various parts of the implementation of the policy.

4. Policy Review: Policies must be reviewed on a regular basis. This may be bi-yearly, annually or as legislation or regulations change. A defined review cycle should be stated.

5. Definitions: Policies should be precise and easy to understand. Sometimes terms will need to be defined to clarify meaning.

6. References: Internal and external

7. Ratification Date: Date approved by Board of Governors and Review date

APPENDIX 4 - POLICY DEVELOPMENT CHECKLIST

	Policy Development Checklist				v
Steps	Policy	Date	Pathway	Actions	
1.	Proposed		ED to TPC and SST	Edits suggested Draft 1	
2.	Draft 1		TPC and SST	Edits suggested Draft 2	
3.	Draft 2		Charter stakeholder review via superintendents	Edits suggested Draft 2	
4.	Draft 2		Officers/Executive Committee	Review and amend	
5.	Final Draft		General Meeting	Board Approval	
6.	Policy Handbook		Distribute to stakeholders	Executive Director	
Review Cycle	Review	3 years	TPC	Accept and forward to the Board or edit and restart pathway	

APPENDIX 5 - POLICY HANDBOOK

Introduction

TAAPCS Policy Handbook has been developed to support the governance function of the Association's Board of Governors. The policies reflect the Bylaws and provide direction to the directors, officers and executive director.

TAAPCS Administrative Procedures Manual provides operational information to assist with the day-to-day actions of the administration. While a standalone manual, the procedures must fulfill the expectations outlined in policy.

The provision of two separate documents reinforces the difference between governance and administration in the Association. Written policy and administrative procedures provide guidance for decisions and actions within TAAPCS and also ensure continuity to the association during periods of growth and transition.

Policy Handbook Table of Contents

1. Governance Numbers 100 - 199

- Foundation Statements
- Role of Board of Governors
- Role of Chair
- Role of Vice Chair
- Role of Directors
- Role of Officers
- Elections*
- Committees of the Board*
- Policy Development and Review*
- Finance
- Hearings and Appeals
- Waiver of Membership Fees*

2. Human Resources Number 200 - 299

- Role of Executive Director

APPENDIX 6 - HALVAR JONSON AWARD (EXTERNAL)

Mr. Halvar Jonson played a huge role in the creation of charter schools in Alberta. To honour the important contributions of Mr. Jonson and other individuals who champion charter schools in Alberta, our association created an award in his name.

RATIONALE:

Alberta's public charter schools have a long and successful history of innovative and effective practice. As important players on the landscape of public education, charter schools have played a pivotal role in providing choice to families in the education of Alberta's children. During the past almost two decades, charter schools have received the benefit of the efforts of many individuals and groups who have contributed to ensuring that Alberta's education system is number one in the world. These committed champions have not only been strong advocates for individual charter schools, but have worked in systemic ways in moving forward the charter school initiative within Alberta.

The Association of Alberta Public Charter Schools (TAAPCS) initiated the Halvar Jonson Award to recognize and thank those who have given their time, energy, influence and expertise to enhancing the charter school promise.

CRITERIA:

The following represent criteria for consideration of the awarding of the Halvar Jonson Award by TAAPCS:

- Individuals or groups who are submitting nominations, must be members of TAAPCS
- Both individuals and/or groups are eligible for nomination
- Nominations will be accepted until September 15 of each fiscal year.
- Winners will be contacted in advance of TAAPCS Annual General Meeting, at which the awards will be presented.
- Up to three award winners will be selected each year. Awards will be presented at the TAAPCS Annual General Meeting. Winners and a short description of the contribution will be posted on the TAAPCS website.
- The nomination will contain evidence in regard to the ways in which nominees' contributions have enhanced or highlighted innovations within one or more charter schools; and/or furthered the objectives of TAAPCS:
 - (1) To promote and facilitate public charter school education in Alberta;
 - (2) To promote a forum for public charter schools to meet in support of common goals;
 - (3) To speak with one voice on behalf of public charter schools in Alberta; and
 - (4) To advocate for continued innovation and choice within public education.
- Nomination process is below.

