



# **Board Meeting**

# **Agenda Package**

**October 5, 2016**

☞ *New Horizons Charter School Society* ☞

**AGENDA****Type of Meeting:** Board**Date:** October 5, 2016**Page:**1 of 1*"TOWARDS NEW HORIZONS"**Is it in the best interest of our students?**Does it support excellence?*

**NEW HORIZONS CHARTER SCHOOL SOCIETY  
BOARD OF DIRECTORS' MEETING  
OCTOBER 5, 2016**

**AGENDA**

- |     |   |             |         |
|-----|---|-------------|---------|
| 1.  | <b>Call to Order</b>  | Jill Weiss  | 7:30 pm |
| 2.  | <b>Adoption of Agenda</b>   | Jill Weiss  | 7:31 pm |
| 3.  | <b>Disclosure of Conflict of Interest</b>   | Jill Weiss  | 7:32 pm |
| 4.  | <b>Approval of Minutes</b>  | Jill Weiss  | 7:33 pm |
|     | 4.1 September 12, 2016 – attachment   |             |         |
| 5.  | <b>Board Organization</b>   |             | 7:45 pm |
|     | 5.1 Selection of Officers   | Don Falk    |         |
|     | 5.2 Set Regular Meeting Dates (motion required)   | Board Chair |         |
|     | 5.3 Populate Board Committees   | Board Chair |         |
| 6.  | <b>Board Work Plan – attachment</b>   | Board Chair | 8:30 pm |
| 7.  | <b>The Association of Alberta Public Charter Schools</b>                                |             | 8:40 pm |
|     | 7.1 Selection of Board Member & Alternate – attachment                                  | Don Falk    |         |
|     | 7.2 Proposed Bylaw Revisions – attachment   | Don Falk    |         |
| 8.  | <b>New Business</b>   |             | 9:10 pm |
|     | 8.1 Request for Letter of Credit from Strathcona County – attachments (2)               | Don Falk    |         |
| 9.  | <b>Receipt of Reports</b>   | Board Chair | 9:25 pm |
| 10. | <b>Correspondence Sent</b>  | Board Chair | 9:26 pm |
| 11. | <b>Correspondence Received – attachment</b>   | Board Chair | 9:27 pm |
|     | 11.1 Announcement (2016-09-14) from TAAPCS re Resignation of Interim Executive Director |             |         |
| 12. | <b>In Camera</b>  | Board Chair | 9:29 pm |
| 13. | <b>Adjournment</b>  | Boar Chair  | 9:40 pm |

**Next Board Meeting – To Be Determined**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board      **Date:** September 12, 2016      **Initials:**      **Chair** \_\_\_\_\_  
**Approved:** DRAFT      **Recorded By:** Cheri Unterschultz      **Secretary** \_\_\_\_\_

**MINUTES 14 – SEPTEMBER 12, 2016, 7:00 PM**

**Board Present:**

Jill Weiss CHAIR	Denise Auriat CO-SECRETARY	Carole Karbonik DIRECTOR
Nicole Pasemko TREASURER	Vicky Qualie DIRECTOR	William Watson CO-SECRETARY
Ryan Bosch VICE CHAIR		

**Administration Present:**

Don Falk SUPERINTENDENT	Ted Zarowny PRINCIPAL	Fred de Kleine SECRETARY-TREASURER
Cheri Unterschultz RECORDING SECRETARY		

**Guest Present:**

Ken Boschman  
SCHOOL COUNSELLOR

**1. Call to Order**  
Chair Weiss called the meeting to order at 7:02 pm.

**2. Adoption of Agenda**

*Motion 2016-09-12-01      Motion to adopt agenda for the Board Meeting  
September 12, 2016, as distributed.*

*Moved: Director Bosch, Seconded: Director Karbonik,  
Carried*

**3. Disclosure of Conflict of Interest: None**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board      **Date:** September 12, 2016      **Initials:**      **Chair** \_\_\_\_\_  
**Approved:** DRAFT      **Recorded By:** Cheri Unterschultz      **Secretary** \_\_\_\_\_

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**4. Approval of Minutes**

**4.1 Minutes from June 9, 2016**

*Motion 2016-09-12-02 Motion to approve Minutes 13 from the Board Meeting June 9, 2016, as distributed.*

*Moved: Director Qualie, Seconded: Director Bosch, Carried*

**Director Pasemko joined meeting at 7:08pm.**

**5. Administration Reports**

**5.1. Principal's Report**

Principal Zarowny spoke to his written report, as attached to the agenda for the meeting.

**5.2. Superintendent's Report**

Superintendent Falk spoke to his written report, as attached to the agenda for the meeting.

**6. Board Reports**

**6.1. Committee Report - None**

**7. Receipt of Reports**

*Motion 2016-09-12-03 Motion to receive reports, as provided to the board.*

*Moved: Director Auriat, Seconded: Director Pasemko, Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board      **Date:** September 12, 2016      **Initials:** \_\_\_\_\_      **Chair** \_\_\_\_\_  
**Approved:** DRAFT      **Recorded By:** Cheri Unterschultz      **Secretary** \_\_\_\_\_

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**8. Board Work Plan:**

The Board reviewed the Board Work Plan 2016-17, as attached to the agenda for the meeting.

*Motion 2016-09-12-04 Motion to approve 2016-2017 Board Work Plan with the amendment of NCHS to NHCS in the months of November and June.*

*Moved: Director Bosch, Seconded: Director Watson, Carried*

**9. The Association of Alberta Public Charter Schools**

**9.1. Invitation to October 2016 Meetings**

Superintendent Falk spoke of the invitation to the October 2016 TAAPCS meeting as attached to the agenda.

**9.2. Invitation to May 2017 Meeting**

Superintendent Falk spoke of the invitation to the May 2017 TAAPCS meeting as attached to the agenda.

