

- Financial Officer's report 5 minutes Manda Wilde

See attached

There was a miscommunication regarding recess equipment ie that it is \$50 per grade rather than per class – we will make this more clear next year.

FANHS is doing cheque writing at June 27th so teachers need to submit expenses by then. Administration need to get expenses in before the end of August.

Many teachers seem unsure of how to request funds. We should review the procedure with them at the start of the year (maybe at the first staff meeting) so we are all on the same page. In particular, we should stress that school council is supposed to approve the request BEFORE the funds are spent.

Also please tell us about the request before the meeting so we can add those funding items to the posted agenda. This gives parents a chance to comment on the expense or to come to the meeting and vote on it, if it's something they feel strongly about.

- FANHS' report 5 minutes Brandi Mah

Next meeting is June 28th at 6:30. AGM followed by regular meeting which will include voting on the revised funding allocation.

If you are buying school supply labels remember to use the Mabel's Labels NSH fundraising account.

- Communications Officer 5 minutes Dena Freed

Nothing to report

- Chair's report 5 minutes Kim Johnson

The artist in residence mosaic project occurred this week and Kim was excited and honored to volunteer and be a part of the project. Stakeholders from the community also came in to participate.

Thanks so much to school council for all your help and hard work during the year.

6. Previously Tabled Business

Nothing to report

7. **Items for Discussion/Input** 45 minutes

Funding requests from Administration

1) Chromebooks:

- Casino funds ended up being \$19,000. The school wants to purchase 3 new classroom sets of Chrome books (for Grades 4 and 5 and one for Grade 3 to share so they can start working on their keyboarding skills).
- Chromebooks cost about \$300 per unit. The quote came it at \$18,750 plus tax. Administration is requesting \$19,000 and the school will cover the excess.

MOTION: Brandy Cox moved to approve up to \$19,000 from the school enhancement fund for the purchase of 3 class sets of Chrome books. Seconded by Manda Wilde.
Motion Carried

2) Score clock:

- This has been on the wish list for years
- A basic score clock will run \$10,000 to \$12,000. Administration is asking for \$7,500 to help fund the purchase.
- We had already committed \$1,000 from school enhancement to print logos on the gym crash mats but Mr. Zarowny has reconsidered doing this since there are concerns about the durability of the printing on the mats so they will likely do a painted mural around the mats instead (which won't cost nearly as much).
- Upon review of the amounts remaining in the fund, council agreed that we can approve \$7,500

MOTION: Brandy Cox moved to approve up to \$7,500 towards the purchase of a score clock; to be provided from the school enhancement fund. Seconded by Manda Wilde.
Motion Carried

Funding requests from teachers (presented by Mr. Hofforth)

1) Drama club budget \$200:

MOTION: Brandy Cox moved to approve up to \$200 from the school support fund to support the Drama Club. Seconded by Manda Wilde. Motion Carried

2) Table top games for the Games Club \$200:

MOTION: Brandy Cox moved to approve up to \$200 from the school support fund for the purchase of table-top games for the Games club. Seconded by Brandi Mah. Motion Carried

3) Grade 9 Graduation celebration \$525

The grade nines plant to rent bubble suits for their graduation party. The event has been booked and \$200 has already been spent.

This presents a problem because our funding model requires that amounts be approved by School council before they are spent. In addition, it is our custom to put significant items on the agenda ahead of time so parents can be aware of what we will be voting on. Since this is the last meeting before the graduation, we cannot defer voting on this item to the next meeting's agenda.

The school council has provided funding assistance for grade 9 grad in the past at varying levels. In 2016, school council funded \$281. The grade nines don't do a formal ceremony and dance – instead they opt to do a fun gathering like a BBQ. In prior years they have done a dinner at a nice restaurant, limo rides etc.

There is room remaining in the events budget to fund this expenditure.

Discussion ensued:

It was suggested that it may not be appropriate for us to approve this amount since approval procedures were not followed and parents didn't get notice ahead of time. Does our parent community want their fundraising dollars used to support an event of this nature? especially given the size of the expense and that it only benefits a small group of students.

