



Board Meeting

Agenda Package

November 9, 2016

☞ *New Horizons Charter School Society* ☞

AGENDA**Type of Meeting:** Board**Date:** November 9, 2016**Page:**1 of 2*"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
NOVEMBER 9, 2016**

AGENDA

- | | | | |
|-----|---|-------------------------------|---------|
| 1. | Call to Order | Jill Weiss | 7:00 pm |
| 2. | Adoption of Agenda | Jill Weiss | 7:01 pm |
| 3. | Disclosure of Conflict of Interest | Jill Weiss | 7:02 pm |
| 4. | Approval of Minutes | Jill Weiss | 7:03 pm |
| | 4.1 October 5, 2016 – attachment | | |
| 5. | Reports | | 7:08 pm |
| | 5.1 School Modernization (Report from Project Team) – attachment | Don Falk | |
| | 5.2 Report from School Council – attachment | School Council Representative | |
| 6. | New Business | | 8:10 pm |
| | 6.1 Vacant Position on Board of Directors – attachment | Jill Weiss | |
| | 6.2 Sod Turning Ceremony – attachment | Don Falk | |
| | 6.3 Annual General Meeting of NHCS Society – attachment | Don Falk | |
| | 6.4 Stakeholder Forum – attachment | Don Falk | |
| | 6.5 Enrolment Cap – attachment | Don Falk | |
| | 6.6 Orientation Seminars for Board Directors – attachment | Don Falk | |
| 7. | Board Work Plan – attachment | Jill Weiss | 9:00 pm |
| 8. | Receipt of Reports | Jill Weiss | 9:10 pm |
| 9. | Correspondence Sent | Jill Weiss | 9:11 pm |
| 10. | Correspondence Received | Jill Weiss | 9:12 pm |
| | 10.1 Email from Minister Eggen re World Teachers' Day | | |
| | 10.2 Email from Minister Eggen re Bridge to Teacher Certification Program | | |
| | 10.3 Email from Minister Eggen re Trinity Christian School | | |
| | 10.4 Email from Minister Eggen re Copyright | | |

AGENDA

Type of Meeting: Board

Date: November 9, 2016

Page:2 of 2

"TOWARDS NEW HORIZONS" Is it in the best interest of our students? Does it support excellence?

- 11. **In Camera** Jill Weiss 9:13 pm
- 12. **Adjournment** Jill Weiss 9:30 pm

Next Board Meeting – Wednesday, November 23, 2016, at 7:00 pm

Annual General Meeting of NHCS Society – Wed., Nov. 30, 2016, at 7:00 pm

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board **Date:** October 5, 2016 **Initials:** **Chair** _____
Approved: DRAFT **Recorded By:** Cheri Unterschultz **Secretary** _____

October 5, 2016, 7:30 PM

Board Present:

| | | |
|--------------------------------|----------------------------|----------------------------|
| Jill Weiss DIRECTOR | Nicole Pasemko DIRECTOR | William Watson DIRECTOR |
| Michelle Macdonald DIRECTOR | Inna Mackay DIRECTOR | Trevor Panas DIRECTOR |

Administration Present:

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

1. Call to Order

Director Weiss called the meeting to order at 7:33 pm.

2. Adoption of Agenda

Motion 2016-10-05-01 Motion to adopt agenda for the Board Meeting October 5, 2016, as distributed.

Moved: Director Watson, Seconded: Director Mackay, Carried

3. Disclosure of Conflict of Interest: None

4. Approval of Minutes

4.1 Minutes from September 12, 2016

Motion 2016-10-05-02 Motion to approve September 12, 2016 Board Minutes as distributed.

Moved: Director Watson, Seconded: Director Mackay, Carried

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board **Date:** October 5, 2016 **Initials:** **Chair** _____
Approved: DRAFT **Recorded By:** Cheri Unterschultz **Secretary** _____

5. Board Organization

5.1. Selection of Officers

Superintendent Falk assumed the role of Chair.

Motion 2016-10-05-03 Motion to appoint Jill Weiss to the position of Board Chair.

Moved: Director Watson, Seconded: Director Macdonald, Carried

Chair Weiss assumed the position as Chair for the meeting.

Motion 2016-10-05-04 Motion to appoint Nicole Pasemko to the position of Board Vice Chair.

Moved: Director Watson, Seconded: Director Panas, Carried

Motion 2016-10-05-05 Motion to appoint William Watson to the position of Secretary.

Moved: Director Pasemko, Seconded: Director Panas, Carried

Motion 2016-10-05-06 Motion to appoint Trevor Panas to the position of Treasurer.

Moved: Director Watson, Seconded: Director Macdonald, Carried

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board **Date:** October 5, 2016 **Initials:** **Chair** _____
Approved: DRAFT **Recorded By:** Cheri Unterschultz **Secretary** _____

5.2. Set Regular Meeting Dates

Motion 2016-10-05-07 Motion to set the following dates as Regular Board Meeting Dates:

- November 9, 2016
- November 23, 2016
- December 14, 2016
- January 11, 2017
- February 15, 2017
- March 8, 2017
- April 12, 2017
- May 17, 2017
- June 14, 2017

Moved: Director Panas, Seconded: Director Watson , Carried

5.3 Populate Board Committees

Motion 2016-10-05-08 Motion to appoint the following Board and Society Members to serve as the Audit Committee:

- Director Panas*
- Director Mackay*
- Director Macdonald*
- Society Member Brandi Mah*

Moved: Director Panas, Seconded: Director Pasemko, Carried

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board **Date:** October 5, 2016 **Initials:** **Chair** _____
Approved: DRAFT **Recorded By:** Cheri Unterschultz **Secretary** _____

Motion 2016-10-05-09 Motion to appoint the following Board and Society Members to serve as the Policy, Guidelines and Bylaw Committee:

*Chair Weiss
Director Pasemko
Director Panas
Society Member Brandi Mah*

Moved: Director Pasemko, Seconded: Director Watson, Carried

Motion 2016-10-05-10 Motion to appoint the following Board and Society Members to serve as the Personnel Committee:

*Chair Weiss
Director Mackay
Director Pasemko*

Moved: Director Pasemko, Seconded: Director Mackay, Carried

Motion 2016-10-05-11 Motion to appoint the following Board and Society Members to serve as the Survey Committee:

*Chair Weiss
Director Watson*

Moved: Director Mackay, Seconded: Director Panas, Carried

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board **Date:** October 5, 2016 **Initials:** **Chair** _____
Approved: DRAFT **Recorded By:** Cheri Unterschultz **Secretary** _____

Motion 2016-10-05-12 Motion to appoint the following Board and Society Members to serve as the Public Relations Committee:

*Chair Weiss
Director Pasemko
Director Macdonald
Director Qualie*

Moved: Director Mackay, Seconded: Director Panas, Carried

6. Board Work Plan

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

7. The Association of Alberta Public Charter Schools

7.1 Selection of Board Members & Alternate

Motion 2016-09-12-13 Motion to appoint Director Weiss as the designate to serve as the voting representative at TAAPCS meetings during the 2016-17 school year and Superintendent Falk as the Alternate.

