

A. Board of Directors

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A1 Alberta Advance Academy Society Governance Statement

1. The Alberta Advance Academy Society of Alberta (hereafter referred to as the Society or the Board) is a not-for-profit venture incorporated under the Companies Act of Alberta. The Society operates Alberta Advance Academy, a registered charter school under the Education Act of Alberta.

2. The Board of Directors is responsible for the management of the business and affairs of the Society and the operation of the Society. In the exercise of the powers and duties the Board must comply with the Companies Act, the Education Act, the by-laws and all other laws of Alberta and Canada.

A2 Vision and Mission

Vision

Our students will acquire strong foundational knowledge and skills needed for life through a Direct Instruction program that supports “acceleration of student performance” and complements their home values. This will be accomplished in an atmosphere of Truth, Contentment, and Contemplation.

Mission

To teach our children to be earnest, honest and sharing-minded through the application of curricula using traditional methods of teaching.

A3 Policy Development

RATIONALE

Policy development is an important function of the Board of Directors. Policies are used to guide the decision-making process of the Board and its administration.

POLICY

The Board recognizes its legal responsibility to develop policies that will guide the operations of Alberta Advance Academy.

PRINCIPLES

1. Suggestions for new policies or policy amendments may be generated by Board members, school administration, staff, parent members of the society, members of the Parent Advisory Council, and students, or Alberta Education.

2. Policy governed by Provincial statutes, acts, and regulations take precedence over Board policy.

3. Procedures are supplementary to and shall guide policy implementation.

PROCEDURES

1. The Board will meet as required or a minimum of once during the school year to review existing policies and develop recommendations for amendments or new policies.

2. Individual Board members may make appropriate changes before recommending draft policies or amendments to the Board of Directors.

3. The Board shall consider comments received before approving a policy. When the Board approves a policy, it shall be incorporated into the Policy Handbook.

7. Amendments to previously approved policies may be made at any time, however all Board policies must be reviewed annually – usually in May of a given year.

8. The Policy Handbook will be updated electronically and will be posted to the Alberta Advance Academy website.

9. Policy procedures do not require Board approval but will be presented to the Board for information. Procedures will be added to the policy as required.

10. Appendices form part of the Policy Handbook.

Adopted August, 2025

To be reviewed annually

A4 Policy Title: Roles and Responsibilities

RATIONALE

The authority of the Board of Alberta Advance Academy is derived from the province and the Board is accountable to Alberta Education. The Board of Directors are elected by members of the Alberta Advance Academy Society at the Annual General Meeting – in accordance with the By-Laws of the Board. In keeping with the Education Act, the Board is responsible for governing the school by establishing policies that direct the management of the school and hiring a Principal who is responsible for implementing the policies of the Charter Board and Alberta Education.

POLICY

The role of the Board is to establish policies concerning educational and associated programs and services provided to students enrolled in Alberta Advance Academy. The Board of Directors is responsible for the management of the business and affairs of the Society and the Principal and the Administration Team are responsible for the operation of Alberta Advance Academy. In the exercise of the powers and duties, the Board must comply with the Companies Act, Alberta Education Act, the By-laws of the Board and all other laws of Alberta and Canada.

PRINCIPLES

To meet its responsibilities, the Board will:

1. Recruit, employ and review the performance of the Superintendent and the Principal;
2. Develop policies to govern the daily and ongoing operations of the school;
3. Ensure that the school is operated in accordance with the Alberta Advance Academy Charter, the Education Act and related regulations;
4. Promote open communication and represent the various stakeholders in establishing a clear sense of vision and mission and maintaining a focus on the best interests of students;
5. Ensure that the school is operated in a fiscally responsible manner;
6. Monitor the implementation of its policies, goals and plans and monitor its own performance, and
7. Promote research, innovation and exemplary teaching and leadership within the school and beyond.

2. Establish a process to present nominations for Directors at the Annual General Meeting;
3. Approve the hiring and termination of all employees of the Society and set the salaries and other benefits and remuneration to be paid to the employees;
4. Manage or cause to be managed, all resources and assets of the Society in a manner consistent with the objects of the Society;
5. Establish honorary positions or titles as considered desirable and make such appointments thereto and prescribe terms and conditions in connection therewith;
6. Make such rules and regulations as it deems proper provided that such rules and regulations are not inconsistent with the objects and the By-laws or the Education Act;
10. Designate from time to time those persons authorized to execute documentation on behalf of the Society and to apply the seal of the Society thereto, and
11. Perform such other duties as may generally be within the province of a Board of this nature.

Adopted August, 2025

To be reviewed annually

A5 Role of the Board Member

RATIONALE

The authority of the Board Member is derived from the Education and Companies Acts of Alberta and the by-laws of the Board of Alberta Advance Academy. Additional guidance is provided by the Alberta Government Charter Schools Handbook.

POLICY

The role of a Board Member is to make decisions that are in the best interests of the Alberta Advance Academy Society and Alberta Advance Academy to contribute to the Board as it governs and strives to fulfill its responsibilities, and to meet the goals of the Charter Document.