*Motion 2016-09-12-05 Motion to express support for the May 27<sup>th</sup> TAAPCS meeting to be held in Valhalla, AB meeting May 2017.*

*Moved: Chair Weiss, Seconded: Director Watson, Carried*

*Recorded vote: Chair Weiss, Director Auriat, Director Watson, Director Pasemko **For**; Director Bosch, Director Karbonik, Director Qualie **Against***

**10. New Business**

**10.1 Report from School Counsellor**

Mr. Boschman spoke to his written report, as attached to the agenda for the meeting.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board      **Date:** September 12, 2016      **Initials:** \_\_\_\_\_      **Chair** \_\_\_\_\_  
**Approved:** DRAFT      **Recorded By:** Cheri Unterschultz      **Secretary** \_\_\_\_\_

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**Mr. Boschman left the meeting at 8:13pm**

**10.2 Enrolment Cap Issue**

Superintendent Falk spoke to his written report, as attached to the agenda for the meeting.

*Motion 2016-09-12-06*      Motion to direct Superintendent Falk to prepare a draft letter to the Minister of Education, requesting an increase to the New Horizons School enrolment cap to a maximum of 450 students, and to present the draft letter to the Board for consideration at its November 2016 meeting

*Moved: Director Karbonik, Seconded: Chair Weiss, Carried*

**10.3 Fall Series of Society and Board Meetings**

Superintendent Falk spoke to his memorandum, as attached to the agenda for the meeting.

*Motion 2016-09-12-07*      *Motion for the Annual General Meeting of the New Horizons Charter School Society to be held November 23<sup>rd</sup>, 2016 at 7:00pm.*

*Moved: Director Karbonik, Seconded: Chair Weiss, Carried*

*Motion 2016-09-12-08*      *Motion to hold the October Regular Board meeting after the Special General Meeting on October 5<sup>th</sup> at 7:00pm*

*Moved: Director Karbonik, Seconded: Chair Weiss, Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board      **Date:** September 12, 2016      **Initials:**      **Chair** \_\_\_\_\_  
**Approved:** DRAFT      **Recorded By:** Cheri Unterschultz      **Secretary** \_\_\_\_\_

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**11. Correspondence Sent :**

- 11.1.** Email message (2016-06-20) to Dr. Mendaglio re: Graduate Studies in Gifted Educations as attached to the agenda for the meeting.

**12. Correspondence Received:**

- 12.1** Letter (2016-06-14) from Education Minister D. Eggen to Board Chair J. Weiss re Transfer of Ownership
- 12.2** Letter (2016-06-14) from Education Minister D. Eggen to EICS Board Chair re Long-Term Lease.
- 12.3** Letter (2016-08-03) to Superintendents re Joint Protocol for Release of Provincial Achievement Test Results.
- 12.4** Letter (2016-08-23) from Education Minister D. Eggen to Board Chair J. Weiss re Francophone School
- 12.5** Letter (2016-09-01) from TAAPCS President D. McBeth to Superintendents re Resignation of Executive Director.
- 12.6** Announcement (received 2016-09-01) from TAAPCS re Appointment of Interim Executive Director.

**13. Motion to Move into Camera:**

*Motion 2016-09-12-09 Motion to move into camera at 8:52 pm.*

*Moved: Director Karbonik, Seconded: Director Bosch  
Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

<b>Type of Meeting:</b> Board	<b>Date:</b> September 12, 2016	<b>Initials:</b>	<b>Chair</b> _____
<b>Approved:</b> DRAFT	<b>Recorded By:</b> Cheri Unterschultz		<b>Secretary</b> _____

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**14. Motion to Move Out of Camera:**

*Motion 2016-09-12-10 Motion to move out of camera at 9:29 pm.*

*Moved: Director Karbonik, Seconded: Director Bosch,  
Carried*

**15. Adjournment**

Chair Weiss adjourned the meeting at 9:30 pm.

*Next Board Meeting:* Regular Board Meeting October 5, 2016 at 7:00 pm.

DRAFT



## BOARD OFFICERS & COMMITTEES

2016-10-05

Position / Committee	2014-15	2015-16	2016-17
<b>Chair</b>	Jason Clarke	Jill Weiss	
<b>Vice Chair</b>	Jill Weiss	Ryan Bosch	
<b>Secretary</b>	Vicky Qualie	Denise Auriat/Will Watson	
<b>Treasurer</b>	Kim Thomson	Nicole Pasemko	
<b>Audit Committee</b>			
<i>Membership: Board Treasurer</i>	Kim Thomson	Nicole Pasemko	
<i>(must chair); 2 or more Board</i>		Carole Karbonik	
<i>members; 2 community members</i>		Jill Weiss	
<i>as specified in Policy</i>		Chad Cretney	
		Theo Charette	
<b>Policies, Guidelines, Bylaws Cmte</b>			
<i>Membership: Unspecified; Board</i>	Ryan Bosch	Ryan Bosch	
<i>member must chair</i>		Will Watson	
		Beverly Kwon	
		Tammie Cretney	
<b>Personnel Committee</b>			
<i>Membership: Board members</i>	Jason Clarke	Jill Weiss	
<i>only; unspecified number; Board</i>	Jill Weiss	Vicky Qualie	
<i>Chair must chair</i>		Nicole Pasemko	
		Denise Auriat	
<b>Survey Committee</b>			
<i>Membership: Board members</i>	Jason Clarke	Denise Auriat	
<i>only; unspecified number</i>		Will Watson	
<b>Public Relations Committee</b>			
<i>Membership: Unspecified;</i>	Jason Clarke	Nicole Pasemko (chair)	
<i>School Council &amp; FANHS to be</i>	Jill Weiss	Vicky Qualie	
<i>invited to submit representation;</i>		Darlene Groten	
<i>Board member must chair</i>		Theo Charette	
		Denise Auriat	
		Trevor Panas	
		Krista Radstaak	



