



Board Meeting

Agenda Package

October 18, 2017

☞ *New Horizons Charter School Society* ☞

AGENDA**Type of Meeting:** Board**Date:** October 18, 2017**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
OCTOBER 18, 2017**

AGENDA

- | | | | |
|-----|--|----------------|---------|
| 1. | Call to Order | Nicole Pasemko | 7:00 pm |
| 2. | Adoption of Agenda | Nicole Pasemko | 7:01 pm |
| 3. | Disclosure of Conflict of Interest | Nicole Pasemko | 7:03 pm |
| 4. | Approval of Minutes | | 7:04 pm |
| | 4.1 October 4, 2017 – attachment | Nicole Pasemko | |
| 5. | Administration Reports | | 7:06 pm |
| | 5.1 Principal's Report – attachment | Ted Zarowny | |
| | 5.2 Superintendent's Report – attachment | Don Falk | |
| 6. | Board Reports | | 7:26 pm |
| | 6.1 Board Chair's Report | Nicole Pasemko | |
| | 6.2 Committee Reports | Nicole Pasemko | |
| 7. | New Business | | 7:31 pm |
| | 7.1 Date of November 2017 Board Meeting – attachment | Don Falk | |
| | 7.2 Board Policy 101 (Board Member Code of Conduct) – attachments | Don Falk | |
| | 7.3 New Classroom Modular Request – attachment | Don Falk | |
| | 7.4 Provincial Achievement Tests Results for June 2017 / Accountability Pillar Results Report for October 2017 – attachments | Don Falk | |
| | 7.5 Volunteers for Board Committees – attachments | Don Falk | |
| | 7.6 Board Orientation and Development – attachments | Don Falk | |
| 8. | Board Work Plan | | 8:30 pm |
| | 8.1 Board Work Plan 2017-18 - attachment | Nicole Pasemko | |
| 9. | Receipt of Reports | Nicole Pasemko | 8:35 pm |
| 10. | Correspondence Sent | Nicole Pasemko | 8:36 pm |
| 11. | Correspondence Received | Nicole Pasemko | 8:37 pm |
| | 12.1 Letter (2017-10-02) from Vleeming Vleeming | | |

AGENDA

Type of Meeting: Board

Date: October 18, 2017

Page:2 of 2

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

O'Neill Accountants re Audit Planning

12.2 Email (2017-10-06) from Assistant Deputy Minister

Wendy Boje re Board Policy on School Fees

- | | | | |
|-----|--------------------|----------------|---------|
| 12. | In Camera | Nicole Pasemko | 9:10 pm |
| 13. | Adjournment | Nicole Pasemko | 9:25 pm |

Next Board Meeting – To Be Determined

October 4, 2017 7:00 PM

Board Members Present At Call To Order:

Jill Weiss
DIRECTOR

Nicole Pasemko
DIRECTOR

Trevor Panas
DIRECTOR

Elaine Phillips
DIRECTOR

Inna Mackay
DIRECTOR

Dan Coles
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 7:15 pm.

2. Adoption of Agenda

Motion 2017-10-04-01 Motion to adopt agenda for the Board Meeting October 4, 2017 with the additional item; 5.4 Signing Authorities.

Moved: Director Mackay, Seconded: Director Phillips, Carried

3. Disclosure of Conflict of Interest:

None

4. Approval of Minutes

4.1 Minutes from September 13, 2017

Motion 2017-10-04-02 Motion to approve September 13, 2017 Board Meeting Minutes.

Moved: Director Panas, Seconded: Director Coles, Carried

5. Board Organization

5.1 Selection of Officers

Superintendent Falk assumed the role of Chair.

Superintendent Falk called for nominations for the appointment of Board Chair.

Nomination received for Nicole Pasemko.

Superintendent Falk called for a second time for nominations.

Superintendent Falk called for a third time for nominations.

Superintendent Falk called that all nominations have now ceased.

Motion 2017-10-04-03 Motion to appoint by acclamation Nicole Pasemko to the position of Board Chair.

Moved: Director Weiss, Seconded: Director Coles, Carried

Director Pasemko assumed the position of Chair.

Motion 2017-10-04-04 Motion to appoint Dan Coles to the position of Board Vice Chair.

Moved: Director Panas, Seconded: Director Mackay, Carried

Motion 2017-10-04-05 Motion to appoint Michelle Macdonald to the position of Secretary.

Moved: Director Coles, Seconded: Director Weiss, Carried

Motion 2017-10-04-06 Motion to appoint Trever Panas to the position of Treasurer.

Moved: Director Mackay, Seconded: Director Weiss, Carried

5.2 Set Regular Meeting Dates

Motion 2017-10-04-07 Motion to set the following dates as Regular Board Meeting Dates:

October 18, 2017
November 29, 2017
December 20, 2017
January 24, 2018
February 28, 2018
March 14, 2018
April 25, 2018
May 23, 2018
June 20, 2018

Moved: Director Weiss, Seconded: Director Phillips, Carried

5.3 Board Committees

Motion 2017-10-04-08 Motion to appoint the following Board Members to serve as the Audit Committee:

*Director Panas
Director Phillips*

Moved: Director Weiss, Seconded: Director Mackay, Carried

Motion 2017-10-04-09 Motion to appoint the following Board and Society Members to serve as the Policies, Guidelines and Bylaws Committee:

*Chair Pasemko
Director Weiss
Society Member Shari Morin*

*Moved: Director Mackay, Seconded: Director Coles,
Carried*

Motion 2017-10-04-10 Motion to appoint the following Board to serve as the Personnel Committee:

*Chair Pasemko
Director Weiss
Director Mackay
Director Phillips*

*Moved: Director Panas, Seconded: Director Coles,
Carried*

Motion 2017-10-04-11 Motion to appoint the following Board and Society Members to serve as the Survey Committee:

*Director Coles
Director Weiss
Director Panas*

*Moved: Director Weiss, Seconded: Director Mackay,
Carried*

Motion 2017-10-04-12 Motion to appoint the following Board and Society Members to serve as the Public Relations Committee:

*Chair Pasemko
Director Weiss
Society Member Shari Morin
Society Member Sandra Summers*

*Moved: Director Coles, Seconded: Director Panas,
Carried*

5.4 Signing Authorities

Secretary-Treasurer de Kleine spoke of the present signing authorities and noted that no revisions are required at this time.