Moved: Director Pasemko, Seconded: Director Macdonald, Carried

7.2 Proposed Bylaw Revisions

Superintendent Falk spoke to the proposed Bylaw Revisions as attached to the agenda for the meeting.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board Date: October 5, 2016 Initials: Chair _____
Approved: DRAFT Recorded By: Cheri Unterschultz Secretary _____

8. New Business:

8.1 Request for Letter of Credit from Strathcona County

Motion 2016-09-12-14 Motion to authorize administration to prepare an automatically renewable irrevocable letter of credit to Strathcona County as per the security release terms stated in the letter from Strathcona County dated August 4, 2016, in the amount of seventy thousand, three hundred eighty dollars (\$70,380.00).

Moved: Director Panas, Seconded: Director Watson, Carried

8.2 Signing Authorities

Motion 2016-10-05-15 Motion for signing authorities to be: Jill Weiss (Director), Trevor Panas (Director), Ted Zarowny (Administration), Fred de Kleine (Administration), with each cheque to be signed by one Director and one member of Administration.

Moved: Director Mackay, Seconded: Director Watson, Carried

9. Receipt of Reports

Motion 2016-09-12-16 Motion to receive reports, as provided to the Board.

Moved: Director Auriat, Seconded: Director Mackay, Carried

10. Correspondence Sent

None

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board **Date:** October 5, 2016 **Initials:** **Chair** _____
Approved: DRAFT **Recorded By:** Cheri Unterschultz **Secretary** _____

11. Correspondence Received

11.1 Announcement (2016-09-14) from TAAPCS re Resignation of Interim Executive Director.

12. Motion to Move into Camera:

Motion 2016-09-12-17 Motion to move into camera at 9:28 pm.
Moved: Director Pasemko, Seconded: Director Mackay
Carried

13. Motion to Move Out of Camera:

Motion 2016-09-12-18 Motion to move out of camera at 9:41 pm.
Moved: Director Mackay, Seconded: Director Pasemko
Carried

14. Adjournment

Chair Weiss adjourned the meeting at 9:45 pm.

Next Board Meeting: Regular Board Meeting November 9, 2016 at 7:00 pm.

MEMORANDUM

November 4, 2016

To: Board of Directors
From: Don Falk – Superintendent
Subject: School Modernization Project

Background:

As noted in an update sent to parents earlier today (November 4, 2016), the construction contract for our school's modernization project was recently awarded to Fillmore Construction of Edmonton.

With the awarding of the construction contract, Phase 1 of the modernization project can now begin. Accordingly, construction fencing is scheduled for installation on Saturday, November 5 and demolition of the unoccupied west wing of portable classrooms is planned for the upcoming Fall Break (November 11-20).

Attached for the information of directors is the most recent plan for the phasing of the project. Directors are advised of the following changes from the initial version of the phasing, as circulated to parents earlier today:

- The gymnasium, stage and gym equipment room are now moved to an "unspecified phase" that is planned for the summer of 2017.
- The kitchen is moved to Phase 3, placing its renovation together with the kindergarten classroom and other adjacent rooms.

Representatives of the following organizations will be present at the Board meeting on November 9, 2016 in order to provide additional information about the modernization project:

- Alberta Infrastructure – Shaun Boylan, Project Manager
- ONPA Architects – Chris Woollard, Partner
- Fillmore Construction – John Crawley, Project Manager
- Golder Associates – Kody Henderson, Environmental Health and Safety Project Manager

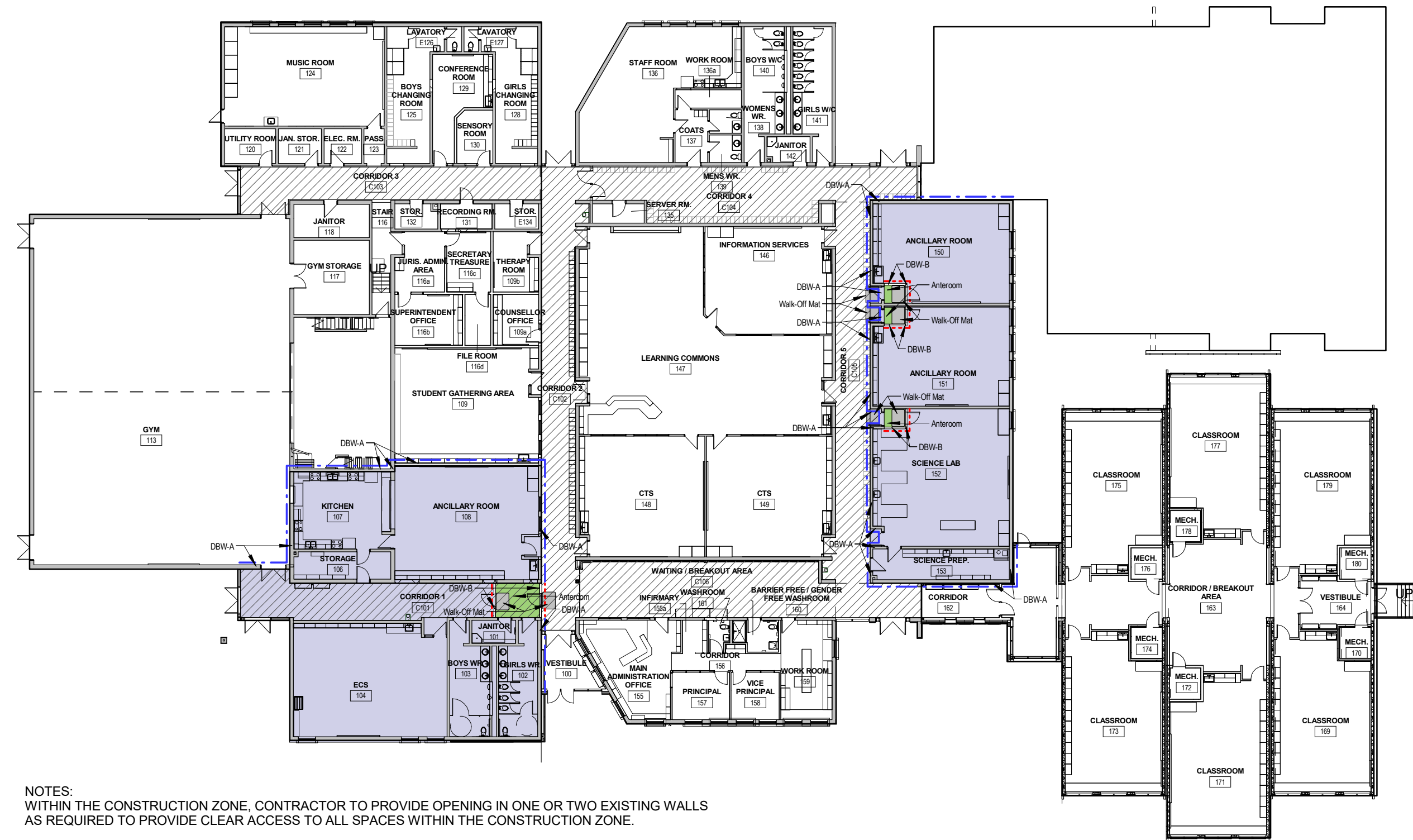
Recommendation:

It is recommended that the Board of Directors receive the report on the modernization project as information.