## Board of Directors – Work Plan for 2016-17

<b>September</b>	▪ Adopt Board Work Plan for 2016-17	✓
	▪ Receive Counsellor's Report for 2015-16 School Year	✓
	▪ Set date for October Board meeting	✓
	▪ Receive report on provincial achievement test results (closed meeting)	✓
	▪ Set date for NHCS Society AGM	✓
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>October</b>	▪ Conduct SGM; Hold Board elections	<input type="checkbox"/>
	▪ Elect Board executive officers (must be within one week of SGM)	<input type="checkbox"/>
	▪ Select members for Board standing committees	<input type="checkbox"/>
	▪ Set dates for Board meetings (motion required)	<input type="checkbox"/>
	▪ Notify Service Alberta of change in executive officers	<input type="checkbox"/>
	▪ Sign Board Member Code of Conduct – Policy #101	<input type="checkbox"/>
	▪ Receive Accountability Pillar Results Report for October 2016	<input type="checkbox"/>
	▪ Attend TAAPCS Charter Board Directors/Regular Meeting #1	<input type="checkbox"/>
	▪ Receive enrolment report for September 30, 2016	<input type="checkbox"/>
	▪ Conduct initial orientation session for new Board members	<input type="checkbox"/>
	▪ Prepare breakfast for school staff	<input type="checkbox"/>
		▪
<b>November</b>	▪ Conduct AGM of NHCS Society	<input type="checkbox"/>
	▪ Approve final Three-Year Education Plan 2016-17 to 2018-19	<input type="checkbox"/>
	▪ Approve revised budget for 2015-16	<input type="checkbox"/>
	▪ Approve Annual Education Results Report 2015-16	<input type="checkbox"/>
	▪ Approve Audited Financial Statement Year Ending Aug 31/16	<input type="checkbox"/>
	▪ Receive Report #1 from School Council	<input type="checkbox"/>
		▪
<b>December</b>	▪ Receive Quarterly Financial Report for Sep - Nov 2016	<input type="checkbox"/>
	▪ Receive Class Size Report for 2016-17	<input type="checkbox"/>
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>January</b>	▪ Attend TAAPCS Charter Board Directors/Regular Meeting #2	<input type="checkbox"/>
	▪ Receive mid-year progress report on Three-Year Education Plan 2016-19	<input type="checkbox"/>
	▪ Stakeholder Forum – Gather input on possible Education Plan priorities	<input type="checkbox"/>
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>February</b>	▪ Approve school calendar for 2017-18	<input type="checkbox"/>
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>

<b>March</b>	▪ Receive Quarterly Financial Report for Dec 2016 – Feb 2017	<input type="checkbox"/>
	▪ Approve Three-Year Capital Plan for 2017-18 to 2019-20	<input type="checkbox"/>
	▪ Board Retreat – Identify priorities for upcoming Education Plan	<input type="checkbox"/>
	▪ Administer Board-developed Stakeholder Survey	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>April</b>	▪ Provide provisional approval to Education Plan 2017-18 to 2019-20	<input type="checkbox"/>
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>May</b>	▪ Attend TAAPCS Charter Board Directors/Regular Meeting #3	<input type="checkbox"/>
	▪ Approve Budget for 2017-18	<input type="checkbox"/>
	▪ Receive Accountability Pillar Results Report for May 2016	<input type="checkbox"/>
	▪ Receive Board-developed stakeholder survey results	<input type="checkbox"/>
	▪ Consider salary adjustment for support staff, senior administration	<input type="checkbox"/>
	▪ Receive report from FANHS	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>June</b>	▪ Assess Board Work Plan progress for 2016-17	<input type="checkbox"/>
	▪ Receive Quarterly Financial Report for Mar – May 2017	<input type="checkbox"/>
	▪ Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10)	<input type="checkbox"/>
	▪ Schedule September 2017 Board meeting	<input type="checkbox"/>
	▪ Set date for Board Housekeeping Retreat	<input type="checkbox"/>
	▪ Receive Report #2 from School Council	<input type="checkbox"/>
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>Ongoing</b>	▪ Consider proposals for new or amended Board policies	<input type="checkbox"/>
	▪ Receive recommendations from Board committees	<input type="checkbox"/>
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>Annually</b>	▪ Negotiate collective agreement with ATA (as needed)	<input type="checkbox"/>
	▪ Undertake Superintendent evaluation	<input type="checkbox"/>
	▪ Undertake Board evaluation	<input type="checkbox"/>
	▪	<input type="checkbox"/>
<b>As Needed</b>	▪ Meet with:	<input type="checkbox"/>
	- County Council	<input type="checkbox"/>
	- MLAs	<input type="checkbox"/>
	▪	<input type="checkbox"/>



**Don Falk**  
 Superintendent  
 Phone: 780-416-2353  
 Email: dfalk@newhorizons.ca

## MEMORANDUM

September 28, 2016

To: Board of Directors

From: Don Falk – Superintendent

Subject: Selection of Board Member and Alternate as TAAPCS Representatives

### Background:

The attached email message from The Association of Alberta Public Charter Schools (TAAPCS) includes the following requests:

1. That, in accordance with the requirements of the TAAPCS bylaws, each member school advise TAAPCS of its designated voter (i.e. the school's member on the TAAPCS Board of Directors) at TAAPCS general meetings (i.e. TAAPCS Board meetings).
2. That each member school advise TAAPCS of an alternate designated voter.

The email message also states that the designated member / alternate can be either a member of the school's Board of Directors or the Superintendent.

The meetings in question during the 2016-17 school year are scheduled on the following dates:

- Friday, October 7, 2016 (Calgary)
- Friday, January 20, 2017 (Red Deer)
- Friday, May 12, 2017 (Valhalla – to be confirmed)

Although it has been the longstanding practice of the New Horizons' Board to send representation to TAAPCS meetings, that representation has typically varied from meeting to meeting. I have therefore advised the TAAPCS executive that it may or may not be possible for the New Horizons Board to identify a single individual who will serve as its designated member / alternate of the TAAPCS Board for the entire.