6. Board Work Plan

6.1 Board Work Plan 2017-18

The Board reviewed the Board Work Plan 2017-18, as attached to the agenda for the meeting.

7. The Association of Alberta Public Charter Schools

7.1 Email (2017-09-17) from Executive Director Rhyason re Communications Committee

7.2 Report and Attachment from Ad Hoc Communications Committee

7.3 Annual General Meeting

8. Correspondence Sent

8.1 Letter (2017-09-17) from Board Chair Weiss to Education Minister Eggen re Board Policy and Administrative Procedures re School Fees

9. Correspondence Received

10. Motion to Move into Camera:

Motion 2017-10-04-13 Motion to move into camera at 8:31 pm.

*Moved: Director Panas, Seconded: Director Weiss,
Carried*

11. Motion to Move Out of Camera:

Motion 2017-10-04-14 Motion to move out of camera at 8:43 pm.

*Moved: Director Coles, Seconded: Director Mackay,
Carried*

15. Adjournment

Chair Pasemko adjourned the meeting at 8:43 pm.

Next Board Meeting – Wednesday October 18, 2017.

New Horizons Charter School Society

Board Meeting

Principal's Report

October 18, 2017

7:00 p.m.

New Horizons School

1. Grade 3 SLA

Information:

Currently, our Grade 6 and Grade 9 students are assessed annually using the Provincial Achievement Tests (PAT) for the four core subjects: Language Arts, Math, Science, and Social Studies. Up until 2014, Grade 3 students also wrote the PATs Language Arts and Math.

In 2014, the Grade 3 PATs stopped being administered, and Alberta Education began piloting an alternative to the Grade 3 PAT. The alternative assessment is called the Student Learning Assessment (SLA). This year all schools have the option of administering the SLAs.

Unlike the PATs, the SLAs are administered at the front end of the year so that the information can be used for planning during the course of the year. While use of the SLA is optional, our two grade 3 classes will be participating in early November.

The SLAs are digital assessments focusing on literacy and numeracy. They are marked locally, and individual results will be shared with parents.

For more on the SLAs, visit [Alberta Education](#).

2. The Strathcona County School Traffic Safety Partnership

Information:

The [Strathcona County School Traffic Safety Partnership](#) (STSP) provides a collaborative forum to effectively address traffic safety concerns at County schools through the integrated implementation of engineering, education, and enforcement initiatives. New Horizons School is part of this partnership which meets once every two months.

The other members include representatives from the Elk Island Public and Catholic School Boards (including Student Transportation, Facilities and Administration), the Catholic Education Parents Advisory Council (CEPAC), EIPS's Committee of School Councils (COSC), Alberta Transportation Office of Traffic Safety, Strathcona County RCMP and Enforcement Services, and Strathcona County's Transportation and Agriculture Services.

The SCSTSP website is: <http://www.schooltrafficsafety.com/>

Recently, the partnership developed a position paper supporting all day school zone speeds. The position paper is attached.

3. Enrollment Update

Information:

Our September 30 enrollment came in 318 students, the number on which the 2017-2018 budget was based. We anticipate our enrolment to grow to 321 students by January.

September 30		October 12		January	
Grade	Students	Grade	Students	Grade	Students
K	37	K	37	K	37
1	39	1	39	1	40
2	45	2	45	2	45
3	45	3	45	3	45
4	37	4	37	4	37
5	40	5	41	5	42
6	22	6	22	6	22
7	25	7	25	7	25
8	17	8	17	8	17
9	11	9	11	9	11
Total	318	Total	319	Total	321



Position Statement: All Day School Zones

Currently, Strathcona County follows the provincial standard for school zone effective times. School zone times are established under the Use of Highway and Rules of the Road Regulation, Sections 4, 5, 7 and 8 and are in effect between the following times on school days: 8 a.m. and 9:30 a.m.; 11:30 a.m. and 1:30 p.m.; 3 p.m. and 4:30 p.m.

Municipalities can pass a bylaw to change school zone effective times should they wish. Many municipalities in the Capital Region have opted to adopt all day school zones, including the City of Edmonton, St. Albert, Fort Saskatchewan and Beaumont.

Research Support for All Day School Zones

According to Parachute Canada, children aged 10 to 14 years have the highest incidence of pedestrian-related injuries. Children aged five to 14 years are at the greatest risk for pedestrian-related deaths. Their number one recommendation to improve community safety is to reduce driver speed

(http://www.parachutecanada.org/downloads/injurytopics/ChildPed_Report_07:08.pdf).

This recommendation is echoed by the World Health Organization, who cites speed as the number one risk factor for pedestrian traffic injury, noting that impacts above 30 km/h increase the likelihood of severe injury or death

(http://apps.who.int/iris/bitstream/10665/79753/1/9789241505352_eng.pdf?ua=1 , p. 18).

Vision Zero Canada recommends that speed limits be set at 30 km/h in places where pedestrians and cyclists mix with cars (<https://visionzero.ca/policies-and-practice/>).

Local Factors which Support All Day School Zones

Strathcona County's Traffic Safety Strategic Plan 2020 is guided by a Vision Zero philosophy: "No one is seriously injured or killed while travelling on Strathcona County's road network".

Provincial school zone effective times are inconsistent with some of the County's school schedules, who start classes before 8 a.m. and dismiss classes before 3 p.m. Further, provincial school zone effective times do not provide safety for children on early dismissal days.