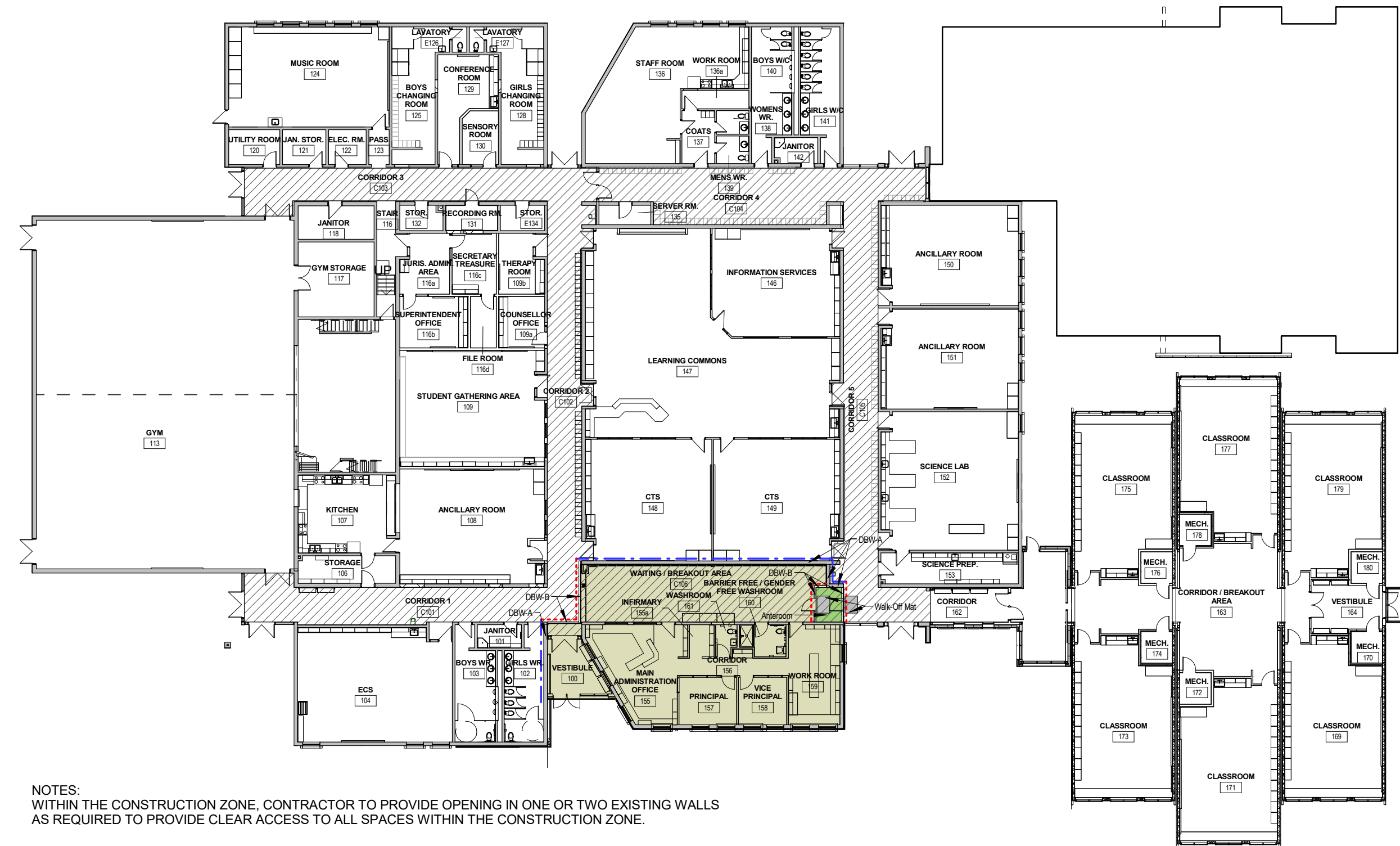
Don Falk – Superintendent

Attachment (1)



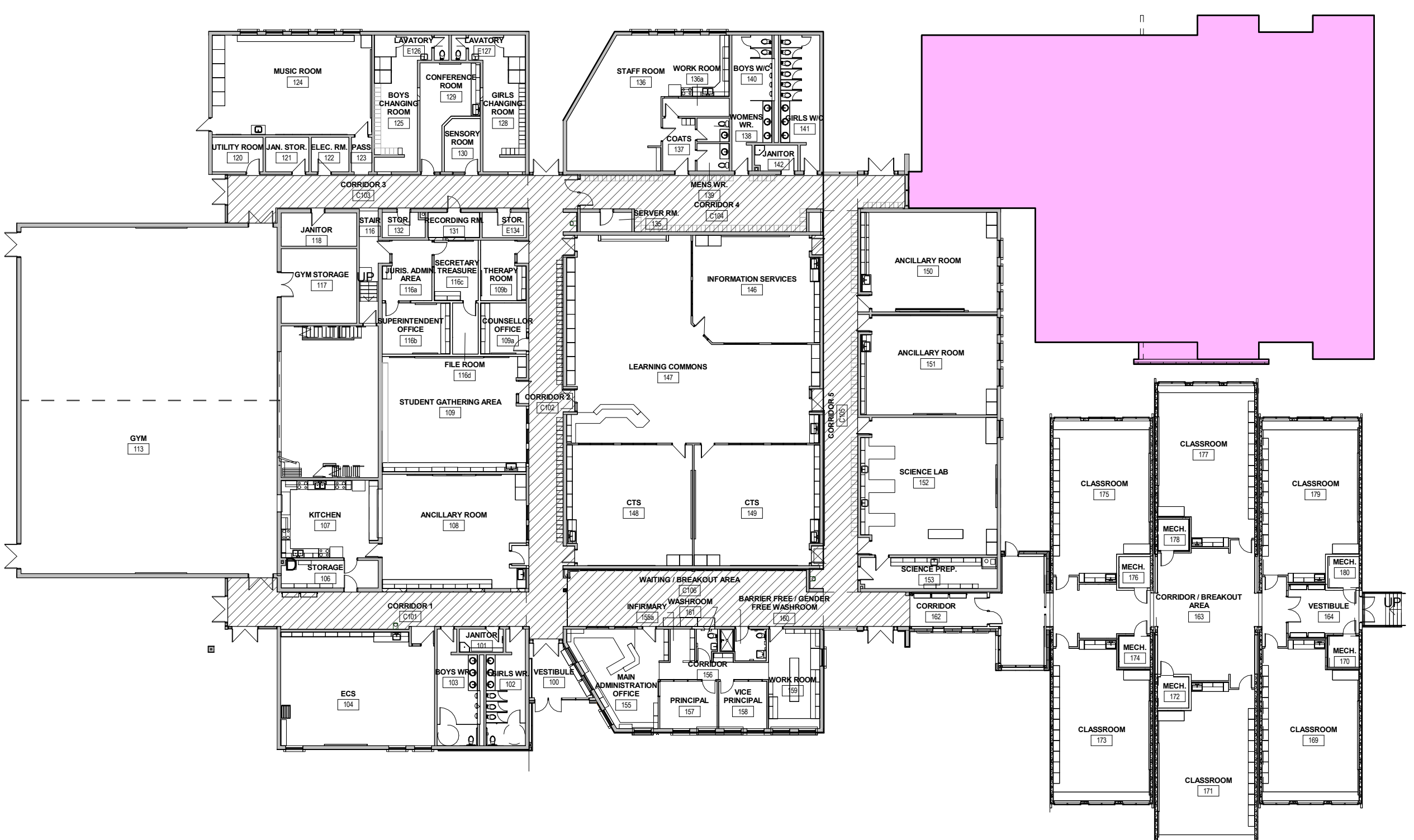
NOTES:
WITHIN THE CONSTRUCTION ZONE, CONTRACTOR TO PROVIDE OPENING IN ONE OR TWO EXISTING WALLS AS REQUIRED TO PROVIDE CLEAR ACCESS TO ALL SPACES WITHIN THE CONSTRUCTION ZONE.