Attached for the reference of directors are the current TAAPCS bylaws.

### Recommendation:

It is recommended that the Board of Directors give consideration to identifying a designate and an alternate to serve as the voting representative at TAAPCS meetings during the 2016-17 school year.

A handwritten signature in blue ink, appearing to read "Don Falk", with a stylized flourish extending to the right.

Don Falk – Superintendent

Attachments (2)



Don Falk <dfalk@newhorizons.ca>

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## Designating your Director to TAAPCS Board of Directors (including an alternate)

1 message

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**Jay Pritchard** <jay.pritchard@shaw.ca>

Thu, Sep 8, 2016 at 10:35 AM

To: dbischoff@auroraschool.com, derickson@calgaryartsacademy.com, Dianne.McBeth@calgarygirlsschool.com, dfalk@newhorizons.ab.ca, Ed.wittchen@telus.net, Joe.frank@westmountcharter.com, jbrosseau@telus.net, jpicard@valhallaschool.ca, paradisl@suzukischool.ca, roger.nippard@ffca-calgary.com, Susan.c@connectcharter.ca, tdinino@capeisgreat.org, ydepeel@esl-almadina.com  
Cc: Meredith Poole <meredith.poole@ffca-calgary.com>

Good Morning Superintendents,

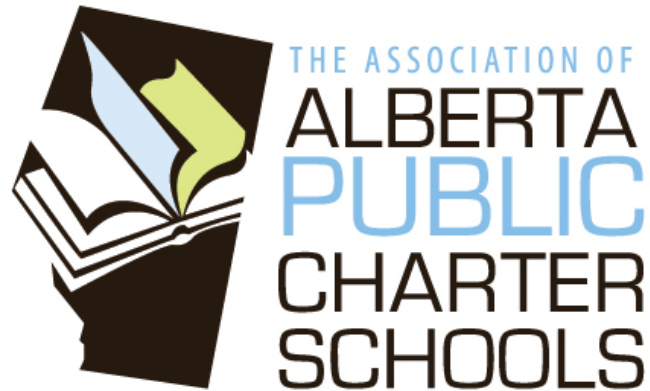
In accordance with the existing TAAPCS Bylaws and in anticipation of the voting that will be necessary during upcoming meetings in October, your Executive requests that you provide the following information to the Association Secretary no later than September 30, 2016.

Each member school will advise TAAPCS of their "designated" voter (who will be their school's member on the 13-member TAAPCS Board of Directors). In addition each member school will appoint an alternate. The individuals designated will either be a member of the respective school's Board or will be the Superintendent. At meetings, whenever a vote is called, only those votes cast by designated representatives will be tallied.

Your attention to this matter will be appreciated. Please send your information to [meredith.poole@ffca-calgary.com](mailto:meredith.poole@ffca-calgary.com).

Sincerely,

Jay Pritchard  
Executive Director



## **Society By-laws**

**The name of the Society is: THE ASSOCIATION OF ALBERTA PUBLIC CHARTER SCHOOLS**

### **1. Membership**

Membership in The Association of Alberta Public Charter Schools will be open to all charter school authorities which are authorized by the Minister of Education under the Alberta School Act. Any member school wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member school is in arrears for fees or assessments for any year, such member will be automatically suspended at the expiration of six months from the end of such year and will thereafter be entitled to no membership privileges or powers in the society until reinstated. Upon a majority vote of the Board of Directors of the society who are in good standing, any member school may be expelled from membership for any cause which the society may deem reasonable.

### **2. Board of Directors**

Each member charter school will have one representative on the Board of Directors. The Board of Directors will, subject to the bylaws, manage the affairs of the Association. Attendance at association meetings is open to members from each school authority, however each member school holds only one vote on the Board of Directors. Member schools whose annual dues have been paid in full within three months of the Annual General Meeting will be eligible to vote. Upon a majority vote of all members in good standing, any director may be removed from office for any cause the society may deem reasonable.

Member schools will have one designated director, either a Charter School Board member or Senior Administrator, on the Board of Directors. The designated director will be elected at the member school's AGM or organizational meeting. Each school may appoint an alternate director who is entitled to vote in place of the designated director. The names of each director will be forwarded to the Association's Secretary prior to the Annual General Meeting.

### **3. Quorum**

A simple major of 51% of directors will constitute a quorum for the transaction of business at any meeting of the Association.

#### **4. Voting**

Each member school will have one vote and it will be cast by its Board of Directors' representative (or alternate) through a show of hands, unless a request is made for secret ballot.

#### **5. Meetings**

##### **Frequency**

Meetings of the Board of Directors will be called by the President, and shall be held no fewer than three times annually. Other meetings may be called as required.

##### **Notice**

Written notice of any meeting will be sent to each director not less than twenty-one days before the date of the meeting. The purposes for the meeting will be stated in the notice.

##### **Location**

The **President** will determine the location for any meeting.

Meetings may include teleconferencing, interactive computer linkages, or other means that allow members of the Board to participate contemporaneously. Any director participating by such device is deemed present at the meeting.

##### **Unanimous Consent in Lieu of Meeting**

Any action which may be taken at a Board of Directors' meeting may be taken without a meeting if consent in writing is obtained from all representatives entitled to vote.

##### **Annual Meeting**

The Annual Meeting will be called within three months of the end of the fiscal year. Written notice will be sent to all directors and schools at least twenty-one days before the meeting. At this meeting, the Officers of the Association will be elected by the directors. Upon the recommendation of the Treasurer, the Board of Directors will establish a budget and set membership dues for the upcoming fiscal year.