For these reasons, the Strathcona County School Traffic Safety Partnership supports the implementation of all day school zones in our community. Specifically, we recommend a bylaw where speeds in all school zones are limited to 30 km/h from 7:30 a.m. to 4:30 p.m.



Superintendent's Report to the Board of Directors

October 18, 2017

1. School Modernization

We have now moved into the final stages of our school modernization project. Following is a list of the remaining components of the project that are still underway:

- Landscaping of the grounds, particularly where the grounds were disturbed during the work of the project and in the location of the former east wing of portable classrooms.
- Installation of exterior cladding, flashing, and signage.
- Installation of exterior lighting.
- Completion of interior electrical work.
- Completion of the building management system.
- Addressing deficiencies.

An orientation session on the new heating, ventilation, and air conditioning systems was held on October 11; a similar session on the school's new electrical systems will be held on October 19.

2. Meetings Attended

During the past month, I have been privileged to represent our school at the following meetings:

- September 15 - Meeting of charter school superintendents and secretary-treasurers, held in Red Deer
- September 20 – Sherwood Park & District Chamber of Commerce
- September 22 – College of Alberta School Superintendents, held in Whitecourt
- September 28 – Meeting with Alberta Education officials to discuss potential changes to provincial policy on Teacher Growth, Supervision and Evaluation
- September 29 – Modernization Site Meeting
- October 11 – Modernization Site Meeting & HVAC Training Session
- October 13 – Meeting of the Executive Advisory Committee of The Association of Alberta Public Charter Schools, held in Red Deer

3. Revisions to School Janitorial Service

Janitorial service at our school is provided by Bee-Clean Northern Alberta Ltd., a contracted service provider. Bee-Clean has recently agreed to several requested changes to the service provided at our school. These changes include:

- An increase in hours of service from approximately 45 hours per week to 60 hours per week (at no additional cost to our school).
- Clearer specification of work to be done on a daily, weekly, monthly etc. basis.
- Service from 4:00 pm to 10:00 pm daily (Monday through Friday)
- The primary intended outcome of these changes is a more thorough and comprehensive cleaning of the school. Additional intended outcomes include improved communication and stronger relationships between school personnel and the cleaning staff, as well as the assignment of responsibility for opening and closing the school for evening user groups to the janitorial staff (rather than to school administration).



Don Falk,
Superintendent



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

MEMORANDUM

October 13, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Date of November 2017 Board Meeting

Background:

At its meeting of October 4, 2017, the Board of Directors scheduled the Annual General Meeting (AGM) of the New Horizons Charter School Society for 6:30 pm on Wednesday, November 29, 2017, to be followed by the regular Board meeting for November.

However, Secretary-Treasurer de Kleine has advised that there is a need for the Board to approve the Audited Financial Statements prior to their presentation to the NHCS Society at the Annual General Meeting. This cannot be done if the AGM follows the Board meeting.

In past years, this issue has been addressed in one of several ways:

1. By scheduling a Board meeting one week prior to the AGM for the sole purpose of receiving and approving the Audited Financial Statements. The AGM is then scheduled for the week following, after which a regular Board meeting is scheduled, the purpose of which is to conduct regular Board business, or
2. By scheduling a regular Board meeting one week prior to the AGM, the purpose of which is to receive and approve the Audited Financial Statements, as well as conduct regular Board business. The AGM is scheduled for the week following.

Recommendations:

It is recommended that the Board of Directors reschedule the November Board meeting(s) so as to enable the receipt and approval of the Audited Financial Statements at a Board meeting prior to the Annual General Meeting of the New Horizons Charter School Society.

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

Don Falk



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

MEMORANDUM

October 13, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Board Member Code of Conduct

Background:

Board Policy 101 (attached) establishes a Code of Conduct for members of the Board of Directors. In order to affirm their understanding of the Code of Conduct and of the details referenced in Policy 101, Directors have made it a practice to sign a copy of Policy 101 and to file the signed copy with the Board Secretary.

Recommendations:

It is recommended that members of the Board of Directors sign a copy of Policy 101 (Role of the Board and Board Member Code of Conduct) and submit it to the Board Secretary for filing.

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

Don Falk

Attachment

POLICIES

Approved: 2009-06-10

Policy: #101

Amended:

Section: Board Governance

#101 Role of the Board and Board Member Code of Conduct

POLICY STATEMENT

The Board of NHCSS will function as the governing Board of the School. The Board shall provide overall direction and leadership for the School. Board members shall conduct themselves in an ethical and responsible manner.

GUIDELINES

1. The Board is responsible for:
 - a. Ensuring that the practices of the School and the Board are consistent with applicable legislation, the Charter, Board policies, and contractual obligations.
 - b. Developing policies.
 - c. Developing Bylaws of NHCSS.
 - d. Appointing and evaluating a Superintendent as the Chief Education Officer of the School.
 - e. Appointing a Secretary Treasurer as the Chief Financial Officer of the School.
 - f. In conjunction with the Superintendent, appointing a Principal of the School.
 - g. Directing and monitoring the finances of the School including approving the annual budget and audited financial statements.
 - h. Evaluating the levels of satisfaction held by students, parents and staff.
 - i. Establishing Board committees.

2. Board members shall:
 - a. Be aware of their legal and fiduciary responsibilities.
 - b. Be informed about current issues and participate actively in decision making.
 - c. Act in the best interest of the school community.
 - d. Abide by and support all decisions of the board.
 - e. Declare conflicts of interest and excuse themselves from Board deliberations.
 - f. Be aware that communication of Board decisions is the responsibility of the Chair.
 - g. Maintain the confidentiality of the business of the Board.
 - h. Act in a respectful and responsible manner when dealing with the school community.