Definition:

“Business judgement” is defined as acting on an informed basis, in good faith, and in the honest belief that the action taken was in the best interests of the Society.

PRINCIPLES

Each Board Member has the responsibility to:

1. Recognize that the Alberta Advance Academy Society (“Society”) serves as a corporate body and that the decisions of the Board at a properly constituted meeting are those of the corporate body;
2. Fulfill the three fundamental duties of the Board of Directors:
 - a. The fiduciary duty to act honestly and in good faith with a view to the best interests of the Society;
 - b. Exercise the duty of care and diligence that a reasonably prudent person would exercise in comparable circumstances; and
 - c. The duty to exercise business judgement in the best interests of the Society and make decisions within a range of reasonable alternatives.
3. Develop an understanding of both the present and the future educational needs of the School community;
4. Review and be familiar with School policies and procedures, meeting agendas, and background information and reports in order to participate meaningfully in Board business;
5. Review and be familiar with information outlined in the Board Member Orientation

package;

6. Act with integrity and demonstrate respect for others, including fellow Directors, administration, teachers and other staff, students, parents, and volunteers, both in and outside of Board meetings;
7. Respect and protect concerns of a sensitive or confidential nature;
8. Be present and participate in meetings of the Board and Board committees (“Committees”), including contributing to the decision-making process such that decisions made are in the best interests of the Society, the School and the students served by the School;
9. Support the decisions of the Board and refrain from making any statements to the contrary;
10. Understand that the basic function of the Board is policy-making rather than day-to-day management of operations and accept the responsibility of learning to discriminate between these two functions;
11. Comply with the By-Laws of the Alberta Advance Academy Society of Alberta;
12. Refer administrative matters and issues related to School operations and personnel to the Principal as appropriate;
13. Participate in professional development seminars, conferences or workshops to enhance the quality of leadership provided and share materials and ideas gained with fellow Board members at Board meetings as appropriate;
14. Serve as Director of the Society in a dual capacity in fulfilling the day-today and Appeal responsibilities as a Director, pursuant to the Education Act and the applicable provisions of other Alberta and federal statutes and associated regulations;
15. Support, advocate, and be an ambassador for Alberta Advance Academy;
16. Support public charter schools in Alberta;
17. Recognize responsibility for contributing to the improvement of education not only in the School, but throughout the province of Alberta, and, accordingly, engage parents and the community in matters related to education.

Adopted August, 2025

To be reviewed annually

A6 Role of the Board Member - Code of Conduct

Alberta Advance Academy Society Code of Conduct for Directors:

1. I will support, advocate, and be an ambassador for Alberta Advance Academy Society and Alberta Advance Academy.
2. I will act with integrity and will demonstrate civility, compassion, and respect for others, including fellow directors, administration, teachers and other staff, students, parents, and volunteers both in and outside of Board of Directors (“Board”) meetings.
3. I will not misuse my position as a Director to unduly influence the actions or decisions of administration, teachers, students, or parents within the School community.
4. I will share the workload of the Board and will make every effort to serve on at least one Board committee.
5. I will build productive working relationships with fellow Board members and will work to fulfill the obligations of a Board member.
6. I will prepare for Board and Committee meetings by reviewing all materials in advance.
7. I will regularly attend Board meetings and applicable Committee meetings, and if I am unable, will notify the Board or Committee chair.
8. I will act in ways that make a positive contribution to Board and Committee meetings. I will contribute to the effective operation of the Board and Committees of which I am a member: a) Focus on the good of the Society and the School, rather than on a personal agenda b) Focus on strategic and governance matters relating to the long-term well-being of the Society and the School, rather than the day-to-day management of operations c) Deal with conflict by speaking respectfully, honestly, and openly with others, on a timely basis d) Support Board decisions once they are made e) Participate in an honest appraisal of my performance as a Director and that of the Board as a whole
9. I will inform the Board of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board.
10. I understand that I may receive confidential information in the course of carrying out my duties as a Director. This confidential information may be personal information of individuals involved with the School, including teachers and other staff, students, parents, volunteers, and Directors, or may relate to the business activity conducted by the School. I will preserve the confidentiality of such information and will not discuss such information except in an appropriate context in my role as a Board member.

Adopted August, 2025

To be reviewed annually

A7 Board Meetings Policy

RATIONALE

The Board of Directors is responsible for the management of the business and affairs of the Alberta Advance Academy Society and the operation of the school.

POLICY

The Board of Directors recognizes its obligation to conduct the meetings in an efficient and effective manner to oversee the governance of the school in keeping with the By-Laws, Education Act or any successor Act and Charter mandate.

PRINCIPLES

1. Regular and special meetings of the Board will be held in accordance with the By-Laws. The Board shall hold as many regular meetings as it considers necessary to deal adequately with its business
2. Board meetings are open to the public with the exception of discussions that take place in camera.
3. Provision will be made for members of the Society, school staff, the public, and students to address the Board on matters relating to the business of the Board and the school.

REFERENCE:

By-Laws of the Board of Alberta Advance Academy Society

Adopted: August, 2025

To be reviewed annually