Other attendees felt we should approve the expense this time only because we wouldn't want to leave the Grade 9's or Mrs Hamilton in the lurch. Although protocol was not followed in this case, we have given financial support to Grade 9 grad in prior years and it was listed as a potential item on this year's fund allocation as approved at the last AGM.

MOTION: Brandy Cox moved to approve up to \$525 to from the School Support fund to be spent on the grade 9 graduation. Seconded by Sandra Dargis. Motion Carried.

Council agreed that this should be a one-time exception and we must give staff more clear guidance on the procedures in future years. Potentially we will approve an amount for Grad funding at the beginning of the year so staff will know ahead of time how much funding is available from the council.

8. New Business 10 minutes

- 1) Review and discuss possible changes to Fund Allocation Model (Manda Wilde and Brandy Cox)

See attached

This is for discussion purposes. Any changes to the current model would be voted on next fall.

We have noticed that the approval process for expenses is cumbersome and confusing to the staff. Teachers are not able to spend until the item is approved at a council meeting so they may be delayed in getting their incentive programs underway in September for example.

The proposal is that we'd follow the same basic process except that we would motion the recurring and/or known items for the upcoming year at the June AGM. That way expenses can be incurred starting in September with no lag to wait for them to be presented and voted on at the first school council meeting. This will also help in years where the council does not have continuity in the executive and these items might fall through the cracks.

Approving expenditures at a major meeting such as the AGM hopefully would result in more parents being present to discuss and vote on the items.

This would only be for the recurring/ known items like Classroom incentives, recess equipment, staff meals, welcome back BBQ etc. There would still be significant unallocated envelopes within the funds to give flexibility to decide on spending items through-out the year.

Per Brandi Mah, in the past, the school council would vote on ALL items ahead of time in this fashion but it was changed to the current model because it is a cumbersome process to rescind a motion if plans change and funds are needed for something else instead.

We should be going to the teachers in the spring to get their feedback on what they might need funded in the next year so it can be discussed and included in the funding allocation.

It would be ideal for planning purposes if we could have the fund allocation approved by the end of May

- It was suggested the NHS website change the "FANHS" acronym to the full name to it's clear to parents that this is the Fundraising Association
- 2) Question was put to Mr Zarowny about whether there is a fund in place to assist families in financial need with things like school fees, adventure trip fees (when applicable) etc. And if not, could we establish one?

Mr. Zarowny explained that such a fund does exist but perhaps they need to make sure families are more aware of it. Applications are based on financial need (amounts from prior year's tax returns). Families should contact the administration if this is a concern.

9. Future Agenda Items

10. Mail/ Communications

11. Adjourned at 8:49 pm.

Confirmation for date of next meeting AGM on June 26th

NHS School Council Meeting

Principal's Report

June 8, 2017

7:00 p.m.

New Horizons School

1. Staffing for 2017-2018

- Kindergarten: Michelle Stephens
 - Grade 1: Kim Fehr & Debbie Wain
 - Grade 2: Faye Freeman & New Staff
 - Grade 3: Amanda Panas & Shayel MacKinnon
 - Grade 4: Jennifer Asquini & Savanna Wygiera
 - Grade 5: Andrea Watson & Allison Joly
 - Grade 6: Barb Wik, Allison Kwantes, Stephen Hofforth & Janice Dinel
 - Stephen Hofforth; (K-9 French, Grade 6 SS, Jr. High Options)
 - Camie Hamilton (Grade 7-9 PE/Lifeskills, Grade 7 & 9 SS, Math 7, Options)
 - Shaun Wilde: (Grade 7 & 9 LA, 7-9 Science, Options)
 - Janice Dinel (Grade 8 Humanities, Grade 8 & 9 Math, Options, Grade 6 PE/Health)
 - Lori Vigfusson: Vice Principal & School Counselor
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2. Class Lists for 2017-2018

Class assignments are currently being developed. Class lists will be provided to parents with report cards.