#### **6. Special Meeting**

A special meeting may be called by a majority vote of the Board of Directors. Written notice of such a meeting will be not less than ten days before the date of such a meeting. Each member school will have one vote and it will be cast by its representative through a show of hands, unless a request is made for secret ballot.

#### **7. Officers**

The officers of The Association of Alberta Public Charter Schools will be President, Past President, Vice-President, Treasurer and Secretary. The Association may choose to have co-positions in the event it is felt necessary. The Executive Director will serve as a non-voting, ex-officio member of the Association.



Should an officer be unable to complete her/his term, the remaining officers will appoint a replacement for the duration of the term.

Upon a majority vote of all member schools in good standing, any officer may be removed from office for any cause which the society may deem reasonable.

Unless directed by the membership, the officers are not authorized to borrow money on the Association's behalf.

### **President**

The President will preside at meetings of the Board of Directors.

The President will sign, with any other officer of the Association authorized by the Board of Directors, any contracts or other instruments which the Board of Directors has authorized to be executed.

The President will serve as the primary spokesperson for the Association.

The President and, when possible, the Executive Director will meet with the leadership of other organizations as necessary to maintain productive, professional relationships.

### **Past President**

The President, at the conclusion of a one-year term, will be appointed Past President. The duties of the Past President will include but not be limited to, serving on the committees which the President may deem as appropriate.

### **Vice-President**

The Vice-President, will be elected annually and serve in place of the President when necessary. S/he will also serve as Chair of the Education Advisory Committee, and will perform other duties as may be determined by the President or by the Board of Directors. At the Annual General Meeting, the incumbent Vice-President will be appointed President.

### **Treasurer**

The Treasurer will be elected annually at the AGM.

The Treasurer will keep and maintain accurate accounts of the property and business transactions of the Association. The books of account will at all times be open to inspection by member schools.

The Treasurer will deposit all monies and other valuables in the name and to the credit of the Association in such banks, trust companies or other depositories designated by the Board of Directors.

The Treasurer will supervise the development of the annual budget and oversee its implementation.

The Treasurer will regularly report the status of the Association finances to the Board of Directors.

The Treasurer will prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The audit will be conducted by a qualified individual or committee approved by the Education Advisory Committee.

### **Secretary**

The Secretary will be elected annually at the AGM.

The Secretary will keep the minutes of the meetings of the Association; see that all notices are duly given in accordance with the provisions of these by-laws; be custodian of the corporate record; keep a register of the contact information of each member school; and in general perform all duties associated with the office of Secretary. The Association does not have a corporate seal.

### **Executive Director**

The Executive Director will serve as chief executive officer of the Association and will perform the duties which are assigned by the Officers. The Executive Director will report to a committee appointed by the Association

## **8. Decision-making**

The Board of Directors will strive for consensus, but decisions will be made by majority vote and will therefore require at least 51% of the votes to pass.

## **9. Financial Contributions**

Member schools will pay annual dues. The amount of the dues will be determined by the Board of Directors. The dues structure will be approved at the Annual General Meeting by the Board of Directors.

## **10. Amending Bylaws**

The bylaws of the Association may be amended at any time by a "Special Resolution". Thirty days written notice is required. Such a special resolution would require a vote of not less than 75% of the members who are in attendance at the meeting.

## **11. Fiscal Year**

The fiscal year will begin on September 1st of any given year and continue through to August 31st of the following year.

## **12. Remuneration**

Unless authorized by the Board of Directors, no director or officer of the Association will receive remuneration for services rendered.



**Don Falk**  
Superintendent  
Phone: 780-416-2353  
Email: dfalk@newhorizons.ca

**MEMORANDUM**

September 28, 2016

To: Board of Directors  
From: Don Falk – Superintendent  
Subject: Review of TAAPCS Draft Bylaws

**Background:**

In keeping with the attached email request from the Executive Director of The Association of Alberta Public Charter Schools (TAAPCS), the Board of Directors is invited to give consideration to the draft revisions to the TAAPCS bylaws (also attached), as prepared by Ms. Becky Kallal, a consultant who has worked with our Board, several other charter school boards, and with the Association as a whole.

**Recommendation:**

It is recommended that the Board of Directors give consideration to draft revisions to the TAAPCS bylaws, for the purpose of bringing feedback to the Association meeting scheduled for October 7, 2016.

A handwritten signature in blue ink, appearing to read "Don Falk", is written over a light blue horizontal line.

Don Falk – Superintendent

Attachment (2)



Don Falk <dfalk@newhorizons.ca>

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## New TAAPCS Bylaws - Draft 1

1 message

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**Jay Pritchard** <jay.pritchard@shaw.ca>

Sat, Sep 10, 2016 at 4:07 PM

To: dbischoff@auroraschool.com, derickson@calgaryartsacademy.com, Dianne.McBeth@calgarygirlsschool.com, dfalk@newhorizons.ab.ca, Ed.wittchen@telus.net, Joe.frank@westmountcharter.com, jbrossea@telus.net, jpicard@valhallaschool.ca, paradisl@suzukischool.ca, roger.nippard@ffca-calgary.com, Susan.c@connectcharter.ca, tdinino@capeisgreat.org, ydepeel@esl-almadina.com

Cc: Meredith Poole <meredith.poole@ffca-calgary.com>

Good Afternoon,

Attached please find a copy of Draft 1 of the Bylaw revisions for TAAPCS. This draft document originated under the leadership of Becky Klahal and with much input from member schools.

The Association has determined that being clear about our "governance" will set us up for success as we work to accomplish the goals set out in the Strategic Plan. The first step in the governance work is to rewrite our bylaws in ways which reflect what we think our organization is meant to be and how it should operate. In this regard we are currently putting together a committee to look at Draft 1 and to develop Draft 2 for the consideration of member schools during our October meeting.