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

MEMORANDUM

October 13, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Request for Modular Classrooms

Background:

As noted in the attached email message from the Capital Planning Sector of Alberta Education, the deadline for submission of draft requests for new modular classrooms is November 1, 2017.

Our school facility presently includes sixteen classroom instructional spaces (not including the stage). Of these, fifteen are occupied by homeroom classes and one is designated for music instruction. In short, all of the classroom spaces in our school are presently in use. We anticipate a need for one additional classroom in each of grades 6, 7, 8, and 9 respectively over the course of the next four-year period. The provision of two new modular classrooms in 2018-19 would address the first half of this need. The intent of a subsequent request for two additional modular classrooms would be to address the remaining need.

Directors may recall that the enrolment of our school is capped at 300 students and that our school was modernized with a capacity of 300 students in mind. It is important to demonstrate, therefore, that a request for additional modular classrooms is consistent with both the enrolment cap and the rated capacity of the school. The following factors are intended to address this expectation:

- Our school is shared with the neighbouring École Claudette-et-Denis-Tardif. This reduces the ability of our student body to fully "occupy" our school facility. In effect, this reduces the enrolment capacity of our school and strengthens our request for additional classroom space.
- Our school's enrolment cap is established at "300 students," which is understood by Alberta Education to mean students enrolled in grades 1 through 12 (i.e. not including children enrolled in a program of Early Childhood Services. In effect, this eliminates one classroom from the calculation of classrooms available for grade 1-12 instruction in our school.
- The conventional capacity of a classroom is understood to be twenty-five students. In a K-9 school, however, some classroom spaces have a rated capacity that is much lower than twenty-five students. This includes classrooms identified for Career and Technology Studies' instruction, of which we have two in our school. This further reduces the rated enrolment capacity of our school.

With these factors in mind, it is believed that an application for modular classrooms will have a reasonable chance for success.

Recommendation:

It is recommended that the Board of Directors provide approval for the submission of a request for two modular classrooms, to be installed prior to the commencement of the 2018-19 school year.

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

Don Falk

Attachment



Don Falk <dfalk@newhorizons.ca>

2018/19 Modular Classroom Program Submissions

1 message

Tracy Allen <Tracy.Allen@gov.ab.ca>

Tue, Oct 3, 2017 at 9:28 AM

To: All Superintendents and Secretary Treasurers

The Capital Planning Sector is requesting your jurisdiction's Modular Classroom Program submissions for the 2018/19 school year. In order to provide time for you to consult with your schools, review enrolment data from the September 30 count and allow newly elected school board trustees time to adapt to their new roles and responsibilities, the process for the submission of this year's modular classroom requests has been changed.

School boards are now asked to provide **draft versions** of their requests to Education by **November 1, 2017** and **final versions** on or before **December 1, 2017**. The reason for the two deadlines is to ensure there is sufficient time for Education's review of submissions and for the Deputy Minister to review and approve recommendations before the end of this year.

I encourage you to put forward your most pressing needs for consideration. As in the past, the focus of the modular program is to address health and safety issues first, followed by emergent enrolment pressures. If you are submitting a modular classroom request based on health and safety reasons, I would like to remind you that third-party verification is required. Failure to provide this verification may result in the request not being approved.

As we were able to redeploy a number of existing modular/portable classrooms between jurisdictions over the past few years, I am also asking that you identify any units in good condition that may be surplus to your needs, in order that they can be considered for reallocation. To ensure that the condition of the units being redeployed is "good," third-party verification is now required. Declaration of Surplus Portable/Modular Classroom requests without third-party verification may not receive consideration.

Finally, this year Capital Planning will accept and consider requests from school boards for the demolition of portable/modular classrooms and the reclamation of the affected school sites. If you plan to submit a request, additional information verifying the condition of the portable/modular classroom being considered should accompany your submission.

Please be sure to use the Modular Classroom Program request forms, which are available online at www.education.alberta.ca/school-infrastructure/planning-school-projects/everyone/resources/. The forms for submission are:

- New Modular Classroom Requests for 2018-2019 (Form 9)

- Relocation of Portable/Modular Classroom Requests for 2018-2019 (Form 10)
- Declaration of Surplus Portable/Modular Classrooms for 2018-2019 (Form 16)
- Demolition and Reclamation Requests for 2018-2019 (Form 17).

When completed, please email a copy of your form(s) to edc.cpdata@gov.ab.ca.

Capital Planning will inform you of any approved modular classroom units in early 2018.

If you have any questions or concerns, please do not hesitate to contact your designated Capital Planning Senior Manager.

Sincerely,

Tracy Allen

Executive Director, Capital Planning

Alberta Education

Elke Woite

Director's Assistant

Strategic Planning, Capital Planning

Alberta Education

Government of Alberta

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MEMORANDUM

October 13, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Results of June 2017 Administration of Provincial Achievement Tests /
Accountability Pillar Summary Report

Background:

In accordance with a schedule circulated recently by Alberta Education, attached are the results for New Horizons School in the June 2017 administration of the provincial achievement tests.

The results will be examined by the school administration and staff, with a view toward identifying strengths and weaknesses, as well as determining potential changes to the Three-Year Education Plan. An amended Education Plan will be presented to the Board of Directors for consideration at the November 2017 Board meeting.

The detailed analysis by the school administration and staff notwithstanding, following are several general observations:

- The percentage of New Horizons students achieving the acceptable standard was well above the provincial average on every test, as has consistently been the case for many years.
- The percentage of New Horizons students achieving the standard of excellence was also well above the provincial average, as has also been the case for many years.

The results of the June 2017 administration of the provincial achievement tests have been incorporated into the attached Accountability Pillar Summary Report for October 2017.