3. Move to Phase IV

Phase IV of our modernization. It includes renovating the administration spaces and foyer. Over the summer work on the gym (reworking the flooring, upgrading lights, upgrading basketball hoops so they can be lowered for younger students and renovating the stage.

We are expected to have access to the classrooms currently being renovated before June 30. The move will occur in a similar fashion to what has occurred in the past: students will help move light items during the day (typically 1 – 1 ½ hours) and movers will move heavy items in the evening.

The office will be moving on June 30.

The school will be closed to all staff until mid-August when we expect we can move back into our new spaces.

4. Year End BBQ

Because of the anticipated busy ending of the school year, we will be cancelling our year-end BBQ and replacing it with a welcome back BBQ in the fall.

A date will be announced well in advanced.

5. Junior High Options

Options choices are being finalized. Students will be given an interest survey. Off of that, we will develop a sign-up sheet.

We are excited to be able to offer a music option once again, and will likely be introducing some other new options.

6. Thank You

On behalf of the NHS staff, I would like to thank this year's School Council and School Council executive for your time and generosity and input I to help make it a better place for our students and staff. Your commitment to our program strengthens it and helps us move forward as we continuously grow, reflect and change to become better at serving the needs of our gifted children and students.

New Horizons School Council Financial Officers Report

June 8, 2017
7:00 pm to 9:00 pm
Learning Commons, New Horizons School

1. May Expenditures

Classroom Support:

\$45.81 Gr.3 Student Incentives to A. Panas
Motioned January 19, 2017

\$25.84 Gr.3 Student Incentives to A. Panas
Motioned January 19, 2017

\$32.48 Gr 1J Student Incentives to A.Joly
Motioned January 19, 2017

\$39.64 K Recess Equipment to M.Stephens
\$110.66 K Student Incentives to M.Stephens

2. Current Fund Allocation Overview

New Horizons School Fund Allocation

	2016/2017 Allocation of Funds	Committed Funds	Remaining Funds
School Support	\$ 17,600	\$ 7,274	\$ 10,326
Classroom Support	\$ 1,750	\$ 1,990	-\$ 240
School Enhancement	\$ 27,500	\$ 21,000	\$ 6,500
Community Building / Parent Support	\$ 900	\$ 500	\$ 400
School Council Administration	\$ 500	\$ 20	\$ 480
GRAND TOTAL:	\$ 48,250.00	\$ 30,784.16	\$ 17,465.84

3. Note: All 2016-2017 School Council/FAHNS expenditures require submission by June 27, 2017.

New Horizons School Council

Fund Allocation & Expenditure Process

Draft: May 30, 2017

Policy Statement:

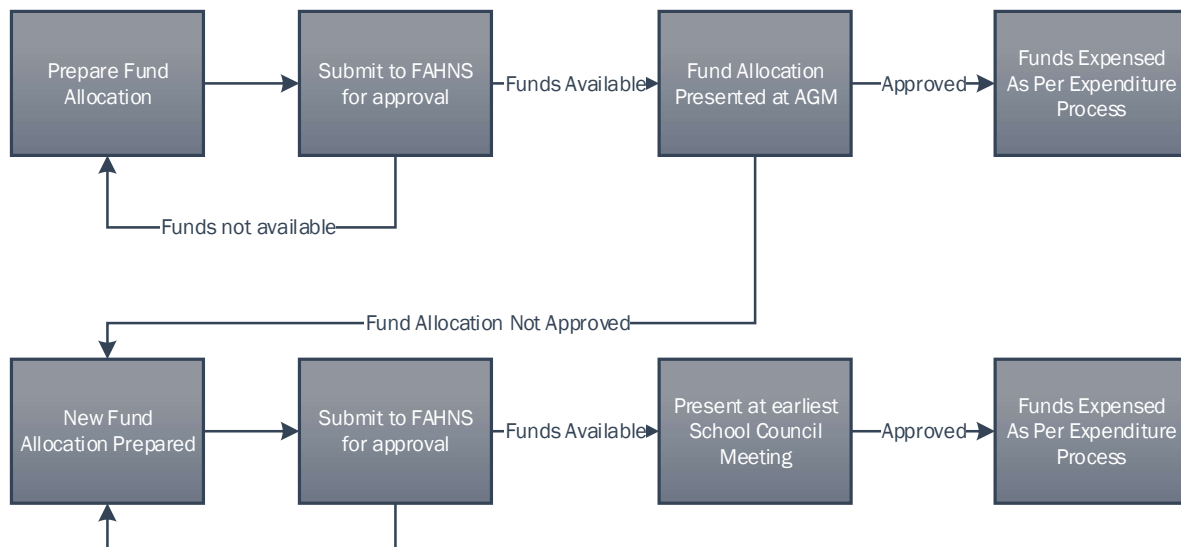
The proceeding fund allocation policy provides direction and guidance to School Council with respect to the expenditure of funds for goods and services that support New Horizons Charter School. The policy ensures efficiency and effectiveness in decision-making while balancing the need for transparency and accountability for fund allocation decisions.