1 PHASE 3 - PLAN
1:300



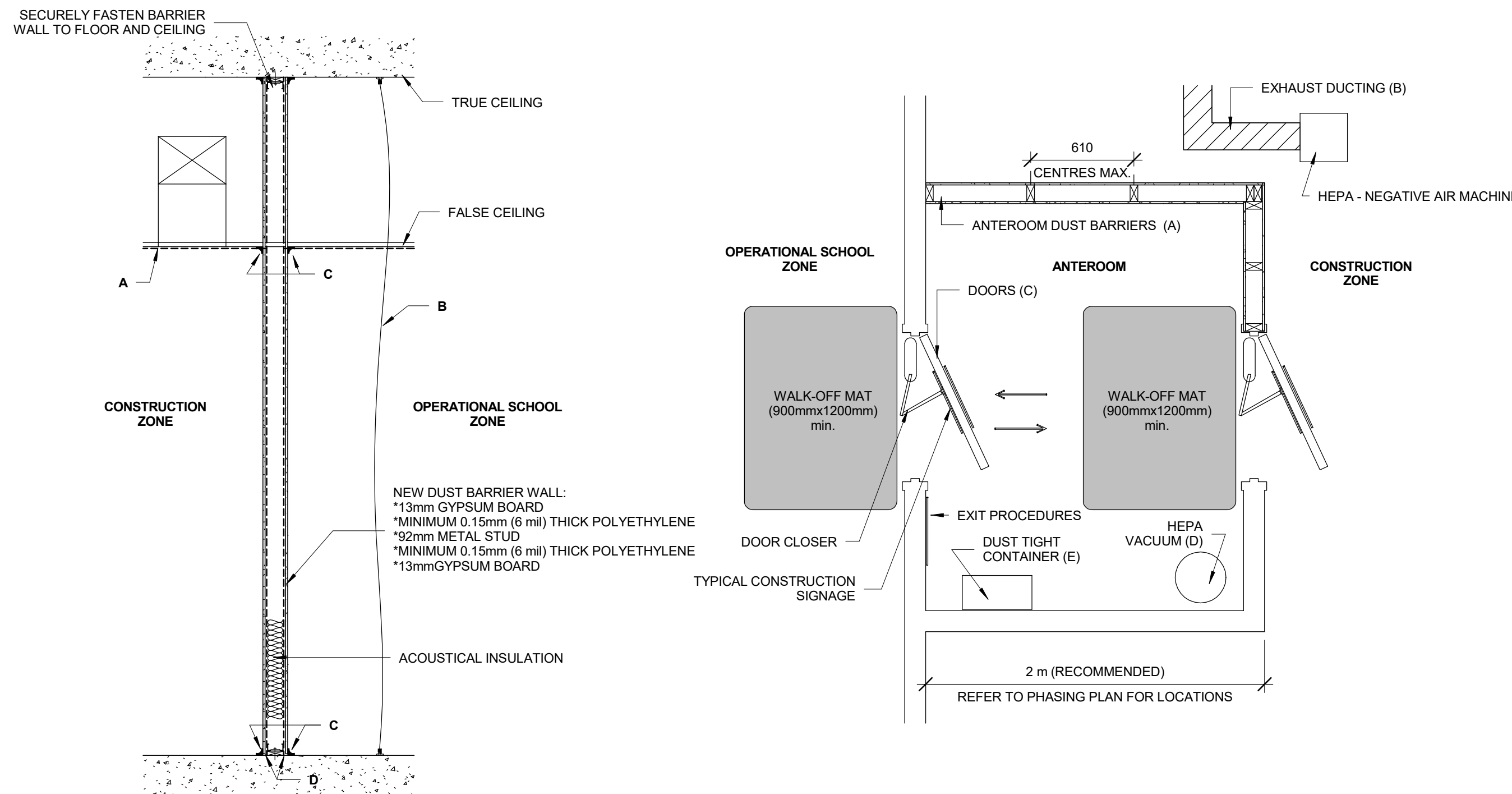
NOTES:
WITHIN THE CONSTRUCTION ZONE, CONTRACTOR TO PROVIDE OPENING IN ONE OR TWO EXISTING WALLS AS REQUIRED TO PROVIDE CLEAR ACCESS TO ALL SPACES WITHIN THE CONSTRUCTION ZONE.

2 PHASE 4 - PLAN
1:300



3 PHASE 5 - PLAN
1:300

NOTE: REFER TO DRAWING 004 FOR LEGENDS AND NOTES



LEGEND:
A - SEAL ALL WINDOWS, DOORS, SHAFTS, ACCESS PANELS, ELECTRICAL OUTLETS, INTAKES, GRILLES, EXHAUSTS, VENTS, PLUMBING DRAINS, AND ALL OTHER PENETRATIONS IN THE FLOOR, WALLS, AND CEILINGS.
B - CONTINUOUS POLYETHYLENE SHEETING WALL, MINIMUM 0.15MM (6 MIL) THICKNESS, EXTENDING FROM THE TRUE CEILING TO THE FLOOR AND AROUND THE ENTIRE PERIMETER OF THE CONSTRUCTION ZONE.
C - CONTINUOUS TAPE SEAL OF GYPSUM WALLBOARD TO FLOOR AND CEILINGS. SEAL ENTIRE PERIMETER.
D - CONTINUOUS TAPE SEAL OF POLYETHYLENE TO FLOOR AND CEILING. SEAL ENTIRE PERIMETER.