Don Falk – Superintendent

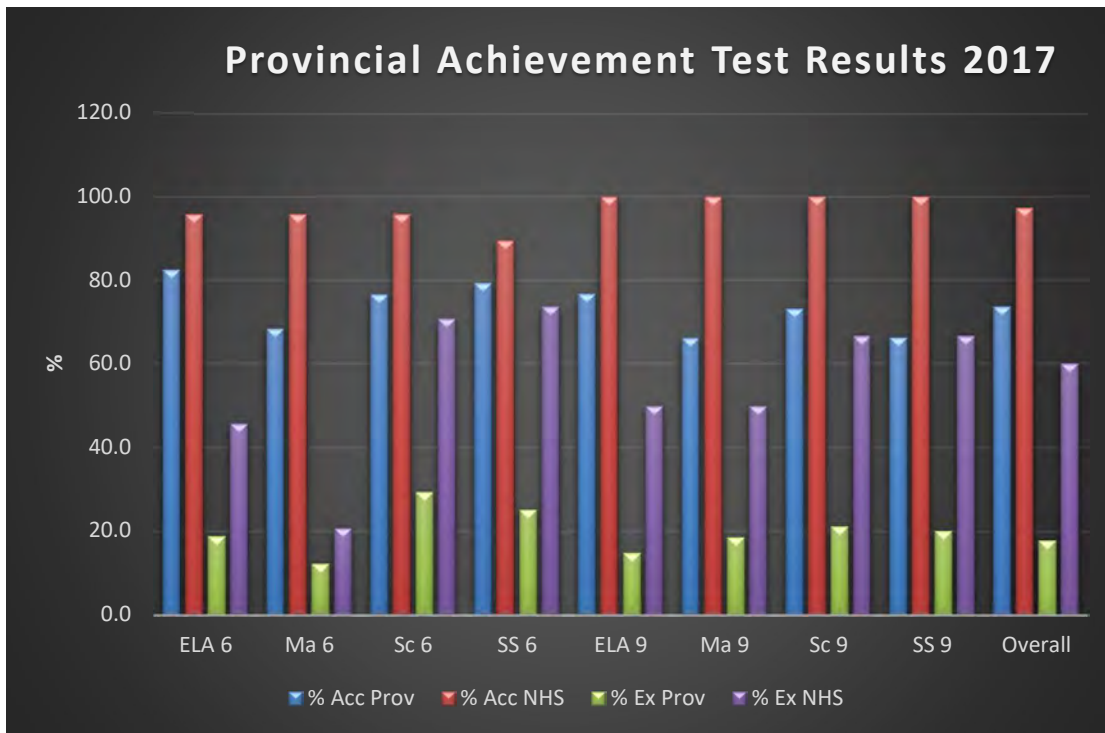
Attachments (2)

New Horizons School

Provincial Achievement Test Results – June 2017

(based on students all students enrolled in grade)

Test	% Acceptable Province	% Acceptable NHS	% Excellence Province	% Excellence NHS
ELA 6	82.5	95.8	18.9	45.8
Ma 6	68.4	95.8	12.3	20.8
Sc 6	76.6	95.8	29.5	70.8
SS 6	72.6	95.8	22.4	41.7
ELA 9	76.8	100.0	14.9	50.0
Ma 9	66.2	100.0	18.7	50.0
Sc 9	73.2	100.0	21.3	66.7
SS 9	66.3	100.0	21.3	66.7
Overall	72.8	97.2	19.9	49.3



Accountability Pillar Overall Summary
Annual Education Results Reports - Oct 2017
Authority: 6015 New Horizons Charter School Society



Measure Category	Measure	New Horizons Charter School So			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Safe and Caring	86.9	91.2	89.6	89.5	89.5	89.3	High	Maintained	Good
Student Learning Opportunities	Program of Studies	75.2	81.5	79.2	81.9	81.9	81.5	Intermediate	Maintained	Acceptable
	Education Quality	92.1	95.7	93.1	90.1	90.1	89.6	Very High	Maintained	Excellent
	Drop Out Rate	0.0	0.0	0.0	3.0	3.2	3.3	Very High	Maintained	Excellent
	High School Completion Rate (3 yr)	n/a	n/a	n/a	77.9	76.5	76.1	n/a	n/a	n/a
Student Learning Achievement (Grades K-9)	PAT: Acceptable	97.2	94.7	96.8	73.4	73.6	73.2	Very High	Maintained	Excellent
	PAT: Excellence	49.3	58.6	60.1	19.5	19.4	18.8	Very High	Maintained	Excellent
Student Learning Achievement (Grades 10-12)	Diploma: Acceptable	n/a	n/a	n/a	83.0	82.7	83.1	n/a	n/a	n/a
	Diploma: Excellence	n/a	n/a	n/a	22.2	21.2	21.5	n/a	n/a	n/a
	Diploma Exam Participation Rate (4+ Exams)	n/a	n/a	n/a	54.9	54.6	53.1	n/a	n/a	n/a
	Rutherford Scholarship Eligibility Rate	n/a	n/a	n/a	62.3	60.8	60.8	n/a	n/a	n/a
Preparation for Lifelong Learning, World of Work, Citizenship	Transition Rate (6 yr)	n/a	n/a	n/a	57.9	59.4	59.3	n/a	n/a	n/a
	Work Preparation	82.8	87.2	86.7	82.7	82.6	81.9	High	Maintained	Good
	Citizenship	84.1	86.4	86.5	83.7	83.9	83.6	Very High	Maintained	Excellent
Parental Involvement	Parental Involvement	87.8	90.2	86.6	81.2	80.9	80.7	Very High	Maintained	Excellent
Continuous Improvement	School Improvement	88.7	85.2	82.8	81.4	81.2	80.2	Very High	Improved	Excellent