In preparation for the discussion about Bylaws in October, EAC and Executive together asked that I circulate Draft 1 of the bylaws to superintendents revision and ask that you find an opportunity to share the information with your Board. We believe that if you and your Board are familiar with the content of Draft 1 what we will be able to have a very purposeful discussion and perhaps even finalize a revised set of Bylaws during the October meeting.

We appreciate your consideration of this request.

Sincerely,

Jay Pritchard

Executive Director



**TAAPCS Bylaws draft 1.docx.zip**

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## **TAAPCS BYLAWS Draft 1**

### **1. Membership**

Membership in the Association of Alberta Public Charter Schools will be open to all charter school authorities that are authorized by the Minister of Education under the Alberta School Act.

Membership must be (or is??) renewed annually through the payment of annual membership dues. Membership dues will be determined by the Board of Directors, and the dues structure will be approved at the Annual General Meeting.

If any member school is in arrears for membership dues or other fees or assessments for any year, such member will be automatically suspended at the expiration of six months from the end of such year and will thereafter be entitled to no membership privileges or powers of the Association until reinstated.

Any member school wishing to withdraw from membership may do so upon written notice to the Board of Directors through its secretary.

Upon a majority vote of the Board of Directors, any member school may be expelled from membership for any cause that the Association (should this be “the Board of Directors”?) may deem reasonable.

### **2. Board of Directors**

The Board of Directors shall, subject to the Bylaws and directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association.

Attendance at Board of Directors’ meetings is open to all members from each member school.

The Board of Directors shall be composed of one representative from each member school, who shall be that school’s designated Director. A designated Director shall be either a School Board member or a Senior Administrator from the member school. Each school may appoint an alternate Director who is entitled to vote in place of the designated Director. The name of each Director (and alternate??) will be forwarded to the Association’s Secretary prior to the Annual General Meeting.

Upon a majority vote of the Board of Directors, any Director may be removed from office for any cause that the Association (should this be “the Board”?) may deem reasonable.

### 3. Officers

The Officers of the Association will be the President, Vice-President, Secretary and Treasurer, or Secretary-Treasurer. Any Director in good standing shall be eligible to serve as an Officer of the Association.

The term of office for all Officers will be one year, and the maximum number of successive terms allowed will be four (??).

Upon a majority vote of all member schools (shouldn't this be "Directors"?), any Officer may be removed from office for any cause that the Association (Directors?) may deem reasonable.

Should an Officer be removed from office or be unable to complete his/her term, the remaining Officers will appoint a replacement for the duration of the term. Less than a full term served will not count in the calculation of successive terms.

Unless directed by the Board, the Officers are not authorized to borrow money on the Association's behalf.

#### **President**

The President will preside at all meetings of the Board of Directors.

The President will sign\*\*\*\*

The President will be the primary spokesperson for the Association.

#### **Vice-President**

The Vice-President will assume the duties of the President when necessary and will perform other duties as may be determined by the President or by the Board of Directors.

#### **Secretary**

The Secretary will \*\*\*\*

#### **Treasurer**

The Treasurer will \*\*\*\*

### 4. Meetings

Irregularities or errors made in good faith do not invalidate acts done by any meeting of the Board of Directors. No action taken at a meeting is invalid as a result of accidental omission to give notice to any Director or member school, any Director

or member school not receiving any notice, or any error in any notice that does not affect the meeting. (What do you think—I've seen this statement in a few bylaws preceding the Meetings part)

### **Annual General Meeting**

The Association shall hold an annual meeting within three months of the end of the fiscal year (August 31), with written (does it have to be written?) notice being sent to all Directors and member school at least 21 days prior to such meeting.

At this meeting, the Officers of the Association will be elected by the Directors and will serve until the end of the meeting at which their successors are elected OR and will serve until their successors are elected. Any vacancy occurring during the year will be filled at the next meeting, provided it is so stated in the notice calling such meeting.

Only matters set out in the notice for the Annual General Meeting are considered at the Annual General Meeting, and in addition to election of Officers, may include matters such as:

- presentation of previous years' financial statements
- establishment of coming years' budget
- membership dues
- special resolutions

### **General Meetings**

Meetings of the Board of Directors will be called by the President and will be held no fewer than three (two??) times annually at a location determined by the President. Written (does it have to be?) notice, which will include the purpose of the meeting, will be sent to all Directors and member schools at least 21 days prior to any such meeting.

General meetings may be attended through telephonic or electronic means. (is this true for AGM and special meetings also?) Any Director participating by such means is deemed to be present at the meeting.

### **Special Meetings**

A Special Meeting shall be called by the President:

- upon a majority vote of the Board of Directors, or
- upon receipt of a written request by \_\_\_ (what do you think here?) Directors setting forth the reasons for requesting such meeting.

Written (does it have to be?) notice, which will include the purpose of the meeting, will be sent to all Directors and member schools at least 10 days prior to any such meeting, unless a Special Resolution is proposed, in which case, no less than 21 days notice is required.

### **Quorum**

A simple majority of 50% plus 1 Director will constitute a quorum for the transaction of business at any meeting of the Association.

### **Special Resolution**

“Special Resolution” will mean a motion presented at a Board of Directors’ meeting of which not less than 21 days notice in writing specifying the intention to propose the motion has been duly given, and requiring the approval of not less than 75% of those Directors entitled to vote in attendance.

### **Decision Making**

At any Board of Directors’ meeting, votes will be cast through a show of hands, unless a request is made for secret ballot. Only designated Directors or alternates shall vote on legal or financial matters.

The Board of Directors will strive for consensus, but decisions will be made by majority vote and will therefore require at least 50% plus 1 vote to pass.

Any action that may be taken at a Board of Directors’ meeting may be taken without a meeting if consent, in writing, is obtained from all Directors entitled to vote. Any resulting action may be recorded into the minutes of the next Board meeting, as appropriate.

