



CALGARY ARTS ACADEMY

POLICY MANUAL

GOVERNANCE

This section describes how the Calgary Arts Academy Society and Charter School are governed.

1. Relationship to Minister of Education

In May 1994, Alberta proclaimed legislation enabling the establishment of charter schools. Charter schools will provide students and their parents with more choice in education to better serve their needs. Charter schools are an opportunity to demonstrate innovative education that is not available through the local school board.

Charter schools are public schools are governed by certain sections of the *School Act*, in particular Division 3, Sections 31 through 38, Alberta *Education policy 1.1.1*, and *Charter Schools Regulation 212/2000*.

Charter Boards are accountable directly to the Minister of Education, and at his direction, to the students, parents, and community. The Superintendent is the sole employee of the Board and is directly accountable to the Minister and the Board.

2. Charter and CAAS Bylaws

The charter is the agreement between the Minister of Education and a group (Calgary Arts Academy Society) regarding establishment and administration of a charter school (Calgary Arts Academy).

The charter describes the provision of education for students from Kindergarten to grade 9 through Arts Immersion education. This is a unique approach to learning and teaching incorporating artists to work collaboratively with teachers in planning and delivering the mandated Alberta curriculum through the various art forms. A copy of the charter is included in the appendices of this manual.

The Calgary Arts Academy Society is a society incorporated under the *Societies Act*. CAAS has a set of bylaws as required under the *Act* that are intended to govern and regulate the operation and activities of the Society. A copy of the Bylaws is included in the appendices of this manual.

3. The Board of the Calgary Arts Academy Society

The board currently (2007-08) consists of seven (8) directors as follows:

Chair	Patricia Cavill
Vice Chair	Dr. Jane Matheson
Treasurer	Chris Morrison
Secretary	Ken McNeill
Directors at Large	Jo-Ann Schiffner (School Council Chair)
	Teri Basi
	Al Wahlstrom
	Todd Hirsch
	Rob Roach

4. Management of the Schools

The Board is primarily engaged in governance of the schools and macro-management through policy and high-level activities. Daily management and operation of the schools are the responsibility of the principal under the direction of the Superintendent. Financial management of the schools is the responsibility of the principal under direction and advisement of the Secretary-Treasurer.

The schools employ certificated teachers, support staff and artists to work directly with the students. An additional employee, the Arts & Research Coordinator, facilitates the hiring and work of the artists and coordinates the accountability function through data collection and research.

Staff and students are further regulated by policies and expectations developed at the school level and contained in the School Handbook. Specific policies and expectations covering transportation issues are contained in the Transportation Handbook.

Copies of the School Handbook and the Transportation Handbook are included in the appendices of this manual.

5. Staff Contractual Obligations

All teachers, including the principal, are required to hold an Alberta teaching certificate. The *Teaching Profession Act* does not apply to charter schools and teachers are not active members of the Alberta Teachers' Association, however they are associate members and do contribute to the Alberta Teachers' Retirement Fund. Teachers are employed on contracts as specified in the *School Act*, and are paid an annual salary comparable to teachers in other boards of education in the province.

Support staff and employed artists are not members of any staff association and are not participants in any group pension plan. They are employed on an individual basis and salaries are commensurate with industry standards.

All members of staff are covered by a group benefit plan.

Roles and responsibilities of staff are outlined in Section D of this manual - Personnel and Employee Relations.