- Notes:
1. Data values have been suppressed where the number of respondents/students is fewer than 6. Suppression is marked with an asterisk (*).
 2. Overall evaluations can only be calculated if both improvement and achievement evaluations are available.
 3. Results for the ACOL measures are available in the detailed report: see "ACOL Measures" in the Table of Contents.
 4. Survey results for the province and school authorities were impacted by the changes in the number of students responding to the survey through the introduction of the OurSCHOOL/TFM (Tell Them From Me) survey in 2014.
 5. Aggregated PAT results are based upon a weighted average of percent meeting standards (Acceptable, Excellence). The weights are the number of students enrolled in each course. Courses included: English Language Arts (Grades 6, 9, 9 KAE), Français (Grades 6, 9), French Language Arts (Grades 6, 9), Mathematics (6, 9, 9 KAE), Science (Grades 6, 9, 9 KAE), Social Studies (Grades 6, 9, 9 KAE).
 6. Participation in Provincial Achievement Tests was impacted by the flooding in June 2013 (Grade 9 only) and by the fires in May to June 2016. Caution should be used when interpreting trends over time for the province and those school authorities affected by these events.
 7. Aggregated Diploma results are a weighted average of percent meeting standards (Acceptable, Excellence) on Diploma Examinations. The weights are the number of students writing the Diploma Examination for each course. Courses included: English Language Arts 30-1, English Language Arts 30-2, French Language Arts 30-1, Français 30-1, Mathematics 30-1, Mathematics 30-2, Chemistry 30, Physics 30, Biology 30, Science 30, Social Studies 30-1, Social Studies 30-2.
 8. Caution should be used when interpreting evaluations and results over time for Mathematics 30-1/30-2, as equating was not in place until the 2016/17 school year. Alberta Education does not comment on province wide trends until it has five years of equated examination data.
 9. Participation in Diploma Examinations was impacted by the flooding in June 2013 and by the fires in May to June 2016. Caution should be used when interpreting trends over time for the province and those school authorities affected by these events.
 10. Weighting of school-awarded marks in diploma courses increased from 50% to 70% in the 2015/2016 school year. Caution should be used when interpreting trends over time.
 11. Due to the change from previous data source systems to Provincial Approach to Student Information (PASI), Rutherford Scholarship Eligibility Rate results prior to 2015 are not available.



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

MEMORANDUM

October 13, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Service on Board Committees – Expressions of Interest

Background:

In response to a request made at the Board meeting of October 4, 2017, an invitation to express interest in service on Board committees was sent to parents on October 5, 2017. Two parents have expressed interest in such service; details regarding these expressions of interest have been forwarded to Board chair Nicole Pasemko.

Attached for the information of the Board is the list of Board committee membership, as at the Board meeting of October 4, 2017.

Recommendation:

It is recommended that the Board of Directors give consideration to the expressions of interest that have been received with respect to service on Board committees.

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

Don Falk – Superintendent

Attachment

BOARD OFFICERS & COMMITTEES

2017-10-04

Position / Committee	2015 - 16	2016-17	2017-18
Chair	Jill Weiss	Jill Weiss	Nicole Pasemko
Vice Chair	Ryan Bosch	Nicole Pasemko	Jill Weiss
Secretary	Denise Auriat/Will Watson	Will Watson	Michelle Macdonald
Treasurer	Nicole Pasemko	Trevor Panas	Trevor Panas
Audit Committee			
<i>Membership: Board Treasurer</i>	Nicole Pasemko	Trevor Panas	Trevor Panas
<i>(must chair); 2 or more Board</i>	Carole Karbonik	Inna Mackay	Elaine Phillips
<i>members; 2 community members</i>	Jill Weiss	Michelle Macdonald	
<i>as specified in Policy</i>	Chad Cretney	Brandi Mah	
	Theo Charette		
Policies, Guidelines, Bylaws Cmte			
<i>Membership: Unspecified; Board</i>	Ryan Bosch	Jill Weiss	Jill Weiss
<i>member must chair</i>	Will Watson	Trevor Panas	Nicole Pasemko
	Beverly Kwon	Nicole Pasemko	Shari Morin
	Tammie Cretney	Brandi Mah	
Personnel Committee			
<i>Membership: Board members</i>	Jill Weiss	Jill Weiss	Nicole Pasemko
<i>only; unspecified number; Board</i>	Vicky Qualie	Inna Mackay	Jill Weiss
<i>Chair must chair</i>	Nicole Pasemko	Nicole Pasemko	Inna Mackay
	Denise Auriat		Elaine Phillips
Survey Committee			
<i>Membership: Board members</i>	Denise Auriat	Jill Weiss	Dan Coles
<i>only; unspecified number</i>	Will Watson	Will Watson	Jill Weiss
			Trevor Panas
Public Relations Committee			
<i>Membership: Unspecified;</i>	Nicole Pasemko (chair)	Jill Weiss	Jill Weiss
<i>School Council & FANHS to be</i>	Vicky Qualie	Nicole Pasemko	Nicole Pasemko
<i>invited to submit representation;</i>	Darlene Groten	Michelle Macdonald	Shari Morin
<i>Board member must chair</i>	Theo Charette	Vickie Qualie	Sandra Summers
	Denise Auriat		
	Trevor Panas		
	Krista Radstaak		



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

MEMORANDUM

October 13, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Possible Topics for Board Orientation and Development

Background:

At its meeting of October 4, 2017, the Board of Directors requested that Administration prepare a list of possible topics for Board orientation and development, to be presented at the Board meeting of October 18, 2017. Accordingly, the attached list is presented for the consideration of the Board of Directors.

Sessions for Board orientation and development will be scheduled at 6:15 p.m. prior to each regular Board meeting, beginning with the November 2017 meeting.

Recommendation:

It is recommended that Board members provide comment on the items in the attached list and suggest additional or alternative items for consideration.