Halvar Jonson Award Nomination Process:

1. Nominator Information:

Name: _____

Email: _____

Telephone: _____

Mailing address: _____

School: _____

2. Nominee Information:

Name: _____

Email: _____

Telephone: _____

Mailing address: _____

School: _____

3. In what capacity do you know the nominee?

4. This award is designed to honour those who have contributed significantly to the charter school movement as a whole. Please be specific in describing how your nominee has met this requirement.

5. Describe the nominee's involvement with charter schools. Please be specific.

6. How would others speak of this nominee and the contributions to our schools?

7. Is your nominee aware of this nomination?

Yes

No

8. In the event that your nominee is selected for the Halvar Jonson Award, would you be available to co-present the award at the TAAPCS AGM? If not who would present on your behalf? Please provide contact details below.

APPENDIX 7 - BOARD OF GOVERNORS' AWARD

RATIONALE:

Alberta's public charter schools have a long and successful history of innovative and effective practice. As important players on the landscape of public education, charter schools have played a pivotal role in providing choice to families in the education of Alberta's children. Today and during the past, the association has benefited from the efforts of many supporters from within our organization.

The Association of Alberta Public Charter Schools (TAAPCS) initiated the Board of Governors' Award to recognize and thank those from within the association who have given their time, energy, influence and expertise to enhancing the charter school promise.

ELIGIBILITY:

Members of the charter school community such as directors, superintendents, secretary treasurers, school staff members, parents, students and combinations thereof.

CRITERIA:

The following represent criteria for consideration of the awarding of the Board of Governors' Award by TAAPCS:

- Individuals or groups who are submitting nominations, must be members of TAAPCS
- Both individuals and/or groups from within the charter school community are eligible for nomination
- Nominations will be accepted until September 15 of each fiscal year..
- Winner(s) will be contacted in advance of TAAPCS Annual General Meeting.
- Up to three award winners may be selected each year. Awards will be presented at the TAAPCS Annual General Meeting. Winners and a short description of their contribution will be posted on the TAAPCS website.
- The nomination will contain evidence in regard to the way(s) in which nominees have contributed to charter schools. They include but not limited to:
 - Support
 - Volunteering
 - Advocacy
 - Research
 - Collaboration
 - Exceptional service
 - Contributions
 - "Champion for Choice in Education"

Nomination process follows:

Board of Governors' Award Nomination Process:

– Nominator Information:

Name: _____

Email: _____

Telephone: _____

Mailing address: _____

School: _____

– Nominee Information:

Name: _____

Email: _____

Telephone: _____

Mailing address: _____

School: _____

3. This award is designed to honour those from within our association who have contributed significantly to charter schools. Please describe how your nominee has met this requirement. Please be specific.
4. In what capacity do you know the nominee?
5. How would others speak of this nominee and the contributions to our school(s)?
6. Is your nominee aware of this nomination?

APPENDIX 8 – AD HOC COMMITTEES

Ad Hoc Committee 1 Government Relations Ad Hoc Committee under Communications Committee (Formerly Political Action Ad Hoc Committee)

Mandate: Co-ordinate political actions, make decisions in a timely manner on behalf of the Communications Committee.

Composition: Chair, Communications Committee
President, TAAPCS
Two members, Communications Committee
Executive Director, *ex officio*

Chair: Chair chosen from committee member volunteers

Term: Up to and including after 2019 provincial budget, then reviewed.

Meetings: TBD at Communications Committee meetings .

Responsibilities:

- a. Review Communications plan for direction
- b. Co-ordinate political actions for the Communications Committee
- c. Liaise to Directors' Committee
- d. Advise Communications Committee on government relations

Ad Hoc Committee 2 Website Development Ad Hoc Committee under Communications Committee

Mandate: This committee will provide input and guidance to website consultants on behalf of Communications Committee.

Composition: Chair, Communications Committee
Member, Communications Committee
Superintendent
Technical Consultant
Executive Director, *ex officio*

Chair: Member, Communications Committee

Term: The ad hoc committee will provide input until the website is reconstructed and approved by the Communications Committee

Responsibilities:

- Receive current information
- Offer input on website design
- Review progress to keep project moving
- Report to Communications Committee
- Make motion for approval of redesigned website