○ TYPICAL NEW DUST BARRIER WALL - SECTION
1:25

LEGEND:
A - EXTEND ANTEROOM DUST BARRIERS TO THE TRUE CEILING OR HAVE THEIR ROOF CONSTRUCTED IN THE SAME MANNER AS NEW BARRIER DUST WALL (TYPE B).
B - EXHAUST DUCTING TO THE EXTERIOR OF THE BUILDING AND DIRECTED AWAY FROM AIR INTAKES, OCCUPIED AREAS, OR OTHER BUILDING OPENINGS.
C - HOLLOW METAL LOCKABLE DOORS. SEAL FRAME AND DOORS WITH WEATHERSTRIPPING.
D - ASSIGNED AND DEDICATED HEPA VACUUM FOR PERSONAL DECONTAMINATION AND DAILY OR MORE FREQUENT (IF NEEDED) CLEANING OF ANTEROOM.

○ TYPICAL DUST BARRIER ANTEROOM - PLAN
1:25

THE CONTRACT DOCUMENTS ARE PREPARED SOLELY FOR USE BY THE PARTY WITH WHOM THE CONSULTANT HAS ENTERED INTO A CONTRACT AND THERE ARE NO REPRESENTATIONS OF ANY KIND MADE BY THE CONSULTANT TO ANY PARTY WITH WHOM THE CONSULTANT HAS NOT ENTERED INTO A CONTRACT.
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| REVISIONS | | | | |
|------------|------|-------------------------|----------|-------------|
| DATE | CODE | ITEMS | DRAWN BY | APPROVED BY |
| 2016-06-03 | 3 | ISSUED FOR TENDER | | |
| 2016-10-31 | 5 | ISSUED FOR CONSTRUCTION | | |

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Government of Alberta
Infrastructure

ASSISTANT DEPUTY MINISTER
PROPERTY DEVELOPMENT
CLIENT APPROVAL
STAMPED BY _____ DATE _____
PROJECT
SHERWOOD PARK - NEW HORIZONS CHARTER SCHOOL MODERNIZATION

DRAWINGS
PHASING AND ATMOSPHERIC CONDITIONS CONTROL PLANS

| BID NO. | SITE NO. | PROJECT FILE NO. | PLAN NO. |
|---------|--------------------------|------------------|---------------------------|
| SEAL | DATE | 15142 | 016288D |
| DATE | DRAWN BY | AJ | PROJECT ID B4026A-0003 |
| DATE | CHECKED BY | AJ | SCALE As indicated |
| DATE | CERTIFIED RECORD DRAWING | | DRAWING NO. 005 |



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

MEMORANDUM

November 4, 2016

To: Board of Directors
From: Don Falk – Superintendent
Subject: School Council Report

Background:

In keeping with the Board Work Plan for 2016-17, a representative from the School Council will be present at the Board meeting of November 9, in order to provide a report on the priorities and activities of the School Council thus far this year.

Recommendation:

It is recommended that the report from the School Council be received as information.

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

Don Falk – Superintendent

MEMORANDUM

November 4, 2016

To: Board of Directors
From: Don Falk – Superintendent
Subject: Vacant Position on Board of Directors

Background:

Directors will recall that, at the Board elections held on October 5, 2016, Vicky Qualie was among those were elected to a position on the Board of Directors. Since that time, however, Director Qualie has resigned her position. In accordance with the bylaws of the New Horizons Charter School Society, the resignation takes effect on November 6, one month after it was submitted.

Bylaw 6.1.6.4 states the following with respect to the replacement of a Director who has resigned from the Board:

If there is a resignation, death, or removal of a Director, the Board may appoint a Member to fill a vacancy for the remainder of the term. Any appointment shall be made at the next meeting of the Board. Appointment shall be by majority vote.

The Board is also advised of Bylaw 6.1.3.1, which, in the following statement, implies that the Board may choose not to fill a vacant position: *The Board consists of a maximum seven Directors.*

Recommendation:

The following recommendations are presented for the consideration of the Board of Directors:

- That the Board determine whether or not it wishes to appoint a Member of the New Horizons Charter School Society to fill the vacant position for the remainder of the term (i.e. two years).
- That, in the event that the Board wishes to appoint a Member to the vacant position, the Board a consider a motion that will appoint a specific Member to the position.



Don Falk – Superintendent



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

MEMORANDUM

November 4, 2016

To: Board of Directors
From: Don Falk – Superintendent
Subject: Possible Sod Turning Ceremony

Background:

In the context of the beginning of our school's modernization project, it has been suggested that there may be value in conducting a sod turning ceremony. Such an event would likely involve members of the Board, as well as a variety of other dignitaries and guests.

Although portions of the project will have been initiated before a sod turning ceremony could be held, it would nevertheless be possible to schedule such a ceremony during the early stages of the project. One possible date is Monday, November 28, which is the day before the new modular classrooms are scheduled to arrive.

Recommendation:

It is recommended that the Board consider whether or not it wishes to engage in a sod turning ceremony and, if so, that it schedule a date and time for the event.

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

Don Falk – Superintendent



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

MEMORANDUM

November 4, 2016

To: Board of Directors
From: Don Falk – Superintendent
Subject: Enrolment Cap

Background:

At its meeting on September 14, 2016, the Board of Directors passed the following motion:

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

The background to this motion is provided in the attached memo (2016-09-05) that was presented to the Board of Directors at that time. In that memo, the projected enrolment for our school is 283 FTE students for the 2017-18 school year and 309 FTE students for 2018-19. These projections remain in place at the present time.

Recommendation:

Given the current enrolment of 257 FTE students and the projected enrolments referenced above, it is recommended that the Board consider whether or not it still wishes to request an increase in the enrolment cap at the present time, or whether it would be preferable to wait until the school has reached a higher FTE enrolment (e.g. a year from now). If the decision of the Board is to submit the letter at the present time, it can be presented to the Board for review at the Board meeting of November 23, 2016.

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

Don Falk – Superintendent

Attachment (1)



MEMORANDUM

September 5, 2016

To: Board of Directors

From: Don Falk - Superintendent

Re: Enrolment Cap

Background:

A frequently-discussed issue with respect to Alberta charter schools is the matter of the "enrolment cap." Although the origin of the practice of assigning an enrolment cap to each charter school is difficult to ascertain and although there is no reference to charter school enrolment caps in either the School Act or the Charter Schools Regulation, it is clear that the practice exists and that is understood by Alberta Education to be mandatory. As an example, directors are asked to note the reference to the enrolment cap on the most recent New Horizons School information sheet (attached), as prepared by Alberta Education.

Reference to an enrolment cap for New Horizons School is made in the attached letter (2007-02-08) from then Education Minister Ron Liepert, in which approval of the NHS charter for the period 2007-12 was provided. In that letter, Minister Liepert stated the following:

I am pleased to approve a five-year renewal of your charter, the maximum term allowed by the Charter Schools Regulation, from September 1, 2007 to August 31, 2012, to operate an Early Childhood Services to Grade 12 school with a maximum enrollment of 300 students.