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

Don Falk – Superintendent

Attachment



October 2017

Possible Topics for Board Orientation / Development

- School Act Overview, particularly as it pertains to charter schools
- Review of Board Governance section of Board Policy Manual
- Funding Overview
- Insurance Overview
- Review of Charter Schools Handbook
- Similarities and Differences between Charter Boards and Conventional School Boards
- Best Practices in Gifted Education
- Overview of the NHS Charter
- Charter Schools in Alberta / The Association of Alberta Public Charter Schools
- Workshops provided by Becky Kallal
 - Governance Overview
 - Effective Meetings



Board of Directors – Work Plan for 2017-18

September	<ul style="list-style-type: none"> ▪ Adopt Board Work Plan for 2017-18 <input checked="" type="checkbox"/> ▪ Receive Counsellor’s Report for 2016-17 School Year <input checked="" type="checkbox"/> ▪ Set date for October Board meeting <input checked="" type="checkbox"/> ▪ Receive report on provincial achievement test results (closed meeting) <input checked="" type="checkbox"/> ▪ Set date for NHCS Society AGM <input checked="" type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
October	<ul style="list-style-type: none"> ▪ Conduct SGM; Hold Board elections <input checked="" type="checkbox"/> ▪ Elect Board executive officers (must be within one week of SGM) <input checked="" type="checkbox"/> ▪ Select members for Board standing committees <input checked="" type="checkbox"/> ▪ Set dates for Board meetings (motion required) <input checked="" type="checkbox"/> ▪ Notify Service Alberta of change in executive officers <input checked="" type="checkbox"/> ▪ Sign Board Member Code of Conduct – Policy #101 <input type="checkbox"/> ▪ Receive Accountability Pillar Results Report for October 2017 <input type="checkbox"/> ▪ Attend TAAPCS Annual General Meeting <input type="checkbox"/> ▪ Receive enrolment report for September 30, 2017 <input type="checkbox"/> ▪ Conduct initial orientation session for new Board members <input type="checkbox"/> ▪ Submit request to Alberta Education for modular classrooms <input type="checkbox"/> ▪ <input type="checkbox"/>
November	<ul style="list-style-type: none"> ▪ Conduct AGM of NHCS Society <input type="checkbox"/> ▪ Approve final Three-Year Education Plan 2017-18 to 2019-20 <input type="checkbox"/> ▪ Approve revised budget for 2017-18 <input type="checkbox"/> ▪ Approve Annual Education Results Report 2017-18 <input type="checkbox"/> ▪ Approve Audited Financial Statement Year Ending Aug 31/17 <input type="checkbox"/> ▪ Receive Report #1 from School Council <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
December	<ul style="list-style-type: none"> ▪ Receive Quarterly Financial Report for Sep - Nov 2017 <input type="checkbox"/> ▪ Receive Class Size Report for 2017-18 <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
January	<ul style="list-style-type: none"> ▪ Prepare breakfast for school staff <input type="checkbox"/> ▪ Receive mid-year progress report on Three-Year Education Plan 2017-20 <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
February	<ul style="list-style-type: none"> ▪ Approve school calendar for 2018-19 <input type="checkbox"/> ▪ Stakeholder Forum – Gather input on possible Education Plan priorities <input type="checkbox"/> ▪ <input type="checkbox"/>

March	<ul style="list-style-type: none"> ▪ Receive Quarterly Financial Report for Dec 2017 – Feb 2018 <input type="checkbox"/> ▪ Approve Three-Year Capital Plan for 2018-19 to 2020-21 <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"/> ▪ <input type="checkbox"/>
April	<ul style="list-style-type: none"> ▪ Provide provisional approval to Education Plan 2018-19 to 2020-21 <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
May	<ul style="list-style-type: none"> ▪ Attend TAAPCS Spring General Meeting <input type="checkbox"/> ▪ Approve Budget for 2018-19 <input type="checkbox"/> ▪ Receive Accountability Pillar Results Report for May 2017 <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"/> ▪ <input type="checkbox"/>
June	<ul style="list-style-type: none"> ▪ Assess Board Work Plan progress for 2017-18 <input type="checkbox"/> ▪ Receive Quarterly Financial Report for Mar – May 2018 <input type="checkbox"/> ▪ Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10) <input type="checkbox"/> ▪ Schedule September 2018 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"/>
Ongoing	<ul style="list-style-type: none"> ▪ 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"/>
Annually	<ul style="list-style-type: none"> ▪ 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"/>
As Needed	<ul style="list-style-type: none"> ▪ Meet with: <input type="checkbox"/> <li style="padding-left: 20px;">- County Council <input type="checkbox"/> <li style="padding-left: 20px;">- MLAs <input type="checkbox"/> ▪ <input type="checkbox"/>

October 2, 2017

New Horizons Charter School Society
1000 Strathcona Drive
Sherwood Park Alberta T8A 3R6

Attention: Board of Directors

Dear Sirs:

Re: Audit planning letter

We are writing this letter in connection with our audit of the financial statements for the year ending August 31, 2017.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

Auditor Responsibilities

As stated in the engagement letter dated , our responsibility as auditors of New Horizons Charter School Society is to express an opinion on whether the financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with Canadian generally accepted accounting standards.

We will conduct our audit(s) of New Horizons Charter School Society in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Auditor Responsibilities *(continued)*

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Treasurer's Responsibilities

The treasurer's role is to act in an objective, independent capacity as a liaison between the auditors, management and the Board of Directors, to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The treasurer's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditors as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditors with appropriate levels of management, and reporting back to the auditors on their findings;
- Making known to the auditor any issues of disclosures, corporate governance, fraud or illegal acts, non-compliance with laws or regulator requirements that are known to them, where such matters may impact the financial statements or auditor's report;
- Providing guidance and direction to the auditors on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditors with respect to corporate governance, management conduct, cooperation, information flow and systems of internal control; and
- Reviewing the draft financial statements, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same to be passed to directors for approval.

At the end of our audit, we are required to evaluate, as part of our audit, whether the two-way communication between us and the you has been adequate for the purposes of the audit.