\*\*\*(An idea) The President may authorize an electronic vote by email if a situation requiring a voted decision on a stated motion must be acted upon by the Board of Directors between meetings. In such a case, quorum shall be constituted when at least 60% (?) of the Directors cast a vote by email. Any such motion will be recorded into the minutes of the next Board meeting.

\*\*\*(An idea) No proxy voting will be allowed.



## **Auditing**

The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by an individual or a committee approved by the Officers.

A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Association.

The books and records of the Association will be open at all times for inspection by Directors and member schools.

The fiscal year of the Association shall be September 01 of any given year to August 31 of the following year.

## **Remuneration**

Unless authorized by the Board of Directors, no Director or Officer of the Association will receive remuneration for services rendered.

## **Committees**

Standing and ad hoc committees may be formed as necessary by the Board and will operate within specified terms of reference.

## **Amending Bylaws**

The Bylaws of the Association may be rescinded or amended at any time by Special Resolution. Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. Special Resolutions sent to Corporate Registries shall be dated and verified by a person authorized by the Association.

## **Dissolution**

In the event of the dissolution of the Association, which shall require a Special Resolution of the Board of Directors, the assets remaining after payment of all debts and liabilities shall be transferred to \_\_\_\_\_. (either name a specific organization or say something like “an organization deemed by the Board to have a similar educational purpose” or “an organization with an educational mandate and agreed to by the Board” or anything like this)



**Don Falk**  
Superintendent  
Phone: 780-416-2353  
Email: dfalk@newhorizons.ca

## MEMORANDUM

September 28, 2016

To: Board of Directors

From: Don Falk – Superintendent

Subject: Requirement from Strathcona County for Letter of Credit

### Background:

It was recently brought to my attention (September 22, 2016) that Strathcona County has communicated a requirement for the following with respect to our school's modernization project:

- "Security to ensure compliance with, and completion of, on-site servicing, including surface drainage, on the subject property for the construction of proposed development." (see attached letter dated August 4, 2016)
- "That a security deposit in the amount of \$70, 380.00 (115% of the estimated \$61,200.00 site servicing costs) is provided to Strathcona County prior to the issuance of the building permit." (see attached letter of September 21, 2016)

According to the letter of August 4, 2016, the requirement for security can be met with "an automatically renewable irrevocable letter of credit." I understand from Alberta Infrastructure that it is standard practice in Strathcona County for such letters of credit to be required in modernization projects such as ours and that the risks associated with such a letter are very small given the requirements for compliance that Infrastructure has of its contractors. Further, I have been advised that the issuance of a building permit is conditional upon the provision of such a letter or credit.

Administration has been advised by the school's auditors that the provision of such a letter of credit falls under the terms of the Board's Purchasing Policy. As such, and given that the amount represented in the required letter exceeds the level of planning materiality, a Board resolution is required in order to authorize the provision of such a letter to Strathcona County.

### Recommendation:

It is recommended that the Board of Directors authorize preparation of an automatically renewable irrevocable letter of credit, in an amount of seventy thousand, three hundred eighty dollars (\$70,380.00), to be provided to Strathcona County as required.

A handwritten signature in blue ink, appearing to read "Don Falk". The signature is stylized with a large initial "D" and a long horizontal stroke at the end.

Don Falk – Superintendent

Attachments (2)



August 4, 2016

DP #2016-0549-DP

ONPA Architects  
9431 – 41 Avenue NW  
Edmonton, AB T6E 5X7

**Attention: Asma Javed**

**RE: ONSITE SECURITIES**  
**Existing Public Education Use:**  
**Modernization of existing New Horizons Chartered School (K-9)**  
**Includes demolition of existing 14 portables and installation of 6 new portables**  
**and interior/exterior renovations to existing school**  
**Maximum Student Capacity: 300**  
**Lot 31, Block 100, Plan 3743TR**  
**NE 28-52-23-W4 (Westboro)**  
**1000 Strathcona Drive**  
**STRATHCONA COUNTY**

Please be advised that prior to the building permit approval by Strathcona County Planning and Development Services, the applicant/developer is required to submit the following:

- *An itemized estimate of total on-site servicing costs must be submitted for review by Land Engineering, prior to submitting the on-site servicing security.*
- *Security to ensure compliance with, and completion of, on-site servicing, including surface drainage, on the subject property for the construction of proposed development.*

The acceptable form of security is an **automatically renewable irrevocable Letter of Credit** or a **cash deposit**. Please ensure that file number **2016-0549-DP** is referenced on the L/C. Strathcona County will hold the security until all on-site servicing, including surface drainage, has been completed; as-built engineered drawings have been submitted, reviewed and accepted by the County Engineer; and a Final Acceptance Certificate has been issued.

***When the security is ready to be submitted to Strathcona County, please complete the attached Landscaping & On Site Securities form and submit with the security deposit.***

We trust this information is helpful and look forward to receipt of the required securities. If you have any questions, please contact me at 780-464-8155.

Yours truly,  
**STRATHCONA COUNTY**

A handwritten signature in blue ink that reads "T. Thoreson".