My understanding is that, absent any subsequent authoritative statements to the contrary, the statement from Minister Liepert remains in effect. Further, neither Alberta Education nor I have been able to locate any other authoritative statement that speaks to the matter of an enrolment cap for our school. Accepting, then, that an enrolment cap of 300 students is indeed in effect, the following comments are offered for the consideration of the Board of Directors.

1. In our meeting with MLA Annie McKittrick on June 22, 2016, Board Chair Weiss and I were encouraged to write a letter to Education Minister Eggen, requesting an increase in our school's enrolment cap, the rationale being that a cap increase will be needed if we are to accommodate current students as they advance through the grades and if we are to continue our practice of enrolling two classes of students at each grade (presently in place in grades K through 3).
2. If "student," as used in Minister Liepert's letter, is defined as an individual enrolled in a school in grades 1 through 12, our enrolment cap will not include children enrolled in the kindergarten program. If "student" is defined as FTE individuals enrolled in kindergarten through grade 12, each kindergarten child will count as 0.5 FTE students and each individual in grades 1-9 will

count as 1.0 FTE students. In either case, this means that the total number of **individuals** enrolled in our school can exceed 300, but the total number of **students** cannot.

3. Table 1 presents past, current, and projected enrolments for the next several years. The projections are based on the following assumptions:
 - a. We will continue the practice the past several years of enrolling two classes of children/students at the entry points of kindergarten and grade 1 respectively.
 - b. As children progress through the grades, we will continue to add a second class at each grade level.
 - c. With larger enrolments in the primary grades, upper elementary and junior high school enrolments will also see enrolment increases within the next few years.

| Class/Grade | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Kindergarten | 23 | 32 | 36 | 34 | 34 | 34 | 34 | 34 | 34 |
| Grade 1 | 23 | 22 | 42 | 44 | 44 | 44 | 44 | 44 | 44 |
| Grade 2 | 22 | 21 | 26 | 44 | 44 | 44 | 44 | 44 | 44 |
| Grade 3 | 23 | 23 | 22 | 29 | 44 | 44 | 44 | 44 | 44 |
| Grade 4 | 21 | 23 | 24 | 31 | 30 | 48 | 48 | 48 | 48 |
| Grade 5 | 23 | 20 | 24 | 24 | 31 | 30 | 48 | 48 | 48 |
| Grade 6 | 22 | 24 | 20 | 24 | 24 | 31 | 30 | 48 | 48 |
| Grade 7 | 18 | 19 | 20 | 16 | 21 | 21 | 28 | 27 | 44 |
| Grade 8 | 21 | 18 | 18 | 16 | 14 | 18 | 18 | 25 | 24 |
| Grade 9 | 14 | 18 | 18 | 12 | 14 | 12 | 15 | 15 | 22 |
| Total students not incl K | 187 | 188 | 214 | 240 | 266 | 292 | 319 | 343 | 366 |
| Total FTE students with K @ 0.5 | 198.5 | 204 | 232 | 257 | 283 | 309 | 336 | 360 | 383 |
| Total enrolled individuals | 210 | 220 | 250 | 274 | 300 | 326 | 353 | 377 | 400 |

Table 1: New Horizons School: Past, Current, and Projected Enrolments

4. Giving consideration to the above, an enrolment cap increase may be needed as early as the 2018-19 school year and will very likely be required for 2019-20. It is anticipated that an enrolment cap of 450 FTE students (i.e. considering kindergarten children as 0.5 students) will be sufficient to accommodate two classes each from grades K-9.
5. The matter of the capacity of our existing school facility may be at issue when requesting an increase in the enrolment cap. In this regard, the existing east portable classrooms (scheduled for demolition as the final phase of our modernization project) and/or the modular classrooms that presently comprise École Claudette-et-Denis-Tardif may provide opportunity to provide additional school capacity in the years ahead.

Recommendation:

It is recommended that the Board of Directors submit a request to the Minister of Education for an increase in the New Horizons School enrolment cap to a maximum of 450 students.



Don Falk
Attachments (2)



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

MEMORANDUM

November 4, 2016

To: Board of Directors

From: Don Falk – Superintendent

Subject: Annual General Meeting of the New Horizons Charter School Society

Background:

The following resolution was adopted at the September 12, 2016 meeting of the Board of Directors:

Motion for the Annual General Meeting of the New Horizons Charter School Society to be held November 23rd, 2016 at 7:00pm.

Moved: Director Karbonik, Seconded: Chair Weiss, Carried

Since that time, we have been advised by the New Horizons Charter School Society's auditors that they will not be able to complete the audited financial statement in time for a presentation to the Annual General Meeting on November 23.

If the Board were to approve a resolution to move the Annual General Meeting to November 30, 2016, it would be possible to meet the twenty-one day notification requirement with distribution of notification immediately following the Board meeting of November 9.

Recommendation:

It is recommended that the Annual General Meeting of the New Horizons Charter School Society be rescheduled for Wednesday, November 30, 2016, at 7:00 p.m.

A handwritten signature in blue ink, appearing to read "Don Falk", written in a cursive style.

Don Falk – Superintendent

MEMORANDUM

November 4, 2016

To: Board of Directors
From: Don Falk – Superintendent
Subject: Stakeholder Forum

Background:

Continuing Board members will recall that, last January, the Board of Directors initiated a Stakeholder Forum, the purpose of which was to provide members of our school community (parents, students, staff members, Board members) with the opportunity to suggest and discuss priorities for inclusion in our school's Three-Year Education Plan. An outcome of that exercise was that several priorities identified at the Stakeholder Forum were included in the provisional Education Plan that was adopted by the Board of Directors in April 2016.

I have been in contact with last year's facilitator, the Community Development Unit of Alberta Culture and Tourism, and they have indicated to me that they would very likely be able to assist with our Stakeholder Forum again this year, should the Board wish to conduct such an event.

Recommendation:

The following recommendations are presented for the consideration of the Board of Directors:

- That the Board give consideration as to whether or not it wishes to hold a Stakeholder Forum again this year.
- That the Board, if it wishes to hold such an event, identify several dates in mid to late January that would be suitable for the Forum.



Don Falk – Superintendent

MEMORANDUM

November 4, 2016

To: Board of Directors
From: Don Falk – Superintendent
Subject: Board Orientation Seminars with Becky Kallal

Background:

Suzuki Charter School has been extended to Edmonton-area charter school Directors to attend the following orientation seminars provided by Mrs. Becky Kallal. Continuing Board members will recall that Mrs. Kallal has provided several seminars of this nature in the past and that they have been very well received.