Management's Responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they are responsible for:

- The preparation and fair presentation of the financial statements in accordance with Canadian generally accepted accounting principles;
- Such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- Providing us with:
 - Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - Access to all information of which management is aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters; and
 - Additional information that we may request from management for the purpose of the audit.

Planned Scope and Timing of Our Audit

Our objective as auditors is to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Canadian generally accepted accounting principles.

In developing our audit plan, we worked with management to understand the nature of New Horizons Charter School Society and to identify and assess the risks of material misstatement in the financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

Materiality

Materiality describes the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances

For the current year, we have determined an overall materiality amount of \$53,000. This amount will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the financial statements.

The materiality amount will be reassessed prior to the end of the engagement to ensure it remains appropriate.

Significant Changes During Period

The significant changes that we addressed in planning the audit for the current year are set out below:

- We understand that major renovations of the school are anticipated to begin in December, 2016.
- We are aware of reporting requirement changes outlined in the Alberta Education Guidelines for the preparation of School Jurisdiction Audited Financial Statements for the year ended August 31, 2017 document,
- We are not aware of any changes to accounting and control systems,
- We are not aware of any new accounting or auditing standards

Internal Control

To help identify and assess the risks of material misstatement in the financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

Significant Risks

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
<i>Recognition of revenue with regards to government grants and other government funding is prone to miscalculation, and requires significant judgment</i>	<i>We will examine the restrictions placed on grants received, and as part of our testing of expenses, ensure that these restrictions are complied with by the society.</i>
<i>Presentation and disclosure of financial statement information is set out by Alberta Education in standardized financial statement templates, and detailed in specific guidelines.</i>	<i>We will review the guidelines as provided by Alberta Education ensure that the presentation and disclosure is in compliance with these guidelines. Additional attention will be given to any changes in accounting policies recommended by Alberta Education.</i>
<i>Student outcomes is a key measure for the Society, and the Society's ability to meet parent, community, and Alberta Education expectations regarding outcomes impacts operations and enrolment.</i>	<i>We will make enquiries regarding the Society's ability and history regarding student outcomes.</i>
<i>As with any organization responsible for the safety of children, the Society is exposed to a potential liability. We will make enquiries with management and the board regarding policies in place to protect children, and any known issues during the year. We will examine insurance policies for adequate coverage, and legal invoices for any issues during the year.</i>	<i>We will make enquires with management as to policies that provide for student safety. We will examine insurance policies for adequate coverage, and legal invoices for any issues during the year.</i>
<i>The Society has had significant expenditures with regards to a new school site. These expenditures may be of capital or operating in nature.</i>	<i>We will examine expenditures to determine if they are of capital, or operating in nature, and ensure that the appropriate accounting policies are be applied.</i>

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

Uncorrected Misstatements

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

Timing

The proposed timing of our audit (as discussed with management) is as follows:

Action	Planned Date
Planning meeting with Secretary-Treasurer	October 2, 2017
Start of audit work	October 2, 2017
Present audit findings letter to the Board of Directors	
Approval of financial statements by the Board of Directors	November Board Meeting
Provide the audit opinion on financial statements	November 30, 2017

Engagement Team

Our engagement team for this audit will consist of the following personnel:

Name	Role	Contact Details
John O'Neill, CPA, CMA	Engagement Partner	ONeill@jpvca.com, (780) 640-5071
Chris Kaye, CPA, CA	Audit Manager	Chris@jpvca.com, (780) 640-5072
TBD	Audit Preparation	

Audit Findings

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the financial statements. This letter will include our views and comments on matters such as:

- significant matters, if any, arising from the audit that were discussed with management;
- significant difficulties, if any, encountered during the audit;
- qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- uncorrected misstatements; and
- any other audit matters of governance interest.

Audit Questions and Requests

Fraud

To help us in identifying and responding to the risks of fraud within the company, we would appreciate your responses to the following questions:

1. What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.

Audit Questions and Requests - Fraud (continued)

2. Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

Other Matters

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies, events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

Independence

The following comments have been prepared to facilitate our discussion with you regarding independence matters.

We hereby confirm that we:

- have complied with the requirements regarding independence prescribed by the Institute of Chartered Accountants of Alberta; and
- have disclosed all relationships and other matters between ourselves and New Horizons Charter School Society that in our opinion may reasonably be thought to bear on independence.

We are not aware of any relationships or other matters between ourselves and New Horizons Charter School Society that in our opinion may reasonably be thought to bear on independence.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of New Horizons Charter School Society to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

Vleeming Vleeming O'Neill LLP

VLEEMING VLEEMING O'NEILL LLP

Encl.



Don Falk <dfalk@newhorizons.ca>

Submission of New Horizons School's Revised School Fee Policies

1 message

Wendy Boje <Wendy.Boje@gov.ab.ca>
To: "dfalk@newhorizons.ca" <dfalk@newhorizons.ca>

Fri, Oct 6, 2017 at 3:34 PM

Dear Mr. Falk

My apologies for not having your correct email address when I had initially sent off the below email.

From: Wendy Boje
Sent: October-06-17 3:03 PM
To: 'jweiss@newhorizons.ca' <jweiss@newhorizons.ca>
Cc: 'don.falk@newhorizons.ca' <don.falk@newhorizons.ca>
Subject: Submission of New Horizons School's Revised School Fee Policies

Dear Ms. Weiss:

Thank you for your September 17, 2017 submission of New Horizons School's revised school fee policies. The Minister has reviewed your updated school fee policy.

All of the concerns laid out in the Minister's August 11, 2017 email have been addressed, and the Minister hereby approves your updated school fee policy.

On behalf of the Minister of Education, I appreciate your continued support as we work to make life more affordable for Alberta families. I wish you the best for a successful 2017/18 school year.

Sincerely,

Wendy Boje
Assistant Deputy Minister
Strategic Services and Governance

cc: Don Falk, Superintendent

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.