Teresa Thoreson  
Development Officer  
:tt:



# Landscaping & On-Site Servicing Securities- Request

Planning and Development Services, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

Phone 780-464-8080 Fax 780-464-8145  
Email: developmentpermitting@strathcona.ca

**\*Letters of credit must be irrevocable, auto renewable, without expiry date, reference Landscaping OR On Site, and include the Development Permit Number. Landscaping and On Site securities each require a separate letter of credit.**

Security Deposit for Development Permit no. \_\_\_\_\_ - \_\_\_\_\_ - DP

Project Name/Description \_\_\_\_\_

Applicant Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Property address \_\_\_\_\_ Subdivision \_\_\_\_\_

Legal description Lot \_\_\_\_ or Condo unit \_\_\_\_ Block \_\_\_\_ Plan \_\_\_\_\_

(if applicable) Quarter \_\_\_\_ Section \_\_\_\_ Township \_\_\_\_ Range \_\_\_\_ Meridian 4

**Landscaping Security**     Cheque     Letter of Credit\*

(Cheque or LOC # \_\_\_\_\_) Amount: \$ \_\_\_\_\_

Bank/Financial Institution \_\_\_\_\_

**On Site Servicing Security**     Cheque     Letter of Credit\*

(Cheque or LOC # \_\_\_\_\_) Amount: \$ \_\_\_\_\_

Bank/Financial Institution \_\_\_\_\_

Security Provider \_\_\_\_\_  
Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_  
Street and Number \_\_\_\_\_ City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Collection and use of personal information**

Personal information is collected under the authority of section 33 (c) of the Freedom of Information and Protection of Privacy Act and will be used for administrative purposes and to process the collection and refund of security deposits required as condition of a development permit. If you have any questions about the collection or use of your information, contact the Development Permitting Coordinator, Strathcona County at 780-464-8080.

**Office Use Only**

- Deposit     Refund (to be approved by Manager)     Letter of Credit Amendment
- Replacement     Reduction

**Notes about partial refunds, replacements, special circumstances**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by Development Officer \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Refund/Reduction Approved by Manager \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

September 21, 2016

File: NE 28-52-23W4  
Westboro

ISL Engineering and Land Services Ltd.  
Suite 100, 7909 – 51 Avenue  
Edmonton, AB T6E 5L9

Attention: Robert Perrault, P Eng.

**RE: Modernization of New Horizons Chartered School (K-9)  
Interior Renovations and Addition of 6 Modular Classrooms  
Lot 31, Block 100, Plan 3743 TR  
DPA #2016-0549-DP  
Accepted for Development Permit (LDS conditions met for BP support)**

Upon reviewing the plans received in our office on September 8, 2016, Land Development Engineering has conditionally accepted the above referenced engineering drawings on September 21, 2016. Conditions of acceptance are as noted below. Please be reminded that as per Strathcona County's Design and Construction Standards you are responsible for complying with all other applicable legislation, regulations, codes, standards, agreements, permits and licenses prior to the start of construction.

Conditions of acceptance:

- C1. **That prior to construction, the results of the hydrant flow test be forwarded with the calculated demands/design of the building's sprinkler system, and in support the proposed 200mm diameter water service size. The onsite water service system configuration and pipe size must be designed to provide direct flow to sprinkler systems in combination with hydrant flows in accordance with National Fire Protection and Fire Underwriter's Survey standards. Any required changes to the service size must be accommodated, regardless of the current water service size shown on the accepted plans. The Utilities' Water and Wastewater Services Department (780-467-7785) must be contacted for coordination before hydrant flow testing is performed.**
- C2. That a security deposit in the amount of \$70,380.00 (115% of the estimated \$61,200.00 site servicing costs) is provided to Strathcona County prior to the issuance of the building permit.

Advisement:

- A1. Our acceptance excludes acceptance of the landscape drawings as these fall under the jurisdiction of the Development officer, however please note that we have no further concerns with the landscape plan.

Please submit the construction schedule, with a 48-hour notice of pre-construction, to the attention of Brant Poyser, Planning & Development Services (780-464-8039).

In case of design changes during construction, submit three (3) copies of the affected drawings showing the proposed changes in red for review and acceptance prior to implementation.

Upon completion of the work, Strathcona County requires that the developer/owner submit record drawings along with an engineer's certification that states: (Engineer's name) has inspected the work laid out in (reference to legal title, approved design drawings, reports, etc.) and certifies that the work has been constructed and will function as described. All as-constructed elevations are to be confirmed by field survey, noting company, survey personnel and date of survey. Any deviations from the approved elevations are to be noted and assessed by the engineer for functionality with original design intent. The certificate and record drawings must be signed and sealed by a Professional Engineer licensed to practice in the Province of Alberta. Once the record drawings are accepted and any site deficiencies rectified, the security deposit for the assurance of onsite utility servicing and surface drainage may be released by the Development Officer.

For any questions, please contact the undersigned at 780-464-8124.

Regards,

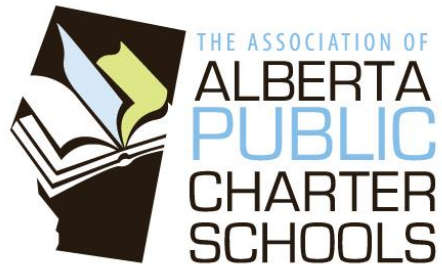


Steve Csaszar, P. Eng.  
Coordinator, Land Development Engineering Utilities

cc: Brant Poyser, Land Development Engineering  
Teresa Thoreson, Permitting, Inspections & Customer Services  
Kevin Laumbach, Permitting, Inspections & Customer Services  
Henry Odermatt, Transportation & Agriculture Services  
Rick Wyman, Utilities  
Andrew Wolff, Utilities

Enclosure: (Copy of Accepted for Construction Drawings)

SC/dm



September 14, 2016

**Executive Director for TAAPCS**

Mr. Jay Pritchard, Executive Director (Interim) has stepped down from the position for personal reasons. On behalf of the Association, we are disappointed but also very appreciative of the way in which he “landed with his feet running” to support plans for EAC, TAAPCS Regular and AGM meetings which are just a couple of weeks away.

The search for an Executive Director will begin shortly after the Regular Meeting and AGM on October 7.

Meanwhile, the agendas for both meetings will be out shortly. Due to the pressing responsibilities on the executive officers as we tackle school start up, including our own first Board Meetings of the school year, please be aware of the possibility for some changes or omissions to the Regular Meeting agenda as we adjust expectations during this period of time without an Executive Director.

Kind regards to everyone,

Dianne McBeth  
President

Cc: Yvonne DePeel and Don Falk, Co-Vice Presidents