WORKSHOPS WITH GOVERNANCE CONSULTANT (MRS. BECKY KALLAL)

- *Open to Charter School Directors from any Charter School*
- *Sessions held in the Suzuki School Library*
- *6:00 – 8:30 pm, Dinner served at 5:30*

A. Overview of Governance – Thursday, December 1, 2016.

- 1. What is governance for a policy board?*
- 2. What governs the Governors?*
- 3. What are governance roles? Committee roles? Superintendent's role? Principal's role?*

B. Effective Meetings – Thursday, February 2, 2017

- 1. What essential skills and knowledge lead to productive meetings?*
- 2. What are Rules of Order and why use them?*
- 3. What are the processes for handling main motions and amendments?*

Recommendation:

It is recommended that Board members indicate their intention to attend these sessions at the Board meeting of November 9, 2016, so that communication can be extended to Suzuki Charter School.



Don Falk – Superintendent



Board of Directors – Work Plan for 2016-17

| | | |
|------------------|--|---|
| September | ▪ 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 | ✓ |
| | ▪ | □ |
| October | ▪ Conduct SGM; Hold Board elections | ✓ |
| | ▪ Elect Board executive officers (must be within one week of SGM) | ✓ |
| | ▪ Select members for Board standing committees | ✓ |
| | ▪ Set dates for Board meetings (motion required) | ✓ |
| | ▪ Notify Service Alberta of change in executive officers | □ |
| | ▪ Sign Board Member Code of Conduct – Policy #101 | □ |
| | ▪ Receive Accountability Pillar Results Report for October 2016 | □ |
| | ▪ Attend TAAPCS Charter Board Directors/Regular Meeting #1 | ✓ |
| | ▪ Receive enrolment report for September 30, 2016 | □ |
| | ▪ Conduct initial orientation session for new Board members | □ |
| | ▪ | □ |
| November | ▪ Conduct AGM of NHCS Society | □ |
| | ▪ Approve final Three-Year Education Plan 2016-17 to 2018-19 | □ |
| | ▪ Approve revised budget for 2015-16 | □ |
| | ▪ Approve Annual Education Results Report 2015-16 | □ |
| | ▪ Approve Audited Financial Statement Year Ending Aug 31/16 | □ |
| | ▪ Receive Report #1 from School Council | □ |
| | ▪ | □ |
| December | ▪ Receive Quarterly Financial Report for Sep - Nov 2016 | □ |
| | ▪ Receive Class Size Report for 2016-17 | □ |
| | ▪ | □ |
| | ▪ | □ |
| | ▪ | □ |
| January | ▪ Attend TAAPCS Charter Board Directors/Regular Meeting #2 | □ |
| | ▪ Receive mid-year progress report on Three-Year Education Plan 2016-19 | □ |
| | ▪ Stakeholder Forum – Gather input on possible Education Plan priorities | □ |
| | ▪ Prepare breakfast for school staff – Jan. 20 | □ |
| | ▪ | □ |
| February | ▪ Approve school calendar for 2017-18 | □ |
| | ▪ | □ |
| | ▪ | □ |

| | | |
|------------------|--|--|
| March | <ul style="list-style-type: none"> ▪ Receive Quarterly Financial Report for Dec 2016 – Feb 2017 ▪ Approve Three-Year Capital Plan for 2017-18 to 2019-20 ▪ Board Retreat – Identify priorities for upcoming Education Plan ▪ Administer Board-developed Stakeholder Survey ▪ ▪ ▪ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| April | <ul style="list-style-type: none"> ▪ Provide provisional approval to Education Plan 2017-18 to 2019-20 ▪ ▪ ▪ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| May | <ul style="list-style-type: none"> ▪ Attend TAAPCS Charter Board Directors/Regular Meeting #3 ▪ Approve Budget for 2017-18 ▪ Receive Accountability Pillar Results Report for May 2016 ▪ Receive Board-developed stakeholder survey results ▪ Consider salary adjustment for support staff, senior administration ▪ Receive report from FANHS ▪ ▪ ▪ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| June | <ul style="list-style-type: none"> ▪ Assess Board Work Plan progress for 2016-17 ▪ Receive Quarterly Financial Report for Mar – May 2017 ▪ Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10) ▪ Schedule September 2017 Board meeting ▪ Set date for Board Housekeeping Retreat ▪ Receive Report #2 from School Council ▪ ▪ ▪ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Ongoing | <ul style="list-style-type: none"> ▪ Consider proposals for new or amended Board policies ▪ Receive recommendations from Board committees ▪ ▪ ▪ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Annually | <ul style="list-style-type: none"> ▪ Negotiate collective agreement with ATA (as needed) ▪ Undertake Superintendent evaluation ▪ Undertake Board evaluation ▪ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| As Needed | <ul style="list-style-type: none"> ▪ Meet with: <ul style="list-style-type: none"> - County Council - MLAs ▪ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |



Don Falk <dfalk@newhorizons.ca>

Celebrating Teachers!

1 message

EDC Minister <Education.Minister@gov.ab.ca>

Wed, Oct 5, 2016 at 1:11 PM

To: Board Chairs of Public, Separate, Francophone and Charter School Boards

Private Schools and Early Childhood Operators

Presidents of Stakeholder Associations

ACSTA (Alberta Catholic School Trustees' Association)

AEFAA (Alberta Educational Facilities Administrators Association)

ASBA (Alberta School Boards Association)

AHEA (Alberta Home Education Association)

ASCA (Alberta School Councils' Association)

ATA (Alberta Teachers' Association)

AAPCS (Association of Alberta Public Charter Schools)

ACFA (Association canadienne-française de l'Alberta)

AISCA (Association of Independent Schools & Colleges in Alberta)

ASBOA (Association of School Business Officials of Alberta)

CASS (College of Alberta School Superintendents)

CCSSA (Council of Catholic Superintendents of Alberta)

Federation des parents francophones de l'Alberta

Federation des conseils scolaires francophones de l'Alberta

Learning Disabilities Association of Alberta

PSBAA (Public School Boards' Association of Alberta)

Dear Colleagues,

On World Teachers' Day, I want to take this opportunity to express how much I, and my ministry, appreciate the hard work you do every day to educate the students across this province.

As a teacher myself, I know what a powerful impact educators have on the lives of our young people. You are role models who inspire children to set goals, work hard, co-operate with their peers and learn to embrace their differences--in short, to become responsible, caring and productive citizens.

Thank you again for the important work you do in preparing our students for successful futures in a diversified

economy.

Sincerely,

David Eggen

Minister of Education

cc: Superintendents
Executive Directors of Stakeholder Associations
Communications Contacts at School Divisions

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Don Falk <dfalk@newhorizons.ca>

Bridge to Teacher Certification Program

1 message

EDC Minister <Education.Minister@gov.ab.ca>

Fri, Oct 21, 2016 at 1:28 PM

To: Board Chairs of Public, Separate, Francophone and Charter School Boards

Presidents of Stakeholder Associations

ACSTA (Alberta Catholic School Trustees' Association)

AEFAA (Alberta Educational Facilities Administrators Association)

ASBA (Alberta School Boards Association)

AHEA (Alberta Home Education Association)

ASCA (Alberta School Councils' Association)

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Fédération des parents francophones de l'Alberta

Fédération des conseils scolaires francophones de l'Alberta

Learning Disabilities Association of Alberta

PSBAA (Public School Boards' Association of Alberta)

Under Future Ready, the Alberta government is launching a series of initiatives in partnership between the Ministries of Education, Advanced Education and Labour that focus on our youngsters, supporting them from Kindergarten to graduation and on into their futures.