Overview:

- 1) School Council will prepare a draft fund allocation
 - a. The proposed Fund Allocation shall consider input from parents, school administration and teaching staff
 - b. The Fund Allocation shall use the following Categories:
 - i. Classroom Support (For goods and services that enhance student learning within the classroom)
 - ii. School Support (For goods and services that enhance student learning across multiple grades or within the school community at large)
 - iii. School Enhancement (For goods and services that enhance the physical, technological functioning of the school)
 - iv. Community Building & Parent Support (For goods and services that support the development of the broader school community; including family of students, community members and others)
 - v. School Council Administration (For goods and services that support the efficient functioning of the School Council)
 - vi. Unallocated: Funds: Funds that are available for use by Special Motion of the School Council due to unique opportunities, special circumstances or other occurrences that were not contemplated at the time of the Fund Allocation process; such a motion must be advertised at least 21 days ahead of the voting date and confirmed with FAHNS for funds availability prior to any motion being approved
 - c. Sub-categories may be developed under each category; these are to provide improved transparency and guide detailed allocation of funds in an open and equitable manner. Amounts allocated between sub-categories may be transferred within the same Category by motion of the School Council and are to be considered guidance only.
 - d. The Fund Allocation is to include detail on all items that are known or may be reasonably anticipated for the following School Calendar year.

Process: Fund Allocation

- 1) School Council drafts a proposed fund allocation at a regularly scheduled School Council meeting to which parents are able to attend at least one month prior to the end of the current School Year.
- 2) School Council is to provide the proposed Fund Allocation to the Fundraising Association of New Horizons School (FAHNS)
- 3) FAHNS is to advise School Council on the availability of funds to support the proposal. If funds are available, School Council is to proceed to step 4 of this process; otherwise, School Council shall return to the first step.
- 4) School Council to present proposed Fund Allocation for the following year at its Annual General Meeting for discussion and vote. If approved, all items detailed within the fund allocation are approved and the expenditure process may be carried out within the following School Year without additional discussion.
 - a. If an approved fund allocation is not able to be reached at the AGM, a revised fund allocation may be presented at the first available School Council meeting in the following School Year for additional discussion and approval. No funds may be spent without an approved Fund Allocation.
- 5) For additional items not detailed by the approved Fund Allocation process and for which funds are available; parents, school administration and teaching staff are to bring forward requests at regularly scheduled School Council meetings. Once approved, the expenditure process is to be used.
- 6) Approved expenses are to be tracked by the Financial Officer and reported on at regularly scheduled School Council meetings



Fund Expenditure Process:

1. An expense report and receipt(s) are to be completed, scanned and emailed to the Financial Officer for School Council; original forms and receipts to be placed in the FAHNS mailbox at the New Horizons School office.
2. The Financial Officer is to review reports and receipts for accuracy and allowable expenses; all incomplete forms or non-allowable expenses to be returned to the submitter for revision
3. Approved expense forms and receipts to be forwarded to the Treasurer of FAHNS via e-mail, indicating the amount approved and person to remit expenses to.
4. FAHNS treasurer to prepare reimbursement cheque and provide directly to payees.