On Friday, October 21, 2016, I had the pleasure of visiting Salisbury Composite High School in Sherwood Park to highlight the Career and Technology Studies (CTS) Bridge-to-Teacher Certification program. Under the program, industry professionals are prepared to teach in high-demand career and technology programs like trades, culinary arts and construction. Upon completion of the bridging program, participants work in the classroom while continuing to complete a teacher-preparation program offered by an Alberta post-secondary institution. Alberta Education collaborated with the Alberta Teachers' Association and Alberta teacher preparation institutions to create the program.

The program provides an opportunity for school authorities to apply for grant funding to sponsor and support qualified individuals to complete an Alberta teacher-preparation program at the University of Alberta.

Certificated journeypersons, health care professionals, and information technologists (who are required for instruction in advanced dual-credit CTS programs) are authorized to work as a teacher while pursuing the educational requirements to qualify for Interim Professional Certification. After completing the program, participants will be eligible for authorization to teach under a Letter of Authority while continuing their studies toward successful completion of the Bachelor of Education degree program.

First offered in 2010, the program has helped prepare teachers in 10 trades: auto mechanic, auto body, baker, carpentry, culinary, cosmetology, electrical, welding/fabrication, heavy equipment operation, and plumbing and refrigeration.

Application Process

Alberta Education encourages schools to work in collaboration with their community to identify career and technology opportunities that spark student interest and to tap into local expertise to help bring these opportunities alive in the classroom.

Following successful completion of the pre-service courses, the bridging program participant may enter into an employment agreement with a school authority, and may be authorized to teach while he or she continues to study toward completion of a Bachelor of Education. The current application is now closed. Applications will be accepted again between July and October 2017.

David Eggen

Minister

cc: Superintendents of Public, Separate, Francophone and Charter School Boards
Private Schools
First Nations Education Directors
Executive Directors of Stakeholder Associations
Communications Contacts at School Divisions

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Don Falk <dfalk@newhorizons.ca>

Trinity Christian School Association

1 message

EDC Minister <Education.Minister@gov.ab.ca>

Wed, Nov 2, 2016 at 1:15 PM

Cc: Brad Smith - Education <BSmith@gov.ab.ca>

To: Board Chairs of Public, Separate, Francophone and Charter School Boards**Presidents of Stakeholder Associations**

ACSTA (Alberta Catholic School Trustees' Association)

ASBA (Alberta School Boards Association)

AHEA (Alberta Home Education Association)

ASCA (Alberta School Councils' Association)

ATA (Alberta Teachers' Association)

ACFA (Association canadienne-française de l'Alberta)

AISCA (Association of Independent Schools & Colleges in Alberta)

ASBOA (Association of School Business Officials of Alberta)

CASS (College of Alberta School Superintendents)

CCSSA (Council of Catholic Superintendents of Alberta)

Fédération des parents francophones de l'Alberta

Fédération des conseils scolaires francophones de l'Alberta

PSBAA (Public School Boards' Association of Alberta)

Last week I announced the decision to cancel the accreditation and registration of Trinity Christian School Association. While I believe this decision was necessary, it was not made lightly, as I recognize that approximately 3,500 home education students will need to register with a new school authority in the immediate future—a challenge for parents, students and school authorities alike.

I am pleased to hear that school authorities are recognizing this unprecedented challenge and are registering former Trinity students. That being said, Alberta Education continues to focus on the large number of students that have not yet registered with a new school authority. We need to work together to support the transition of impacted students and families who are exploring their home education options. Finding supervising authorities for such a large number of students presents both challenges and opportunities.

I am asking for your continued assistance with registering these children in a new supervising school authority. As mentioned in the Deputy Minister's communication on October 25, 2016, Alberta Education is funding those school authorities that accept these students at 8/10 of the eligible funding for the remainder of the 2016-17 school year. The department will also consider individual circumstances on a case-by-case basis. School authorities are encouraged to consider innovative ways to accommodate impacted students. If you have any questions or ideas regarding unique ways to provide educational programming to these students please contact Brad Smith, Executive Director, Strategic Financial Services. Mr. Smith can be reached at [780-422-0920](tel:780-422-0920) or via email at bsmith@gov.ab.ca.

I am hopeful that, together, we can ensure these students find new supervising school authorities as soon as possible. It is imperative this occurs without delay so the focus can return to the education of these students.

Thank you for your efforts to date. I also appreciate the work your school authorities will be doing in the coming days and weeks to ensure we continue to support these students and families.

Sincerely,

David Eggen

Minister

cc: Superintendents of Public, Separate, Francophone and Charter School Boards

Private Schools

Executive Directors of Stakeholder Associations

Communications Contacts at School Divisions

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Don Falk <dfalk@newhorizons.ca>

USE OF COPYRIGHT-PROTECTED MATERIALS IN THE CLASSROOM

1 message

EDC Minister <Education.Minister@gov.ab.ca>

Thu, Nov 3, 2016 at 2:40 PM

To: Board Chairs of Public, Separate, Francophone and Charter School Boards

Presidents of Stakeholder Associations

ACSTA (Alberta Catholic School Trustees' Association)

ASBA (Alberta School Boards Association)

AHEA (Alberta Home Education Association)

ASCA (Alberta School Councils' Association)

ATA (Alberta Teachers' Association)

AAPCS (Association of Alberta Public Charter Schools)

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CASS (College of Alberta School Superintendents)

CCSSA (Council of Catholic Superintendents of Alberta)

Fédération des parents francophones de l'Alberta

Fédération des conseils scolaires francophones de l'Alberta

PSBAA (Public School Boards' Association of Alberta)

Dear education partners:

Ministries of education across Canada strive to ensure that all school authorities have the latest information about copyright law. Copyright rules for educators have changed significantly in recent years. While educators have new opportunities to use copyright-protected materials in their lessons, there are also limits as to what can be copied and communicated in the classroom.

I am pleased to announce that the Copyright Consortium of the [Council of Ministers of Education, Canada \(CMEC\)](#) has developed a new online Copyright Decision Tool to help educators determine whether they can use print materials, artistic works or audiovisual materials in their lessons without getting copyright permission. This resource can be accessed on the Teachers and Copyright website at www.copyrightdecisiontool.ca.

The website also provides an overview of the [Fair Dealing Guidelines](#) as well as [Copyright Matters!](#) – a booklet about the copyright-permission process. The booklet, along with other copyright resources, will be distributed to school authorities across Alberta over the next few months.

Additional information regarding copyright and the classroom can also be found on [Alberta Education's website](#).

Thank you for your continued co-operation and support.

Sincerely,

David Eggen

Minister

cc: Superintendents of Public, Separate, Francophone and Charter School Boards
Executive Directors of Stakeholder Associations
Communications Contacts at School Divisions

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